



City/County Management *in* ILLINOIS

Strengthening the quality of local governance through professional management

April 2012

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Calendar of Events

For complete details on events please visit the ILCMA calendar at <http://www.ilcma.org/calendar.aspx>

April 6
SWICMA Luncheon

April 13
IAMMA Annual Conference
NIU Naperville

April 18 – 20
Alliance for Innovation, Transforming Local Government Conference
Kansas City, MO

April 19
Metro Manager Luncheon
Lombard, IL

April 19
ILCMA Professional Development
Lombard, IL

May 3 & 4
Downstate Managers Meeting
Starved Rock

May 9
ILCMA Professional Development
Topic: Speed Coaching
Lombard, IL



May 9, 2012
IAMMA Awards Luncheon & Food Drive
Lombard, IL

May 18, 2012
Women's Legacy Conference
NIU Naperville

June 27 – 29, 2012
ILCMA Summer Conference
Eagle Ridge

President's Column

By David Nord, Village Administrator, Cherry Valley and Summer Conference Chair

ILCMA Summer Conference

Developing New Directions: Setting the Future Against the Past

The 2012 ILCMA Summer Conference will be held June 27 - 29, 2012 at the familiar and ever popular Eagle Ridge Inn & Resort near Galena, Illinois.

Opportunities for 9 hole and 18 hole golf begins Wednesday morning. For those who don't play golf (or are trying to kick the habit) a new addition to this year's conference is a Wednesday morning round robin tennis tournament.

Wednesday's Pre-conference ICMA University Workshop "Changed for Good: Leading Transformation in your Organization and Community" will be presented by Michelle Poche Flaherty.

Wednesday events will close out with the wildly popular annual Western BBQ offering great food and music. Unless something goes terribly wrong, we guarantee this will be a 100% karaoke free event.

Thursday morning kicks off with breakfast and a keynote address by Peter Leyden on "Our Age of Transformation: Major Trends in the 21st Century." Mr. Leyden is a future trends and technology expert. He is CEO of Next Agenda, an innovative Silicon Valley start-up whose mission is to help solve some of the biggest, most complex challenges of the 21st century. Thursday's morning breakout sessions will be "Which Direction is your Water Utility Heading?" and "The ABC's of CBA's." This year we are proud to have Mr. Bob O'Neill, Executive Director of ICMA as our luncheon keynote speaker who will address "Leadership Challenges and Opportunities: The Role of the Professional Manager in Light of Current Trends."

After lunch, concurrent breakout sessions will offer "Illinois Ideas that Work - Rapid Fire Innovation" and "Sustainability and Your Return on Investment." Thursday afternoon's breakout sessions will be followed by the Managers vs. Assistants Softball Game and a Kids Fun Fair (the assistants may wish to avoid the inevitable and skip the softball game in favor of the fun fair). Thursday's dinner will include a reception as well as the awards program. Thursday's evening events include a "Kids Night Out" and the ILCMA's Social Event "It's Your Lucky Night!"

Friday morning, we kick off with breakfast followed by two breakout sessions: "Dramatic Changes in Municipal Finance" and "A DIY Guide to Drafting Ordinances & Resolutions...Minus the Hourly Rate." Following a brief break, David Hoffman will provide the closing keynote "How to Get More Ethics and Less Corruption in Government." Mr. Hoffman is a former Inspector General, federal

prosecutor, and Supreme Court clerk. In 2009, while Inspector General, Mr. Hoffman was appointed by Governor Pat Quinn to serve as a Commissioner on the Illinois Reform Commission, the independent body created after the arrest of Governor Blagojevich to recommend anti-corruption and ethics reforms for Illinois. Be sure to stay until the end of the conference as we will be ending up with the annual raffle (yes, you need to be present to win).

As always, a representative from ICMA-RC will be available throughout the conference to discuss your financial future as well.

The Summer Conference Committee has done an excellent job creating a great conference to assist in your professional development at a very reasonable cost. More detailed information concerning the Summer Conference will be sent to you in the near future. The Committee looks forward to seeing you in Galena!



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Mark Your Calendars!

ICMA Executive Director
Bob O'Neill
to speak at ILCMA Summer Conference!

June 27 - 29, 2012
Eagle Ridge Inn & Resort
Watch for details in early spring!

ICMA University Workshop Offered in Lake Forest

Breakdown the Barriers with Your Public Safety Department and Get the Right Measures to Cut Costs and Improve Public Safety Services

ICMA University Full Day Workshop
April 20 Lake Forest, Illinois

The real key to great management is asking the right questions. Policy decisions involving your police and fire departments could have huge public safety implications, but these departments are the toughest from which to get accurate, measurable information. Join us for a full day ICMA University Workshop, Asking Your Police and Fire Chief the Right Questions to Get the Right Answers, to learn how to understand the needs of your jurisdiction's public safety agencies and employ methods to evaluate their performance; reduce costs and improve services. The workshop will include an expanded presentation about workload analysis and EMS sections and include a discussion of mergers and consolidations including public safety departments.
<http://www.icma.org/policeandfire>

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Welcome New Members!

Melissa Brown, City of Eureka, City Administrator
Ralph DeWitt, Village of Homewood, Village Manager
Geoffrey Dodds, Village of Heyworth, Village Administrator
Tony Graff, City of Wilmington, City Administrator
Sally Heffernan, Town of Normal, Assistant to the City Manager
Alex McElroy, City of Bloomington, Assistant to the City Manager
Joe Pena, Village of Channahon, Village Administrator
Adam Rowe, City of Chicago Office of City Treasurer, Press Intern
Nick Santoro, Village of Glenview, Administrative Intern
Spencer Skinner, BKV Group
Lauren Stott, Village of Montgomery, Management Intern
David Willey, City of Greenville, City Manager



Program Series

Spring Lineup

Classes held at NIU Naperville
For more info, registration fees and directions visit www.niucgs.org

Economic Development: Understanding the Entrepreneurial Ecosystem and the Community Planning Environment

April 10
by Roger Dahlstrom, NIU Center for Governmental Studies and Keenan Grenell, PhD, Grenell Group, LLC

How to Make Your Governing Boards More Effective

April 19
by Gerald Gabris, PhD, Professor, NIU Division of Public Administration

Leadership for Elected Officials

May 10
by Mary McKittrick, MPA, City Administrator, City of Geneva

We hope to see you at one or more of the sessions.
Click here to register



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Corporate Partner Spotlight

As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

Service Animals and Segways: Are you complying with the ADA?

By Adam B. Simon, Partner, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.

Recent changes to the Americans with Disabilities Act (ADA) and the Rehabilitation Act require the adoption of policies related to the use of mobility assistance devices and the use of service animals as reasonable accommodations for individuals with disabilities, as defined under the Act.

The regulations interpreting Title II of the ADA prohibit discrimination in program accessibility:

[N]o qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.¹

The regulations also provide as follows for program accessibility in existing facilities:

A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.²

For people who require assistance in the form of mobility devices or service animals, the adoption and implementation of policies which make the Agency's services, programs and activities more inclusive help meet the obligations of the Act. A failure to adopt policies, which may be customized for each public property where services, programs or facilities are operated, that give clear direction to your staff may cause haphazard, inconsistent and discriminatory decision-making, resulting in liability to your Agency.

To help explain what the policies should address it is necessary to introduce some definitions. "Electronic personal assistance mobility devices (EPAMDs)" include a Segway® PT, or a battery-powered mobility device with substantially similar characteristics and functionality. More broadly, an "other power-driven mobility device" means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, but that is not a wheelchair.

Policies related to mobility assistance devices should consider the following factors: (a) the type, size, weight, dimensions, and speed of devices; (b) the volume of pedestrian traffic in the Agency's various indoor and outdoor facilities (which may vary at different times of the day, week, month, or year); (c) the design and operational characteristics of the Agency's various indoor and outdoor facilities (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user); (d) whether legitimate safety requirements can be established to permit the safe operation of "Other Power-Driven Mobility Devices" in the Agency's facilities; and (e) whether the use of "Other Power-Driven Mobility Devices" creates a substantial risk of serious harm to the Agency's patrons' health and welfare, the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations. Importantly, an Agency can limit the indoor use of non-battery powered mobility devices to avoid the noxious impacts of fuel exhaust and engine noise.

As for "service animals," they may include dogs or miniature horses that have been individually trained to perform tasks for the benefit of a person with a disability to mitigate the impacts of the disability. A service animal may not be a pet used purely for emotional support. Some of the tasks service animals may perform include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items.

These policies are permitted to place certain responsibilities on the owner of the animal, commonly known as the "partner" or "handler." The animal's partner should be required to ensure that the animal: (a) meets any local licensing requirements, including maintenance of required immunizations for that type of animal; (b) wears a license and/or tag at all times; (c) is in a harness or on a leash or tether at all times; (d) is under control and behaves properly at all times; and (e) is in good health and not suffering from any contagious disease.

The supervision of the animal is solely the responsibility of its partner. Handlers must ensure that all local ordinances or other laws regarding cleaning up after the animal urinates and/or defecates are strictly adhered to.

If there are specific areas in any public facility or property where you think the operation of an EPAMD or use of a service animal is inherently unsafe, notwithstanding a reasonable modification of the Agency's policies and practices, it should be described in a Rider to your Agency's policy. Posting location-specific rules will also help promote public education and consistent application. In the case of mobility assistance devices and service animals, any decision resulting in the exclusion of either type of accommodation must be based on a particular set of facts after weighing the risks arising from those facts; generalized fears are not an adequate basis for failing to provide a reasonable accommodation.

In addition to the foregoing policies, your public works staff should be aware of the pending rules published by the Department of Justice related to the forms of reasonable accommodation that will be required in the design of newly constructed and altered rights-of-way. For more information you can visit the Department of Justice's website at: <http://www.access-board.gov/prowac/nprm-guide.htm>

¹28 C.F.R. 35.149

²28 C.F.R. 35.150(a)

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As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

How can Improved Energy and Water Efficiencies Fund my Capital Projects?

By Ermin Arslanagic, Johnson Controls Inc.

Do you remember the Gorilla in the room from one of the winter ILCMA presentations? The presenter gave us a task, while, we were diligently doing the task, a large gorilla casually passed through the room. To our surprise, almost nobody noticed it. We were so focused on our assignment, we completely missed the Gorilla.

The invisible Gorilla that I would like to talk about in this article is a little known local government procurement process. Through this process, energy and operational efficiencies can be utilized to fund much needed capital projects without additional budget pressures. In today's economy where funds are scarce and everybody is focused on daily operations, a HUGE opportunity is potentially missed as capital improvements can be delivered without sacrifices. Illinois procurement legislation, popularly called Performance Contracting (50 ILCS 515/) Local Government Energy Conservation Act allows a unit of the local government to tackle energy and water efficiency projects even if funds are not available. This means you can still afford improvements when faced with budget cuts or competing priorities. The concept, which is laid out below, is very simple:

1. A qualified Energy Services Company (ESCO) needs to identify realistic energy and operational savings that are approved by the local government staff. I want to point out that savings aren't usually made by eliminating huge, wasteful inefficiencies, but are often comprised of numerous, incremental improvements that when combined can be significant.
2. After the RFP, identified and approved inefficiencies are improved and the resulting savings fund the project. If the project is financed, the cost of financing may be paid by the savings as well.
3. Finally, the qualified ESCO will financially guarantee savings that will materialize, or they will pay the difference.

Projects vary in size, scope, and creativity. Projects can include lighting retrofits, building controls, water utility projects, building mechanical systems, IT communications, renewable energy, and training and service programs that will maintain the new equipment. I also want to point out that in Illinois, especially in Chicago-land, municipal franchise agreements with power companies create a disincentive to improve energy efficiency. In my experience, there are still viable improvements to be made. Enterprise funds are not under franchise agreements, some meters are not included in franchise agreements and there are other costs besides electricity. In the case of counties, franchise agreements do not apply and savings can be even greater.

The biggest opportunities for municipal infrastructure improvements are with water utilities. For example, communities that buy water from the city of Chicago will have their water rates almost double in the next three years so the need for water efficiency is even greater. In addition to energy and water savings, Performance Contracting offers some other important benefits. I have listed a few in no particular order as every project and unit of local government has different needs and priorities. The statements below are based on my experience working with my team and can vary based on the staff size and skill level of various ESCOs.

a. The performance contracting procurement process is not based on the lowest initial cost but the highest long term savings. Maximum savings will pay for the project quicker and provide for the best operating efficiency long after the project has been paid for.

b. Projects are delivered quickly in order to capture savings. For example, it costs less and generates more savings to do a water meter change out in 6-12 months than to stretch it over a number of years, which is the norm for a self installed program.

c. The price is as what the contract states, which means no change orders. It takes time to develop a detailed project but the price, scope, and payback are guaranteed.

d. Project complexity: How do you manage a project that is comprised of 54 separate improvement measures? One of the great values offered by qualified ESCOs is their ability to coordinate between various project sites, staff, equipment inventory, subcontractors and issues that will arise.

I want to conclude by saying that savings can be implemented by a city or a county on their own, but they need to have the time, money, and expertise all at the same time.

Time - I have worked with many great directors of public works, engineers, and their staff, and their busy schedules are at times challenging. For this reason, the work focused on delivering extra efficiencies is done slowly, and the original concept may never be implemented due to staff changes, priorities, funding, retirements, etc.

Expertise - an ESCO's core business is finding savings and implementing improvements. We have many specialized engineers and established processes in order to deliver guaranteed results quickly. Municipalities would typically have to coordinate a number of engineering consultants and be responsible for the outcome themselves.

Money - Every community is different, but when financially strong organizations are willing to guarantee financial outcomes of projects, boards tend to respond favorably. This is a form of risk mitigation of which our financially strapped communities should be aware.

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Corporate Partner Spotlight

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Emerging Suburban Development Issues

Stephen B. Friedman, Geoffrey Dickinson and Ranadip Bose
SB Friedman Development Advisors

There are signs of economic recovery and, while the housing market remains challenged, a number of issues are emerging as communities try to take advantage of the improved economy, demographic changes and evolving Federal policy. In this article, we will touch on four primary issues:

Redevelopment of Obsolete Shopping Centers.

We are working with several clients to try to redevelop aged, obsolete shopping centers with high levels of vacancy, low tenant sales performance, and low rents. These centers need to be repositioned/reconceptualized to meet today's retailer and consumer preferences. In some cases, these centers have been passed by; in others, they are still good locations but need major reinvention. In all cases, municipalities are being asked to step up in unexpected ways using Tax Increment Financing (TIF), Business Districts, Special Service Areas (SSAs), and Sales Tax Sharing. Need for public assistance is being driven by many factors including demolition costs, rehabilitation costs, higher stormwater standards and competitive market factors. One key difference from the past: Due to tenant need for certainty of delivery, developers are seeking municipal assistance commitments before they have tenants in hand. In other cases, developers may need deal assurance before they close on a property. Localities need to become an earlier participant to make these projects happen – an uncomfortable but now necessary change in position.

Meeting Diverse Housing Needs of Seniors.

As the suburban pioneers of the 1960s and 70s age, communities face new needs for specialized housing and facilities. The senior market is diverse with regard to ability to pay and types of housing desired. Most seniors seek to stay in their traditional residence as long as possible, with some initial downsizing to condominiums or apartments. Services may be needed to keep these seniors in the community. A subset of seniors choose or need a variety of other housing types (the demand for which can be quantified by doing a senior housing market segmentation study). These include senior apartments (no services) and independent living units with some services such as meals, assisted living, dementia care and nursing care. Evaluating the needs in the community and formulating plans to accommodate the variety of housing for the aging demographic can be a win-win. This type of planning would retain longtime residents while opening up housing to a younger population with resources to invest in keeping the community vital.

Increased Local Funding of Transportation Infrastructure.

In the past few years, federal policy and practice on funding transit and roadway infrastructure have shifted to require a higher share of local funds for projects. As you look around the country, transit is increasingly being funded by locally imposed taxes and value capture techniques that raise 40% to 60% of the cost. Regions with "legacy" systems like Chicago tend to believe that the old 80/20 formula will return. Newly developing regions are taxing themselves for transit (e.g., Los Angeles, Oklahoma City, Phoenix, Denver) which increases their competitiveness for New Starts funds at the national level. In our region, the communities

along the proposed Elgin-O'Hare West Bypass were presented with a variety of "Value Capture" tools as part of the Governor's Task Force deliberations. While none have been accepted to date, various options for increasing local share included a form of Special Service Area, TIF, Transit Districts, and Business Districts with additional hotel and sales taxes, among others. Most would require legislative amendments, except for use around transit stations in a single jurisdiction, so there will be much debate before anything happens. But as we look at the national scene and competition for federal funds, we believe localities and the region will have to come up with a larger share to see transportation projects get completed.

Redevelopment of Older Industrial Areas.

Many inner-ring suburbs and cities face extensive need to redevelop older industrial areas. In some cases, stormwater detention is not just required because of current code, but also because of unacceptability to end users. Streets and loading access are inadequate, often forcing trucks into the right-of-way or resulting in awkward turning movements. Buildings have often become obsolete as to size, configuration or height. Adjacent properties cannot expand. These issues will result in increasing need to use TIF and SSAs to underwrite the costs of improvements. In some cases, there may be land use transitions to other, more intense uses such as commercial office or hotels, but in others there may be redevelopment to maintain industrial functionality.

As the economy continues to recover, we expect these four issues to increasingly be part of the municipal agenda. All four have good solutions if the public sector, residents, businesses and the development community work together to take advantage of opportunities and move the community forward.



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ILCMA NOMINATING COMMITTEE REPORT & RECOMMENDATION TO THE MEMBERSHIP

Dear ILCMA Members:

It is with great enthusiasm that the ILCMA Nominating Committee recommends the following slate of candidates for the 2012-13 Association Board:

Slate

President-Elect (1 year term)

Sue McLaughlin
City Administrator
City of Mattoon

Vice President (1 year term)

Mark Franz
Village Manager
Village of Homewood

Secretary/Treasurer (1 year term)

Joe Breinig
Village Manager
Village of Carol Stream

At-Large Board of Director (1 available)(3 year term)

Mike Baker
Deputy Village Manager
Village of Downers Grove

As outlined in the Association's Bylaws, any corporate member wishing to add their name in nomination may do so by submitting a petition bearing the genuine signatures of at least ten (10) corporate members of the Association who are in good standing. The petition must be submitted to Bob Irvin by May 16, 2012. Submittals can be sent to my attention at the Village of Lincolnshire, One Olde Half Day Road, Lincolnshire, IL, 60069.

Again, as outlined in the Association's bylaws, in the event of a contested election, the election of officers shall be by ballot, prior to the annual meeting. In the event of an uncontested election, the Nominating Committee's recommended slate shall be elected by unanimous consent of the membership at the annual meeting and no ballot will be required.

I appreciate the good work of the following ILCMA Nominating Committee Members: Peter Austin (IACA); Steve Tilton (IAMMA); Tim Wiberg (Metro Managers) and Joe Cavallaro (Presidential Appointee).

Anyone with questions regarding this report and recommendation to the membership can call me at 847-913-2335.

Respectfully,

Bob Irvin, Village Manager, Village of Lincolnshire & ILCMA Immediate Past President

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IML Managers Monthly Column



Educate. Advocate. Empower.

The Managers Committee of the Illinois Municipal League offered the following programs at the 2011 IML Conference last fall because of their relevance as important issues with which local communities have to grapple. The Managers Committee has an important role in working closely with the IML to provide programs of interest to municipal managers. This Committee will also soon be working on identifying programs for the 2012 IML Conference and is looking for input and suggestions from ILCMA members. Anyone with an idea or other input on suggested programming at this year's IML Conference should contact Dawn Peters at dpeters@niu.edu or Mike Allison at mikea@vhill.org. The Managers Committee is a bridge between the ILCMA and IML that represents an important and long-standing partnership between these two professional organizations serving the needs of municipal governments in the state of Illinois.

Social Media

Because many local government officials are trying to understand Facebook, Twitter, and other social media and its implications for communication with citizens, the Managers Committee sponsored this session to provide attendees with examples of how these tools are being used in local government and offered information on policies that should be considered to guide their use.

Wind Energy

Given the vastly growing number of wind turbines appearing on the landscape throughout the State, the Managers Committee offered this session to examine the essential information needed by local government officials in the event representatives from the wind power industry expressed an interest for erecting additional wind turbines in their local communities.

PSEBA

Because the growth of lifetime health insurance benefit awards for "catastrophic" injuries under the Public Safety Employee Benefits Act (PSEBA) has become such a significant financial liability for cash-strapped municipal governments, the Managers Committee invited expert panelists to discuss this problematic issue and to offer advice on what could be done at the state and local levels to reign in the high costs of PSEBA.

JARED LEVY
Health and Government Markets Manager

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ILCMA Awards Program

Nominate a Colleague Today!

Nominations Due By April 20, 2012

ILCMA started the awards program in 1994 in order to honor those in the association who have exemplified excellent public service. There are two major award categories: The Robert B. Morris Lifetime Achievement Award and the Special Service Award. There are three categories within the Special Service Award: Service to the Profession, Service to the Association, and Service to the Community. The award criterion for each award is described in detail below.

Robert B. Morris Lifetime Achievement Award

The ILCMA Lifetime Achievement Award was renamed the Robert B. Morris Lifetime Achievement Award in 2004 in honor of Robert B. Morris. Mr. Morris was hired in 1951 as the Village Manager (VM) in Glencoe and was the first VM in Illinois not trained as an engineer. Bob went on to serve in the village of Glencoe for over 30 years. His distinguished career and ILCMA legacy is highlighted by many professional contributions and accomplishments including the following:

- In 1964 ILCMA hosted the ICMA 50th Anniversary Conference in Chicago, IL. Bob Morris served as the chair of the conference committee.

- Also in 1964 Bob Morris was elected ICMA Regional Vice-President.

- From 1982 – 1991 Bob served as Midwest Manager and Director of Training and Development, ICMA Retirement Corporation, Evanston, IL

- ILCMA joined the ICMA Range Rider program and Bob Morris became one of the first Illinois Range Riders. Les Allen, long time manager of Decatur, was his counterpart. Bob went on to serve as a Range Rider until 2006.

Qualifications

The Robert B. Morris Lifetime Achievement Award is presented to a retired individual who has served no less than 20 years in local government, at least eight of those in Illinois. Selection for the Robert B. Morris Lifetime Achievement award is based on the following criteria:

- 1) The nominee's professional contributions to the communities in which he/she has served;
- 2) The nominee's personal contributions to the communities in which he/she has served;
- 3) The nominee's contributions to the advancement of the local government management profession through leadership, advocacy, and the development of other professionals;
- 4) The nominee's exemplary service to the Illinois City/County Management Association;
- 5) A clear indication that the nominee has, throughout his/her career, dedicated himself/herself to public service above and beyond the organizations in which he/she served.

The award recognizes a manager whose service has been judged by peers as strong or exceptional, and who has made major contributions beyond direct service to local government (e.g., through service to the associations and the profession). An ILCMA Lifetime membership is awarded to the recipient.

Special Service Awards

Service to the Association

Service to the Profession

Service to the Community

Qualifications The Special Service Award is presented to individuals who have notable association or affiliate activity and significant professional accomplishments, in the following areas:

1) Service to the Association: The nominee has actively served the Illinois City/County Management Association through exemplary service to an ILCMA committee, the executive board or has made other significant contributions to ILCMA.

2) Service to the Profession: The nominee has demonstrated concern for the support, well-being and growth of other professionals and those aspiring to a career in local government management or the nominee has actively promoted the profession to the community at large including but not limited to, university programs, Illinois Municipal League, and regional councils of government.

3) Service to the Community: The nominee has demonstrated exemplary service within one's organization by being an above average professional manager and having displayed the characteristics of integrity and leadership in order to provide exceptional service to one's community in order to get project(s) completed. This award can also honor a nominee who has served a cause that is beyond that of the municipality or county through volunteerism in national, state, regional and local organizations. This award can encompass private interests, family interests, acts of heroism, charitable acts, or social accomplishments.

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Year 2012 Awards Nomination Form



Name of Nominee_____

Current or Most Recent Position_____

Address_____

Please indicate the award for which you are nominating this individual.

____Robert B. Morris Lifetime Achievement Award

Special Service Award – **place an “x” in one area below**

_____ Service to the association

_____ Service to the profession

_____ Service to the community

In the space below, indicate the reasons the above individual is worthy of the award for which she/he is being nominated (may attach separate sheet if necessary). Please **DO NOT** submit multiple letters of support. Nominations must be **received by April 20, 2012.** Send a pdf form of the nomination to: Dawn Peters at dpeters@niu.edu. Please put ILCMA Award Nomination in the subject line.

Name of Nominator_____

Signature of Nominator_____

Downstate City/County Management Association

Spring Meeting May 3 & 4, 2012 Starved Rock Lodge Utica, IL

Paul Nicholson of Streator, IL has put together a great spring program. A golf outing at Senica Oak Ridge Golf Course will kick off the meeting on Thursday, May 3rd. Thursday evening we will gather for a cocktail reception and dinner at the Main Dining room at Starved Rock Lodge.

Friday morning's session includes a presentation by Ancel Glink environmental attorney Brent Denzin who will be discussing stormwater utilities, regulatory modifications and other strategies for reducing stormwater management costs. This second session will be a presentation by Wesley "Wes" J. Lujan, Director, Public Affairs - Illinois and Metra Commuter Relations, of the Union Pacific and Norfolk Southern Railroads who will provide insight in daily operation and economic development associated with today's modern railway. We will wrap up with IML, who will help us make sense of what's going on in the current legislative session of the Illinois General Assembly. The meeting will conclude with lunch and a short business meeting.

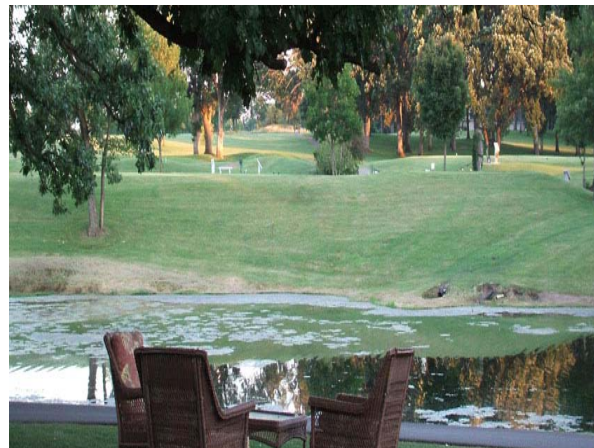
This is a great opportunity to meet with colleagues from all over the downstate area.

.....

Accommodations: Please call Starved Rock at 1-800-868-7625 to reserve your room by April 6. Rooms are \$115 plus tax. The code you will need for that rate is The Downstate Managers Association. *After April 6 the reserved block will be released.*

.....

Senica's Oak Ridge Golf Club is a 18 hole championship course. Water comes into play on 13 holes and there are 50 bunkers on the course. The course is the only in the area with bent grass tees, fairways, and greens. The new clubhouse is 17,000 square foot and was built in 2006.



Registration Form
Downstate City/County Management Association
May 3 & 4, 2012
Spring Meeting
Starved Rock in Utica, IL

Name: _____

Title: _____

Jurisdiction: _____

Address: _____

Phone: _____

E-mail: _____

Registration Fee: \$50 – Includes the following meals - buffet breakfast & lunch on Friday. Please have registrations in by Thursday, April 25, 2012.

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at the Main Dining Room. Dinner is “on your own”.

Golf Reservations: Please indicate if you would like to sign up for the golf outing. The total estimated cost for green fees and cart is \$37, however, we are in the process of negotiating a special conference rate; watch for details to follow. Lunch is scheduled at 11:30 a.m. and tee times beginning at approximately 12:30 p.m. All golf fees should be paid at the course.

___ Yes, I will attend the Spring Meeting at Starved Rock in Utica, IL on May 3 & 4.

___ Yes, I will attend the social hour & dinner on Thursday evening at the Main Dining Room at Starved Rock.

___ Yes, my spouse or partner will attend dinner on Thursday evening.

___ Yes, I will participate in the golf outing on Thursday, May 3 – please pay at course.

___ Yes, I will have lunch at the golf course on Thursday

Registration Deadline: Thursday, April 25, 2012

Make check payable to: Downstate City/County Management Association
Center for Governmental Studies
N.I.U.
DeKalb, IL 60115
Fax: 815-753-7278

Questions: 815-753-5424

Cancellations: To receive a full refund, cancellations must be received by Thursday, April 25, 2012. Registrants, who do not attend the meeting but have not canceled, are responsible for the entire fee. Registrants who have not paid will be billed.



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Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

If so, ILCMA has a solution to your problem. Have you ever considered utilizing one of ILCMA's programs to help fill temporary job assignments or conduct a special project? ILCMA has two programs that may meet your needs:

Members in Transition Program (MIT) – ILCMA keeps a list of Illinois managers and assistants in transition. These managers are willing and able to fill positions, do special projects, and provide expert service to you and your community (list of MIT's below).

Professional Resource Program (PRS) – The PRS program consists of retired, semi-retired, and MITs who are again able to do special projects, fill positions and provide expert professional services to your local government. For information please visit the ILCMA website at <http://www.ilcma.org/index.aspx?nid=217>.

The ILCMA Range Riders have the most current list of managers in transition and professional resource program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Range Riders.

Also, don't forget about recent MPA graduates. This is a tough job market and many of them are searching desperately for a position. They may be willing to provide services on contract for short-term projects. This will help them gain additional experience while searching for their first full-time position. Contact any of the graduate schools in your area to identify students who may be willing to do this type of work.

Members in Transition who agreed to publicize their information:
(Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

Jill Velan
jillvelan@yahoo.com
847-489-5854

Art Osten
artosten@sbcglobal.net
847-516-1007

Wally Douthwaite
wdouthwaite@comcast.net
Home: 847-215-9791
Cell: 847-477-1344

Greg Seefeldt
gseefeldt@hughes.net
712-269-0700

Bo Proczko
bproczko@gmail.com
630-897-7585

David Strohl
dastrohl@comcast.net
309-266-7135
Cell: 309-253-3923

Deborah Nier
tnier847@frontier.com
815-895-8042

Bob Vitas
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Thomas Christie
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Doug Elder
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Cell: 309-262-8654

Cathy-Ann Romero
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847-705-4942
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**CGS is pleased to welcome
Craig Rapp to the Public
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As a former City Manager and former Director of Consulting for ICMA, Craig brings a wealth of experience and knowledge to CGS. He will lead our efforts in:

- *Effective Governance/
Board Effectiveness*
- *Strategic Planning*
- *Team Building*
- *Government Collaboration
& Shared Services Studies*

Craig Rapp

email: craig.rapp@niu.edu

office: 312.242.1754

mobile: 202.340.4114

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Mentor the Future through
Speed Coaching:
A Professional Development
Session for Aspiring
Local Government Leaders
Honor the Future
at the
IAMMA Awards Luncheon



Brought to you by:
ILCMA Professional
Development Committee

BRING YOUR ASPIRING LEADERS

Who: Municipal and County Managers/
Administrators, Department Heads,
Senior Staff, Division Managers and
Aspiring Local Government Leaders

What: A chance for aspiring leaders to con-
nect one-on-one with Municipal and
County Managers/Administrators and
Department Directors

When: Wednesday, May 9, 2012
10:30 am to 11:30 am

This session will be immediately before
the IAMMA Awards Luncheon

Where: Harry Caray's in Lombard
70 Yorktown Shopping Center
Lombard, IL

Why: In the spirit of building the leadership
bench, we know that networking op-
portunities provide new ideas and ex-
citement to advance the careers of
emerging leaders

Cost: \$30 per person for the Speed Coaching
and Awards Luncheon
Payment must be made at the door. Checks should be
made payable to "IAMMA"

RSVP: By Friday, May 4th to Alex Galindo with
ILCMA at: agalindo@niu.edu or 815-
753-5424

Registration 10:15 am

Speed Coaching 10:30 to 11:30 am

*Participants will have the opportunity to
network with City/County Managers and
Administrators in a fun yet time-sensitive format!*

Bring Business Cards!

IAMMA Awards Luncheon 11:30 am

**Attendance for both the Speed Coaching
and Luncheon will be \$30!**



All ILCMA Managers and Assistants are Encouraged to Participate in the ILCMA Mentorship Program

The "ILCMA Mentorship Program" provides an opportunity for aspiring managers to gain advice and insights from senior local government executives who provide volunteer support.

What does "One-to-One Mentoring" cover?

It's open-ended and informal. The aspiring manager sets the agenda. As an aspiring manager, how would you like to benefit? Maybe you're looking for general career advice. Or, perhaps, you face some decisions and would value another perspective. Or, you may simply want to expand your network and receive better insight into the opportunities and challenges of local government executive leadership. Think about the various ways in which you'd like to benefit. A volunteer coach isn't expected to have all of the answers. Rather, he or she will help you find the answers that are right for you.

What commitment is involved?

It's up to the aspiring manager and the volunteer coach. We recommend that you have a clear understanding about your relationship so that it's mutually rewarding. The Statement of Mutual Understanding offers some items to discuss (confidentiality, topics of interest, availability, etc.) once you've found a match and decided that the chemistry is right to continue.

How do I find a match?

Search the "Mentors Gallery" in the Members Only section on the ILCMA website and learn about the volunteer mentors. Do you want someone in your area to meet with in person or are you interested in someone outside the area and plan to communicate by phone and email? Choose a prospective mentor. Call or send him or her an email to check on availability and to request a telephone appointment to explore the fit.

What are some guidelines to help the coaching discussions be productive?

You can have a very productive coaching session in an hour or less. The ILCMA Membership Committee has prepared Coaching Guidelines (available on the ILCMA website under "Mentorship Program").

What do we do when it's time to change the relationship?

The coaching arrangements are voluntary and either the volunteer coach or the mentee can change or end the relationship. We simply ask that you inform one another of the change in circumstances and give thanks for whatever you have gained together.

GET STARTED TODAY BY VISITING THE ILCMA MENTOR PROGRAM WEB PAGE AT
<http://www.ilcma.org/index.aspx?nid=388>

ILCMA Winter Conference has Record Attendance!

The ILCMA Winter Conference experienced record attendance for the third year in a row. There were 236 registrants for the conference, this was up from 230 the previous year and 225 in year 2010. ILCMA attributes this record attendance to the excellent educational sessions presented at the conference. An early analysis of the conference evaluation shows that 97% of conference attendees thought that the overall conference was excellent or good.

This superb rating is a result of the wonderful members who volunteer their time to put together conference sessions that are timely and educational. This year's conference committee was no exception. ILCMA would like to thank the following committee members: Sue McLaughlin, Conference Chair & Village Administrator, Mattoon, Ryan McCrady, City Manager, Decatur, Paula Schumacher, Assistant Village Administrator, Bartlett, Randy, Bukas, City Manager, Olney, Dorothy David, Assistant City Manager, Champaign, Brad Burke, Village Manager, Kenilworth, Amanda Butler, Student/Environmental Scientist, David Cook, Village Manager, Hinsdale, Anne Marie Gaura, Village Administrator, Montgomery, Barry Burton, County Administrator, Lake County, Ray Keller, Village Administrator, Gilberts, Bill Wagoner, City Administrator, Arcola, Steve Carter, City Manager, Champaign, and Phil Kiraly, Assistant Manager, Northbrook. ILCMA would also like to thank the host community of Champaign, IL. Steve Carter and Dorothy David were instrumental in helping the committee with a tour of local treasures and the fun Savor the Flavor of Downtown Champaign. Over the past five years, ILCMA has ramped up their keynote offerings. This has been made possible by the support of the "Friends of ILCMA" Corporate Partners. The success of the Corporate Partner Program has allowed ILCMA to keep conference registrations, and all professional development related events, affordable so that all members can attend.

Mark your calendars now for the ILCMA Summer Conference June 27 – 29 at Eagle Ridge. Bob O'Neill, ICMA Executive Director, will be at the conference! David Nord, Summer Conference Committee Chair, has highlighted the conference in this month's President's column.



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SUMMER CONFERENCE 2011

JUNE 27- 29 AT EAGLE RIDGE INN & RESORT, GALENA, IL



PETER LEYDEN

THURSDAY MORNING OPENING KEYNOTE

Our Age of Transformation: Major Trends in the 21st Century

In a high-energy, multimedia presentation, Leyden gives audiences a big picture overview of the extraordinary transformation the world is going through right now. He explains the interconnectedness of technology, the economy, digital media and globalization in a way that is not only interesting, but easy to understand.

What you will learn from Peter Leyden:

- How megatrends like the economy, technology, energy, demographics, and politics will affect your organization, how they are connected, and what you can do to stay ahead of the curve.
- Up-to-the-minute insight straight from Silicon Valley on what's next in new media and technology, and what it means for business today and in the future.
- How to leverage the power of the Millennial Generation, as employees, and as consumers.

Addresses ICMA Practice Areas 1 – Staff Effectiveness, 7 – Technological Literacy, and 13 – Strategic Planning



DAVID HOFFMAN

FRIDAY MORNING CLOSING KEYNOTE

How to Get More Ethics and Less Corruption in Government

Mr. David Hoffman, who served as Inspector General of Chicago, was appointed to be a Commissioner on the Illinois Reform Commission and is a lecturer on public corruption and the law at University of Chicago, will provide an overview of recent legal ethical reform initiatives by the Illinois Reform Commission and others. This session will include a survey of recent corruption schemes in Illinois government. Mr. Hoffman will also talk about how to create a more ethical culture in your organization.

Session Objectives:

- Understand common corruption schemes and misconduct exposures in governmental settings
- Understand how to design effective ethics and enforcement structures for your local government
- Understand the role of community values, leadership and training in building and sustaining an ethical organization

Addresses ICMA Practice Area 17 - Integrity

**BOB O'NEILL, ICMA EXECUTIVE DIRECTOR, WILL BE THE
THURSDAY LUNCHEON KEYNOTE SPEAKER!**

2012

IAMMA
Illinois Association of Municipal
Management Assistants

Conference

2012 Becomes 20/20: A Vision for Assistants in the Changing Landscape of Municipal Government

When: 8:45 a.m. to 4:00 p.m. Friday, April 13

Where: Northern Illinois University - Naperville

Session topics:

- Keynote Speaker: John Phillips, 2011 IAMMA Manager of the Year, retired City Manager
- Economic Development 101: Presented by the Illinois Development Council
- Words of Advice: Attributes of a Top Assistant Manager as Told by Successful City Managers
- Interviewing Skills from Both Sides of the Table
- Jobs Outside of the Manager's Office

Registration Costs:

- *Interns/Full-Time Students: \$30*
- *IAMMA Members: \$40*
- *Non-Members: \$50*

Online Registration Available at: http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4012272.

For more information on scholarships available for students or on sponsorship opportunities, please contact Co-Chairs Adam Lehmann and John Prejzner at AFLehmann@co.mchenry.il.us and prejznerj@wilmette.com.

Volunteer for an ICMA Member Committee by April 20

ICMA invites all members to share their knowledge and skills by serving on a member committee. Member committees draw on the skills and interests of a broad cross section of the membership to study issues of interest and importance to local government or to the organization. They also provide opportunities for member connection, networking, and professional development.

New Opportunities for 2012-2013

KNOWLEDGE NETWORK ADVISORY BOARD

As the premier platform for professional networking and knowledge sharing in local government, the Knowledge Network is a major ICMA member benefit and a valuable resource for the profession. The Knowledge Network Advisory Board will influence the growth of the network by identifying the knowledge-sharing needs of local government professionals and providing feedback on the current member experience. Advisory Board members will also serve as leaders in the Knowledge Network community by making active contributions in their areas of expertise and encouraging colleagues to do the same. The board will meet quarterly: once in person at the annual conference, and the others virtually.

LIBRARY ADVISORY COMMITTEE

Libraries have long been community anchors that provide information and opportunity for all people. Today, public libraries provide high-quality public access to computers, the Internet, and technology training to ensure all people can benefit from opportunities online. Playing integral roles in accomplishing critical community priorities in economic development, education, environmental sustainability, diversity, literacy, public safety, and workforce development, libraries are helping to strengthen the services provided by local governments.

The Library Advisory Committee steers ICMA's work in public libraries and provides the program team with high-level feedback on project-related issues.

TASK FORCE ON MANAGER EVALUATIONS

ICMA is launching a new task force for the 2012-13 year to create a new resource to assist councils and elected officials by providing a template and process for conducting city, county, or town manager annual performance evaluations. The task force will be active for one year, and release the new resource for the 2013 ICMA Annual Conference in Boston.

TASK FORCE TO DEVELOP A GUIDE ON BREAKING INTO LOCAL GOVERNMENT, CONTINUED

ICMA is organizing an on-call group of members who would like to continue the work of the first task force developing new resources to assist new graduates and career changers looking to break into the local government management career field. The first task force created more ideas for resources than they could produce, so we are continuing the effort. The task force's work will be conducted primarily by conference call, e-mail, and icma.org.

Ongoing Committees, Task Forces, and Advisory Boards:

ADVISORY BOARD ON GRADUATE EDUCATION

The Advisory Board on Graduate Education (ABGE) is a member group that meets jointly with professors of public administration for the purpose of enhancing the education of future local government management professionals. ABGE members are appointed by ICMA's executive director and work hand-in-hand with NASPAA's Local Government Management Education Committee, through three subcommittees: Managers as Faculty, Filling the Pipeline, and MPA Programs. ABGE members have created a number of useful tools for improving the education of future managers, including an Internship Toolkit, Internship Guidelines, and Guidelines for Managers Who Teach, which can be found at icma.org/teach. The ABGE meets annually at the ICMA conference on Sunday morning and holds conference calls throughout the year.

AWARDS EVALUATION PANEL

The Awards Evaluation Panel evaluates the nominations to ICMA's Annual Awards Program and selects the recipients of the Professional and Program Excellence Awards, which are conferred at each year's annual conference. Seventeen members, representing each of ICMA's six regions and including several at-large positions, serve on the panel for three-year terms. The panel meets Sunday morning of the annual conference and participates in one or two conference calls per year.

CONFERENCE EVALUATION COMMITTEE

The Conference Evaluation Committee evaluates the ICMA Annual Conference. The 2012 committee will meet twice in Phoenix: Sunday, Oct. 7, 10:30-11:45 a.m. and Wednesday, Oct. 10, 1:00-2:30 p.m. Committee members are appointed for a term of one year.

CONFERENCE PLANNING COMMITTEE

The Conference Planning Committee plans the ICMA Annual Conference. The 2013 committee, which will plan the Boston/New England conference in Boston, Massachusetts, will have an orientation meeting on Tuesday, Oct. 9, 2012, during this year's conference in Phoenix/Maricopa County, Arizona. The committee's main meeting will be held in Boston beginning at 5:00 p.m. on Friday, November 16, 2012, and adjourning by noon on Sunday, November 18. Committee members are appointed for a term of one year.

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continued on next page

Volunteer, continued

GOVERNMENTAL AFFAIRS AND POLICY COMMITTEE

The Governmental Affairs and Policy Committee oversees federal and state policy issues and reports back to membership and the board. Given the committee's ongoing role and the value of maintaining some continuity in the committee's membership, one-third of the committee's membership changes each year. Members are typically appointed for two- or three-year terms. The committee meets Sunday morning of the ICMA Annual Conference.

ICMA WELCOME AMBASSADORS

This program engages current members in welcoming new members to ICMA. The focus is on U.S. members in local government and the goal is to make a peer-to-peer connection that goes beyond a member's home state – one demonstration of ICMA's national network. Members should have a passion for the profession and a desire to help new members discover the value of belonging to ICMA. Members are asked to:

- Commit to serve for one year (with the option for renewal) starting in January 2012;
- Contact one to three members a month by e-mail and, if a conversation is desired, by phone; and
- Provide monthly feedback to ICMA on the contacts, including any suggestions for improvement on the process.

INTERNATIONAL COMMITTEE

The ICMA International Committee serves as an advisory body to the ICMA Executive Board on a range of international matters and carries out an annual charge as defined and described by the board. The committee also works to communicate the value of having an international perspective to other members of the association, state organizations, and others. The committee consists of individual ICMA members, as well as one representative from each of ICMA's international affiliate organizations. The committee meets Sunday at the annual conference and in the spring jointly with one of ICMA's international affiliate organizations. The spring meeting focuses on professional exchange and contribution to the international knowledge base. Committee members are appointed for a term of one, two, or three years.

HOW TO VOLUNTEER FOR A COMMITTEE

Complete the online Committee Volunteer Form no later than April 20. Appointments are made by the ICMA president-elect in early summer. Letters of appointment will be sent to appointees in ample time for them to make travel arrangements in order to attend their first meeting at ICMA's Annual Conference. For complete information visit the ICMA website at: http://icma.org/en/icma/members/committees_task_forces/current_committees.



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The Council-Manager Form of Government in Glencoe, Illinois: A Tradition of Excellence for Nearly 100 Years

By William Jones, Assistant Manager, Village of Glencoe

"In 1914, Alan G. Mills, a busy attorney with a practice in Chicago, was serving as Village president and losing a lot of sleep. With only one policeman in town, residents were calling the Mills residence at all hours with their complaints. There had to be a better way and Mills found it in a town in New Hampshire. In 1914, Glencoe adopted the council-manager system, the eleventh town in the nation to do so."

As noted in the excerpt from Suzanne Weiss' book *Glencoe: Queen of Suburbs; History and Memoirs*, the council-manager form of government took root in Illinois nearly one hundred years ago. Shortly thereafter, several of Glencoe's neighbors, including the Villages of Winnetka (1915), Kenilworth (1920), and Wilmette (1930), also adopted this form of government. By 1950, a total of nine Illinois municipalities were operating under the direction of a professional manager.

Today, more than 200 local governments throughout Illinois are recognized as professionally managed jurisdictions by the International City/County Management Association (ICMA). Of these entities, approximately 80 operate under the council-manager form of government authorized via referendum, while the remaining jurisdictions are managed by a professional administrator whose position is sanctioned by local ordinance.

As the first Illinois community to adopt the council-manager government, Glencoe's growth from a small lakefront outpost to a thriving modern-day community has paralleled the evolution of the city management profession throughout the state. Thus, it is instructive to examine the way in which the council-manager form of government has helped to shape the Village (pop. 8,723), as well as the profession of local government management during the last 100 years.

The Council-Manager Form of Government

Basic to the council manager system is the belief that the policy-making and administrative functions of the municipality should be separate. Accordingly, an elected board determines policies and is politically responsible for its actions, and selects a qualified professional to serve as chief administrative officer. In turn, the appointed manager serves at the direction of the board and is accountable for the proper performance of all management duties within the municipal government.

continued on next page

In Glencoe's case, the Village Board – a president and six trustees – are elected by voters in non partisan elections and serve four year terms. Alternatively, the Manager's Office directs Village departments as they carry out policies established by the Board, and provides support for the coordination of board/commission meetings, special projects and other community activities.

The Early Years

Much of Glencoe's progress since the early 1900's is directly attributable to the council-manager form of government. At the beginning of the twentieth century, just over 1,000 residents lived in Glencoe. Twenty years later, following the appointment of Herbert Sherer as manager in 1914, the population had more than tripled, and with such growth came an increase in the demand for services. In response, Glencoe's fledgling form of government became one of the first in Illinois to adopt a zoning ordinance and building code in 1921. The Village also took proactive steps to ensure a safe supply of drinking water with the construction of a water filtration plant in 1928.

In the 1930's, Glencoe's council-manager form of government was profoundly impacted by the formation of a Village caucus, which allowed a resident committee to establish a slate of volunteer nominees to each of the local boards, for subsequent ratification by the voters. This system, based on the premise "that the office seeks the person", allowed residents the opportunity to serve the community without having to engage in political-style campaigns.

In combination with the council-manager form of government, the caucus system has over the years allowed Glencoe to position itself as a leader in providing honest and progressive service to its residents by further reducing the political nature associated with policymaking. As Roland Calhoun, former Glencoe Village President (1968-1976) attests: "It is my belief that citizens were more trusting [of Village government] because only a dedicated person would accept a position with no personal gain attached. That said, it takes a special community to turn such a process into success, plus very professional and talented managers to make it endure."

The Modern Era

The 1950's represented a period of significant progress for the council-manager form of government both in Glencoe and throughout Illinois. In 1952, the state legislature formally adopted a statute encouraging the professionalization of local government. Thereafter, more than thirty additional municipalities would adopt the council-manager form of government during the remainder of the decade. In 1953, the Illinois City Management Association (ILCMA) was founded, and nearly a decade later, ILCMA would play host to ICMA's 50th Anniversary Conference in downtown Chicago.

In Glencoe, Bob Morris, the current dean of Illinois municipal managers, was hired as village manager in 1951. Mr. Morris was the first non-engineer to be hired as a professional manager in Illinois, and so began a tenure that would span more than three decades as Glencoe's top administrator. During his term, Morris

played an instrumental role in establishing an intern program to train college graduates for careers in local government. To this day, the program has produced nearly 40 individuals who have gone on to earn appointments as city or village managers throughout the United States.

As village manager, Morris also spearheaded the formation of the first combined police/fire department in Illinois. Currently, the Department of Public Safety employs 33 sworn professionals who continue to be cross-trained as police officers, firefighters and paramedics. Other noteworthy accomplishments during his first decade on the job include an expansion of the water filtration plant in 1954, and the reorganization of the Village into the four operating departments that exist today: Manager's Office, Finance, Public Works and Public Safety.

During the Morris era, Glencoe also played a key leadership role as one of the first municipalities in Illinois to hire minority employees, and the Village emerged at the forefront of local environmental concerns through establishment of a local recycling program.

Reflecting on his three decades of service as Glencoe's manager, and as an interested observer of the Village since his retirement in 1982, Morris heartily endorses the high level of service, professionalism and impartiality that have resulted from Glencoe's form of government. He concludes, "Council-manager government has made possible a responsive, service-oriented municipal government led by a non-partisan elected board of trustees setting policies and a municipal staff of university-trained and experienced professionals carrying out those policies. Throughout these many years all village employees have been hired, trained, and promoted on the basis of merit (not politics) – all made possible by council-manager government."

More Recently

To date, Glencoe has been served by a total of only seven village managers, including the aforementioned Sherer (1914-1927), George Young (1927-1951), Morris (1951-1982) and the Village's present manager, Paul Harlow, who was appointed in 2000. During this same period, nearly 140 residents of the Village have served voluntarily in the role of either village president or trustee.

These numbers reflect Glencoe's devotion to the highest ideals of the council-manager form of government, in that the day-to-day administration of government has been marked by a high degree of consistency. The legislative role has rotated amongst a considerably larger group of individuals over the same period, providing the community with the necessary diversity of opinion that good policymaking ultimately requires.

As Glencoe's current village president, Scott Feldman notes, "From my perspective, and for a small community like Glencoe, the council-manager structure has allowed us to maintain a professionally-managed government which is nonetheless subject to policies and controls set by unpaid, volunteer citizen-trustees. I might note that the structure also has enabled us to continue that professionalism and also hold to a customary two-term limit for the elected officials, perhaps helping us to avoid some of the issues faced by other communities managed by 'mayors-for-life.'"

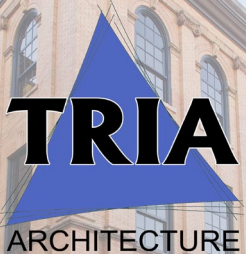
continued on next page

Today, the village of Glencoe continues to embody the tradition of excellence that marked its beginnings as the first professionally managed community in Illinois. From its neatly appointed downtown, Triple-A bond rating and its nationally accredited Public Safety Department to recent state and national recognitions for fiscal transparency and drinking water quality, respectively, Village staff works tirelessly to translate stated policy objectives into the high-quality delivery of services that residents and businesses have come to expect. This commitment is underscored by the framed plaque that greets visitors to the village manager's office and that is inscribed with the words of former village president James Webb, who upon his retirement in 2001, expressed similar appreciation for the value of professional administration that his long-ago predecessor, Alan Mills, yearned to establish. It reads:

"And finally, I wish to thank our dedicated and capable staff of one hundred men and women who have earned Glencoe its reputation as an outstanding service-oriented Village. For at the end of the day, they are the ones, through the good times and bad, day or night, who bring it all together and make it work."

Will Jones, Assistant Village Manager, Village of Glencoe contributed this article. This is the third article in a series highlighting the success of the relationships between elected officials and professional managers and administrators. These articles are being developed through the Illinois City/County Management Association (ILCMA) Promote the Profession Committee. If you have questions, or want more information on the council/manager form of government, visit the ILCMA website at www.ilcma.org or contact Dawn Peters, ILCMA Executive Director at dpeters@niu.edu, or ILCMA President Juliana Maller at jmaller@parkridge.us.

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Lake County, Community Development - Homeless Management Information System (HMIS) Administrator

Job Description

Under general supervision performs work of moderate difficulty in the analysis of technical data and major project work in planning and coordination of activities within Community Development. Responsibilities of this position include: administration of the Homeless Management Information System (HMIS); researches, identifies, coordinates and evaluates usefulness and appropriateness of programs; researches, coordinates, prepares and carries through to completion specific projects or assignments; assistance with the administration of the County's Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program, Supportive Housing Program (SHP) and other homeless and community development programs in which the County may participate, including the provision of technical assistance to grantees. Will give presentations on HMIS, CDBG, ESG and/or SHP Program matters to various commissions and committees, the County Board, and other public or private groups. Performs related work as required or assigned. Attendance at occasional night meetings is required. This is a grant funded position.

Required Skills

Strong management and communication skills needed. Demonstrated knowledge of the principles and practices of databases, data relationships, data analysis, planning, community development or public administration, and housing/homeless and community development programs and resources. Excellent communication skills as shown by the ability to communicate clearly and effectively with others, both orally and in writing. Ability to establish and maintain effective satisfactory working relationships with staff personnel, supervisors, community and public officials, State and Federal agency representatives, and members of the public. Ability to prepare and review complex reports. Strong research and analytical abilities essential, as are excellent computer skills. Practical experience with large databases, including SQL, is preferred. Experience with Bowman Systems' ServicePoint software is preferred.

Required Experience

Completion of a baccalaureate degree program from a college or university of recognized standing with major course work in public or business administration, social science, computer science, urban or regional planning, or a related field. Preference will be given to candidates holding an advanced degree and/or practical experience with the HMIS, CDBG, ESG, and/or SHP Programs. Experience with direct administration of the Homeless Management Information System and/or Continuum of Care process is preferred.

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Job Location
Libertyville, IL US
Position Type
Full-Time/Regular
Salary
45,868.00 USD
Applications will be accepted
April 3, 2012

Lake County, Senior Planner - CDBG

Job Description

Primary responsibilities include administration of public infrastructure projects; preparation of environmental review records; and monitoring compliance of labor standards regulations. Under general supervision, performs work of considerable difficulty in the advanced analysis of technical data and major project work in planning and general administration of grant programs. This is a professional position involving responsibility for housing and community development programs. Responsibilities of this position include: assistance with the preparation of the Consolidated Housing and Community Development Plan; administration of the County's Community Development Block Grant (CDBG) Program and other housing and community development programs in which the County may participate. The candidate will also be responsible for the provision of technical assistance to grantees and grant applicants, program and project management/financial record keeping, and monitoring of grantee performance. Strong assistance is required in the facilitation of the public participation process and presentations on CDBG Program matters to various Commissions and Committees, the County Board, and other public or private groups. Performs related work as required or assigned. There is a need for staff attendance at occasional morning or night meetings. THIS IS A GRANT FUNDED POSITION.

Required Skills

Strong project management and communication skills required. Considerable knowledge of housing and community development principles and practices of urban/regional planning, community development or public administration, and housing and community development programs and resources. Must have skills in regulatory interpretation and contract development/administration. Good knowledge of the principles and practices of program/project management and administration. Excellent communication skills as shown by the ability to communicate clearly and effectively with

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others, both orally and in writing. Ability to establish and maintain effective working relationships with staff, supervisors, community and public officials, State and Federal agency representatives, and members of the public. Ability to prepare and review complex studies and reports. Strong research and analytical abilities are essential, as are excellent computer skills.

Required Experience

Completion of a bachelor's degree program from a college or university of recognized standing with major course work in urban or regional planning, business or public administration, social science, or a closely related field is required. Master's degree is preferred. Preference may be given to candidates holding an advanced degree and/or practical experience with the CDBG Program. Three years progressively responsible experience in planning at the level of Planner or three years' experience in the housing or community development field is preferred.

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Job Location

Libertyville, IL US

Position Type

Full-Time/Regular

Salary

55,122.00 USD

Applications will be accepted

April 3, 2012

Village of Clarendon Hills, Public Works Director

The Village of Clarendon Hills, population 8,572, seeks candidates for the position of Public Works Director.

The Public Works Director oversees an annual budget of over \$4 Million, including 8 permanent employees, seasonal employees, and various contractors and consultants. The Department is responsible for construction and maintenance of infrastructure, including 25 miles of roadway, 47 miles of sidewalk, 10 miles of storm sewers, a culvert system, 29 miles of water mains, approximately 5,000 parkway trees, and various other activities and programs.

An ideal candidate will be a hands-on, team oriented leader; have experience researching, promoting and administering a wide range of public works services; will be a professional engineer or have a strong background in civil engineering; will have the skills and abilities to managing a workforce of employees and department budget; and have a strong customer service orientation. A valid Illinois Driver's License is required. Possession of a Class B Commercial Driver's License preferred. Possession of or ability to obtain a Class C Water Operator's Certificate with the IEPA is preferred. Candidates are expected to have at least 7 to 10 years in the field of municipal public works, with at least 2 to 5 years as a supervisor. A Bachelor's Degree in engineering, management, public administration or related field, or any equivalent combination of training and experience, is required.

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The current salary range is \$90,000 to \$120,000 annually with excellent benefits. Actual salary will be dependent upon qualifications.

To Apply

If you are interested in applying for this opportunity, please submit a cover letter and resume to Village Manager Randy Recklaus at rrecklaus@clarendonhills.us by April 20, 2012.

To view a complete job description, visit the Village's website at www.clarendonhills.us/employment.cfm.

The Village of Clarendon Hills is an equal opportunity employer.

Village of Northbrook, Administrative Analyst, Public Works Department

Position Summary

The Village of Northbrook seeks qualified applicants to fill the new position of Administrative Analyst in the Public Works Department. This position is directly responsible to the Assistant to the Director of Public Works and assists with the management functions of the Department. The ideal candidate must be able to conduct professional analyses of the Department's programs and services; coordinates the Department's purchasing; assists in the timely dissemination of the Department's information through the use of the Village's website, newsletter, and other means; assists in the development of the Department's Operating and Capital Budgets; and prepares financial reports as required. The successful candidate provides administrative assistance to the Public Works Department by developing and maintaining department reports, procedures, guidelines, and other policies.

Requirements

Ability to exercise good judgment and discretion in handling confidential matters at all levels. The qualified individual must be self directed and able to manage projects within defined deadlines. The selected candidate will possess an ability to maintain professional working relationships with others outside and within the Department. A bachelor's degree in business, public administration, finance, or accounting is required with a master's degree preferred. Position requires 1 year of experience in municipal work.

Responsibilities

- Develops, interprets, and provides management of fiscal accounting and internal control activities to ensure compliance with established laws, policies and procedures, including overall financial operations of the Department's accounting, budgetary, and other financial planning activities.
- Prepares and updates reports analyzing Department programs and services.
- Participates in the review, assembly, and distribution of Village Board agenda packets.
- Coordinates department purchasing within Village's Purchasing Policy and Procedures.
- Participates in the development of the Department's operating and capital budgets.



- Freedom of Information Act Officer (FOIA) for Public Works Department FOIA requests; direct public record requests to proper personnel for completion of FOIA documentation in timely manner.
- Develops and edits articles for weekly briefings and monthly Village newsletter
- Website content management.
- Prepares monthly and annual reports including appropriate department data and analysis.
- Prepares letters, memoranda, and other documents for the signature of the Public Works Director.
- Proficiency in Microsoft Excel, Word, Outlook, and PowerPoint; knowledge of or ability to learn GEMS, Payroll, and other Public Works Department Specific database management.

Position will be open until filled, however submittal by April 2, 2012 is encouraged.

Application form found at www.northbrook.il.us.

Qualified individuals interested in being considered for the position should send the application form, cover letter, resume and five professional references to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or email at hr@northbrook.il.us with Administrative Analyst in the subject field.

Village of Winnetka, Assistant to the Village Manager

The Village of Winnetka, Illinois is seeking applications from qualified individuals for the position of Assistant to the Village Manager. The position is integral to the Village's management team, highly responsible, and plays a significant role in Budgeting, Programs, Services, Strategic Planning, Citizen Engagement, Human Resources and Communications. The Village of Winnetka (population 12,400) is an established North Shore suburban community located on Lake Michigan approximately 20 miles north of Chicago (see www.villageofwinnetka.org for additional community information). Under the Village's council-manager form of government, the Assistant to the Village Manager is appointed by and reports to the Village Manager.

The selected individual will be responsible for coordinating the Village's human resources functions and assisting with revising the performance evaluation system, implementing and monitoring compensation and benefit plan changes, workers compensation, and providing support with collective bargaining.

The successful candidate will also have an important role in the development of a communications plan that will make strategic use of the press, improve and maintain the content of the website, e-newsletter and quarterly newsletters and improve communications

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within the operating departments of the Village. Implementation of a new website, utilizing social network sites and developing key messages for the Village will be important functions of the position as well. Future initiatives to engage and educate the public may also require the coordination of community surveys and meetings, the analysis of data and feedback from those efforts and assisting with presentations of the results.

In addition, the Assistant to the Village Manager must have a clear understanding of municipal budgeting to assist the Village Manager and operating departments with the annual budget process and the measurement of the performance of public services. The ability to complete assignments involving risk management is also required of the position.

Educational Requirements: A Bachelors Degree from a college or university with major course work in public or business administration, political science, or a related field and a Master's Degree in public or business administration or closely related field required.

Other Requirements: 4 to 6 years of progressively responsible municipal experience, including the successful completion of at least 1 to 2 years of internship with a government organization, preferably in a City Manager's office. Experience in personnel, communications, strategic planning, budgeting and collective bargaining desired.

Candidates must possess excellent written and oral communication skills, strong leadership skills, the ability to work effectively with elected officials, citizens; and employees, and the ability to apply management principles to enhance and maintain a high level of services. The successful candidate must also maintain a valid driver's license and be skilled in the use of computers and software applications.

This is an exempt position. Salary range: \$69,483 - \$106,896 DOQ

Candidates should apply by April 30th with resume, cover letter and contact information for five professional references to

Robert M. Bahan, Village Manager

Winnetka Village Hall

510 Green Bay Road

Winnetka, IL 60093

Direct inquiries to Mary Ivins, Human Resources

Email: mivins@winnetka.org

Phone: 847-716-3545

The Village of Winnetka is an Equal Opportunity Employer.

Village of Glen Ellyn, Economic Development Coordinator

The Village of Glen Ellyn (pop. 27,450) is a vibrant, historic community seeking experienced, progressive candidates to apply for the position of Economic Development Coordinator. Glen Ellyn is located 23 miles west of Chicago in DuPage County and has excellent schools, parks and library as well as an engaged business community. The Village is a premier suburb with a charming blend of neighborhoods, open space, commercial corridors and a thriving downtown district that offer an eclectic mix of restaurants, specialty boutiques and national retail outlets.

Reporting to the Village Manager, candidates must demonstrate initiative, creativity and experience to proactively build business relationships utilizing Village programs and leveraging public and private resources. Candidates must possess strong communication and marketing skills with a record of success in leading as well as collaborating on economic development efforts. A bachelor's degree in business, marketing, economic development, planning, public administration or related field is required; a master's degree and a CEcD, EDFP or AICP Certification is preferred, along with 3 years increasingly responsible economic development leadership experience. Starting salary for this 30 hour per week positions is \$25.83; benefit is pension only. Apply by April 3, 2012 to Danamarie Izzo, Human Resources, Village of Glen Ellyn, 535 Duane St., Glen Ellyn, IL 60137. Email: vgeresume@glenellyninfo.org. Tel: 630-547-5212 Fax: 630-469-8849

City of West Chicago, Director of Community Development

The City of West Chicago seeks an experienced, proven, progressive Director of Community Development to lead the department consisting of nine employees and a \$1.2M operating budget. West Chicago is a diverse, growing west suburban, Chicago area community with a mix of single-family, industrial and commercial establishments. In addition to facilitating the development of a number of large, vacant parcels ripe for commercial and office development, the City has assembled over twenty parcels in the downtown, and the successful candidate will play a large role in the planning and coordination of a government campus project, as well as another exciting redevelopment opportunity that will link the historic and newer parts of the central business district.

The selected individual is appointed by and reports to the City Administrator. The Director is an integral member of the City's management team and will be supervising the overall operations of the Community Development Department which includes development planning/engineering, economic development, building inspection, code enforcement and the city museum. Candidates will be expected to be highly collaborative and creative in their approach to service delivery. Successful candidates will have experience in developing positive working relationships with all levels of staff and the development community. The successful candidate should also possess excellent problem solving, collaboration, leadership and management abilities and exceptional interpersonal, written and oral communication skills. Candidates must possess the ability to take initiative and work independently with very little direct supervision.

Position requires seven to ten years of progressively responsible community development experience that includes a minimum of four years of supervisory experience. A Bachelor's degree in Urban Planning, Public Administration or a related field is required (a Master's degree is preferred). Salary Range \$96,414 - \$134,980. Submit cover letter, resume, five professional references and salary history to Ms. Carol LeBeau, Human Resources Coordinator, City of West Chicago, 475 Main Street, West Chicago, IL 60185 by April 16, 2012. EOE

Village of Lincolnwood, Accountant

The Village of Lincolnwood, Illinois (12,590 – 2010 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and manufacturing areas. The Village has an annual budget of \$31 million with 92 full-time equivalent employees and 180 seasonal part-time employees. The Village is seeking

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an individual to be responsible for preparing and maintaining all subsidiary account ledgers, schedules, and reconciliations to the general ledger. This position assists in the annual budget and audit process. Excellent oral/written communication skills, ability to exercise sound judgment, and exercise discretion is required. Desired traits and skills include: patience, self-motivation, reliability, customer service, critical thinking, and problem solving.

This position serves under the direction of the Finance Director. The Accountant is responsible for independently maintaining one or more complete sets of accounting records, and for participating in the collection and recording of detailed municipal fiscal transactions in an automated environment. This position is also responsible for a variety of Village accounting operations and for assisting with more complex accounting functions and problems.

The candidate's education and experience shall include a Bachelors of Science in Accounting or related field from an accredited university. Successful completion of Certificate in Public Accounting (CPA) preferred. Three to five years of accounting experience in a public sector setting is desired. The successful candidate will possess the following characteristics and abilities: outstanding attention to detail and accuracy, interpersonal skills, personal integrity, respect, and a passion for public service.

Salary range for this position is \$55,975.11 to \$73,887.15. This position is classified as a full-time, exempt, non-union position. All applicants must be able to work 9:00 a.m. to 5:00 p.m., Monday through Friday. Comprehensive benefit package including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, Flex 125 plan, and more.

To apply, send resume and cover letter by Thursday, April 5, 2012 at 4:00 p.m. to Michael Marzal, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or email: mmarzal@lwd.org. Electronic Submission preferred.

City of Evanston, Information Technology Division Manager

The City of Evanston, Illinois is seeking an experienced individual to plan, organize and lead the diverse activities of the Information Technology Division. The IT Division Manager's role is to ensure the streamlined operation of the IT Division in alignment with the business objectives of the organization. This individual will plan, coordinate, direct, and design IT-related activities for the organization, as well as provide administrative direction and support for daily operational activities of the IT division. The IT Division Manager will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. This person defines and implements IT policies, procedures, and best practices to include recommendations of forward-looking technology and innovation to all City operations. Responsibilities include: providing a reliable information technology infrastructure, management of daily Service Desk to ensure effective and efficient service delivery, monitoring of industry best practices, and preparing an annual budget for the division operations. The IT Division Manager will occasionally be required to attend City Council meetings as well as meeting held by Council committees, City committees, neighborhood groups, and meetings with other agencies. The salary range for this position is \$86,351 - \$124,529. Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

Candidates must have a Bachelor's degree or in-depth career experience in computer science management and disciplines. A Master's degree in business, computer science or related discipline is preferred. Candidates should have at least eight years of increasingly responsible experience in technology in a government or business related field, including five years of supervisory and management responsibility. To view the complete job description and to apply online, please visit the City of Evanston's website, www.cityofevanston.org. Posting open until filled.

City of Decatur, Director of Financial Management

The City of Decatur, Illinois is seeking a progressive and creative public finance executive to serve as Director of Financial Management. The Director of Financial Management will be an integral part of the executive management team participating in key decisions pertaining to economic development; strategic planning; long and short term revenue and expenditure strategies; budget development and administration and all policies affecting the overall fiscal health of the City. The salary for this position is \$74,700 - \$98,050 with growth potential to \$121,400 DOQ.

Candidates must have a Bachelor's degree in Finance, Public Policy, Public Administration, Accounting, Business or a related field. A Master's degree in any of these disciplines is highly desired. CPA or CPFO is a plus. Candidates must have 7-10 years increasingly responsible experience in executive-level financial administration in the public sector or a field related to the public sector. The successful candidate will be a highly collaborative, experienced executive with a proven track record in progressive fiscal management, with the ability to work closely with elected and appointed officials as well as with other department heads on the City's financial strategies. Residency within the corporate limits of the City of Decatur must be established within twelve (12) months of appointment. Applications and a complete job announcement are available on our website at www.decaturlil.gov. Qualified individuals should send the completed application, a resume, cover letter and salary history to: City of Decatur, Human Resources Division, Second Floor, Decatur Civic Center, One Gary K. Anderson Plaza, Decatur, Illinois, 62523. Applications will be accepted until the position is filled. Phone: 217/424-2805. AA/EOE

City of Fond du Lac, WI, City Manager

Fond du Lac, WI (43,021) Beautiful and thriving community located approximately one hour from Milwaukee, Madison and Green Bay, seeks experienced, progressive candidates to serve as the City Manager. The City Manager reports to the President and six Council Members. City is seeking energetic candidates with successful background of service as a city manager, assistant, or in similar private sector position. MPA in public administration preferred. Starting salary \$125,000 +/- depending upon qualifications and experience with excellent benefits package. Residency highly desired. Candidates should apply by April 7th with résumé, cover letter, and contact information for five professional references to Karl Nollenberger at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.



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