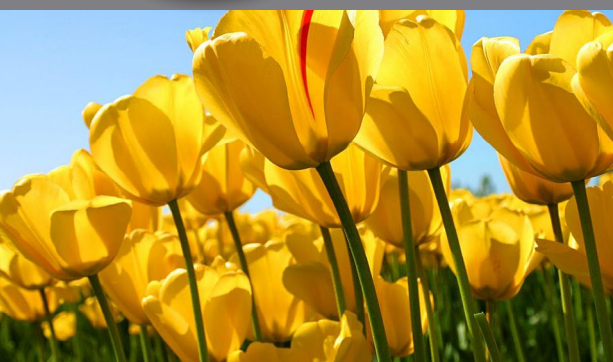


# City/County Management IN ILLINOIS

Volume 10 No. 8

Strengthening the quality  
of local governance through  
professional management

APRIL  
2015



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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 1  
**Legacy Quarterly Luncheon**  
Geneva, IL

April 1  
**Cal-Coaching Webinar**

April 1 - 2  
**ICMA Young Professional Leadership Institute**  
Evanston, IL

April 2 - 3  
**ICMA Midwest Region Summit**  
Evanston, IL

April 16  
**ILCMA Professional Development**  
Lombard, IL

April 16  
**Metro Manager Meeting**  
Lombard, IL

April 22  
**IAMMA Breakfast**  
Glen Ellyn, IL

April 30 - May 1  
**Downstate Meeting**  
Arcola, IL

May 6  
**Legacy Quarterly Luncheon**  
Arlington Heights, IL

May 14  
**Cal-Coaching Webinar**

May 15  
**Legacy Conference**  
NIU Naperville

May 21  
**Metro Manager Golf Outing**  
Glen Ellyn, IL

June 3  
**Legacy Quarterly Luncheon**  
Woodridge, IL

June 10 - 12  
**ILCMA Summer Conference**  
Galena, IL

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## President's Column

### Summer Conference 2015: READY, SET, GROW!

This is the theme of our upcoming summer conference which will be held June 10th-12th in Galena. The planned sessions will enhance the conference experience along with the usual great social networking opportunities in this beautiful part of our State. Plan to pack your shorts, sandals and relaxed attitude to enjoy the following highlights:

#### KEYNOTE SPEAKERS

- Former Governor Jim Edgar will address Leadership in Challenging Times. Come listen to our former Governor discuss how to be good leaders when times are tough (a very timely topic)
- Doug Cartland will address his strategies for setting priorities and making decisions. A very energetic speaker from southeastern Wisconsin, he will help you discover your decision-making power, 6 keys to prioritization and how to do what's the most important thing to do right now!

#### SESSIONS

- Pre-conference session: 360 Degrees of Data
- How to Partner with Other Agencies and Build a Successful Consortium
- The Emerging Oil Fracking Industry in Illinois-Economic Boom or Environmental Challenge
- Was Superman Right? The Ethical Challenges of Making the Right Decisions
- Crisis Communication: Before, During, and After the Event
- NEW! Hands-on Site Visit-An off-site session-City of Galena's Solar Array at their WWTP Plant
- Evaluating Police Department Staffing: How to Know if your Community is Appropriately Staffed
- Rural Economic Development: Understanding Changing Demographics to Promote Economic Growth in Rural Communities

#### SOCIAL EVENTS

- Golf at the 9 Hole East Course and the 18 Hole North Course-Scramble or Handicap
- Western BBQ
- Managers vs. Assistants Softball Game
- ILCMA Annual Awards Dinner
- Taste of Nightlife in Downtown Galena (a hit last year!)

Special thanks to the Summer Conference Committee members who have helped create and develop the fabulous sessions and events. Get READY, Get SET to GROW!!! See you in Galena!

**REGISTRATION MATERIAL WILL  
BE IN YOUR MAILBOX SOON!**

### Committee Members

Chair – Kelly Amidei, Deputy Village Manager, Libertyville  
Bill Balling, WRB LLC  
Brian Bourdeau, Management Analyst, Elk Grove Village  
Ed Cannon, City Administrator, Fulton  
Mary Clumpner, Robinson Engineering  
John Doria, Christopher B. Burke Engineering  
Joyce Janu, Arthur J. Gallagher  
Rachel Skaggs, Management Analyst, Schaumburg  
Maria Lasday, Village Administrator, Bannockburn  
Kevin Leighty, Administrative Intern, Elmhurst  
Jenny Maltas, Deputy Village Manager, Buffalo Grove  
Mary McKittrick, Village Administrator, Geneva  
Jenn McMahon, Assistant City Administrator, Warrenville  
Danielle Melone, Siemens  
Brian Murphy, Village Administrator, Plainfield  
David Myers, Assistant Village Manager, Maywood  
Dave Plyman, City Manager, Rochelle  
Lisa Scheiner, Assistant Village Administrator, River Forest  
Ted Sianis, Principal Engineer, Clark Dietz  
Kent Street, Village Manager, Deerfield  
Robin Streets  
David Van Camp, Senior Project Manager, HR Green  
Ingrid Velkme, Deputy Village Manager, Western Springs  
Carina Walters, Assistant City Manager, Lake Forest  
Dawn S. Peters, Executive Director, ILCMA



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## Who's Who Directory Update

**Tim Gleason** has been appointed as the new city manager in Decatur. He was formerly the city administrator for the city of Washington. His new contact information is:

Tim Gleason  
City Manager  
City of Decatur  
1 Gary K. Anderson Plaza  
Decatur, IL 62523  
Email: [tgleason@decaturil.gov](mailto:tgleason@decaturil.gov)  
Phone: 217-424-2801

## Welcome New Members!

Dustin Anderson, Town of Munster, Town Manager  
Timothy Ashe, SIU Small Business Development Center, Graduate Assistant  
Diana Dykstra, Village of Poplar Grove, Village Administrator  
Timothy P. Harr, City of Edwardsville, City Administrator  
Chase Muscato, Student



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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.

### Duration – How It Differs From Maturity

By Debra A. Zimmerman, MBA, CPFIM, Illinois Metropolitan Investment Fund (IMET)

Fixed income investors rely on a number of measurement tools and metrics to compare and evaluate investments. Many are straight forward and easily understood while others are more complex and may require further explanation. Duration and maturity are common measurements used for comparing bonds and bond portfolios. However, duration is not as easily understood as maturity and they mean very different things.

Defining maturity is straightforward and simple - Maturity is simply the length of time until the principal must be paid back and interest payments cease.

Defining duration is more abstract. Duration has multiple definitions and there are multiple types of duration. Defined, duration is: 1) the sensitivity of a bond's price to changes in interest rates, quoted as the percentage change in price for each given percent change in interest rates; 2) how long it takes in years for a bond's income flow (principal and interest payments) to equal the bond's market price on a weighted basis.

Duration is based on the time-weighted present value of each payment, not on the time-weighted cash amount of each payment. The time periods are weighted by multiplying the present value of its cash flow divided by the bond's price. It's the average amount of time it takes to receive the present value of the investment.

The duration of a bond will almost always be shorter than its maturity, except for zero-coupon bonds, for which the maturity and duration are equal.

The most common types of duration calculations used by public funds investors include:

- Macaulay Duration
- Modified Duration
- Effective Duration

The Macaulay Duration was developed by Frederic Macaulay in 1938 and is the only type of duration quoted in years. It measures the number of years required to recover the true cost of the bond – how long will it take in years for the interest and principal payments to equal the market price of the bond. The Macaulay Duration is the only duration calculation quoted in years.

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**Laura F. Allen**  
630-571-0480, ext. 229

**Debra A. Zimmerman**  
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Modified Duration goes beyond the Macaulay duration to measure the bond's price changes to interest rate changes. It is the percentage change in price for a 100 basis points (bps) change in interest rates. It takes into account interest rate movements by including the frequency of coupon payments per year.

The bond's price fluctuations due to the changing interest rate are called its volatility. The bond's volatility depends on 2 factors:

1. the bond's coupon rate
2. the bond's maturity or call date

When duration is quoted, it is typically referring to Modified duration.

Effective Duration, also called Option Adjusted Duration, is useful when a portfolio contains callable securities. Use of a complex model is utilized for pricing bonds that adjusts the price of the bond to reflect changes in the value of the fund's embedded options. Effective Duration incorporates a bond's yield, coupon, final maturity and call features into one number that indicates the bond's price sensitivity to changes in interest rates. It takes into account that the bonds may be called before maturity.

#### Principles of Duration

1. Duration increases as maturity increases; bond price becomes more sensitive to interest rate changes.
2. Duration decreases as bond coupons increase; bond becomes less sensitive to interest rate changes.
3. Duration decreases as interest rates increase; bond becomes less sensitive to further rate changes.

*continued on page 7*



## 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.

### Community Branding, Marketing and Identity: An Emerging Key Goal from Strategic Planning

By Scott Kolbe, Director of Marketing, Sikich LLP; Mike Dockum, Account Executive, Sikich LLP; Greg Kuhn, Ph.D.; Cristi Musser, MPA Government Management Advisory Services, Sikich LLP

#### Introduction

As the economy emerges from the 2008-09 financial crises, government organizations have adapted and found new ways of doing things. Changes in processes, refined staffing profiles, re-examined financial needs, re-imagined land use and economic development opportunities have all been considered by communities large and small, rural and urban.

Strategic planning initiatives facilitated by our team have illuminated a newly emerging goal shared by many communities. A growing number of participants have expressed a desire to better understand community branding, identity and marketing. What is a brand? How is a brand different from visual identity? Where does a brand overlap with marketing, advertising, and public relations? Since it helps to have a firm grasp on high-level concepts before pursuing goals and objectives, the purpose of this article is to help you conceptualize your community's brand. To do that, we'll compare your community to a familiar example: you.

#### Recognizing Your Brand

Your community has a brand and your brand is in constant competition with other brands. Some brand elements you may be aware of include your logo, corporate colors, and tagline. However, there might be some parts of your brand that escape detection and may reside outside of your jurisdiction.

The same is true of your personal brand. Think of your personal brand as the reputation that precedes you; it's everything you've ever said and done. It's also each and every variation of a story that has made its way through the telephone game of life. Those are some of the elements you can no longer control.

Fortunately, you still own the lion's share of your brand. A little bit of your brand is born with every new glimpse of your personality and change to your LinkedIn profile; even that new signature catch-phrase with which you may be experimenting.



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#### Differentiating Visual Identity

Visual identity is often confused with brand, though they should not be used interchangeably. When it comes to visual identity, think of it as the flour in a batch of brand brownies. It's a necessity in the mix, but it cannot do the job alone. There's more to a brand than just how you look. As it relates to your personal brand, visual identity is the face you put out to the world what you look like and what you wear. Whether we're conscious of it or not, we're always on the lookout for these "artificial communication" cues. The next time you notice someone's car, clothes, wristwatch, handbag, pen or pair of shoes, you are using visual identity. How did your perception of that item impact your conclusion about the individual who owns it?

While the visual identity of your community is your logo, colors, fonts, and taglines, it also includes the look and feel of the community itself, from downtown to the outskirts and all points in between. It's the curb appeal of a brand new home and the storefront awning of a mom-and-pop shop, and how all of these things interact to form an impression.

#### Applying Brand to Your Community

It's best to think of your community's brand in broad terms, as it's the entire relationship you have with your target market, from the relationship you've built with existing businesses, residents, and visitors to the reputation that precedes you among those prospective audiences. Your brand reflects the relationship your community has with all of these people.

How your brand is reflected in the community can be controlled internally by coordinating the look, feel, tone,

*continued on page 19*

## IML Managers Monthly Column

### Local Impact of Proposed LGDF Cuts

*By Lew Steinbrecher, City Administrator, Moline  
and Member, IML Managers Committee*

There is absolutely no doubt that Governor Rauner's recently announced proposal to divert half of the income tax revenues that has been provided to all Illinois municipalities for decades, will have a major adverse impact on the delivery of vital local government services for a very long time. Remember, the State initially gave all cities 12% of the income tax collected by the State starting in 1969 because cities were instrumental in the support needed for the enactment of the state income tax. The City of Moline now expects to lose \$2,148,723 in General Fund revenues if the Illinois Legislature agrees with the Governor's proposed snatching of these traditionally municipal dollars. Moline has had to balance its budget annually, and since 2008, there has been a deficit at or above \$1 million every year. During that time, forty-five jobs representing over 12% of the municipal workforce, have been eliminated. Since 2004, contributions to the Police and Fire Pension Funds have increased from \$2.5 million to over \$7 million annually. Much of this increase in public safety pension costs is directly related to Police and Fire pension benefit enhancements enacted by the Illinois General Assembly and mandated upon municipalities. Like Moline, cities throughout the State of Illinois have had to make the difficult choices on cutting expenses and raising fees and taxes while state government did little to seriously address its financial difficulties. It is extremely frustrating and infuriating to now be targeted by this same state government to use funds specifically earmarked, for and given to local government for years, to address its own financial problems.

For the City of Moline, the loss of \$2.1 million annually means something very significant, including the following scenarios:

- Reducing library staff from 29 to 9 employees and library hours from 64 hours per week to 20 hours per week.
- Reducing the number of police officers by 43% and permanently removing 3 squads off of patrol, significantly increasing the risk of 3 or 4 officers who would still be on duty when encountering criminal activity.
- Instead of 32 firefighter/paramedics, there would be 2, effectively dismantling the community's ambulance and fire protection services.
- Eliminating all park maintenance functions, closing the municipal pool, and selling park property for infill residential development.



- Decreasing the street maintenance crew from 22 to 10 employees and cut the use of salt by 67% thereby severely affecting the City's ability to remove snow and ice, leaving potholes unattended and significantly endangering the safety of motorists and pedestrians and increasing the City's liability for damage to vehicles.

These scenarios assume that the \$2.1 million cut will be made in only one municipal department rather than spreading the loss of the funds over the entire organization, but they are intended to reflect the level of services that will be lost and unlikely to recover since the City of Moline cannot replace the loss of \$2.1 million with other revenue sources. Moline, and many other Illinois cities, has been able to maintain healthy reserves because of prudent financial management practices, sound budgeting principals, improving efficiencies in service delivery, creative revenue enhancements, and professional administration. Cities should be commended, not punished, for these efforts. The reserves are absolutely essential in preserving the financial health of cities such as enhancing or protecting municipal bond ratings, investing in capital projects, recovering from natural disasters, or other unexpected large expenditures and covering the need for cash flow to meet operating expenses while awaiting delayed payments in state-shared revenues such as income tax and sales tax. Additionally, spending one-time only reserve funds for recurring operating expenses is like taking money out of your retirement fund to buy groceries. It is not good governance. What is being proposed will be devastating throughout the entire State of Illinois at the local level. Why it's being proposed is irresponsible and an absolute shame, because cities should not have to pay the cost for the past poor financial decisions made by our state government and short-sighted elected officials. All Illinois cities should be outraged over this and are encouraged to contact their state legislators to inform them of what these cuts will mean to their community services.



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*continued from page 4*

A higher duration implies greater price sensitivity upwards should rates move down, or greater price sensitivity downwards should rates move up. Bonds with longer durations are more sensitive to interest rate changes than those with shorter duration, while bonds that pay interest prior to maturity will have a duration shorter than their maturity and the larger the coupon, the shorter the duration.

## Conclusion

A basic understanding of the various types of duration is important since they are frequently quoted and they are effective metrics for evaluating interest rate risk, bond price volatility and for comparing bonds of different maturities and coupon rates.

The general rules to remember about duration are the longer the time to retirement (maturity or call date) the greater the price volatility; the lower the coupon rate, the greater the price volatility. Therefore, if rates are expected to increase, consider bonds with shorter durations; if rates are expected to decline, consider bonds with longer durations.

## References

The following publications were used as references for the creation of this article.

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***Please join the Metro Managers  
& NIU MPA Program for Lunch and the  
Parting Advice of Dr. Jerry Gabris***



Dr. Jerry Gabris, distinguished teaching professor from Northern Illinois University will be retiring in May. Please join us as Dr. Gabris leaves us with words of wisdom from his years of experience serving as a consultant and researcher with local, state, and federal agencies.

Dr. Gabris has taught Human Resources Management, Organization Behavior and Development, Local Government Management and Leadership courses at NIU for thirty years. His research and teaching focus on performance appraisal, organization change, innovation management, strategic planning, and leadership within public organizations. His most recent research focused on governing board behavior in local government.

Dr. Gabris received his B.A. (with honors), M.A., and Ph.D. (1977) degrees from the University of Missouri - Columbia. He taught at Mississippi State University prior to joining the faculty at Northern Illinois University in 1986. He is the former Managing Editor of Public Administration Review (1996-1999), and from January 2004 to July 2009 Professor Gabris served as the Director for the Division of Public Administration at Northern Illinois University.

**Date:** Thursday, April 16, 2015

**Time:** 11:30 a.m. - Networking  
Noon - Lunch  
12:45 p.m. Presentation

**Location:** Harry Caray's, 70 Yorktown Center, Lombard, IL

**Cost:** \$25 check or cash payable at the door (Interns and MIT are free)  
There will be an additional \$5 charge for invoicing the cost of the luncheon.  
\$55 if also attending the ILCMA Professional Development Event:  
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**By April 10:** Email Registration to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu)

Online Registration with Credit Card: <http://www.ilcma.org/forms.aspx?FID=79>

*Cancellations must be made by April 10th. Any cancellations after that date will require full payment.*



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**April 15, 2015 - NIU Naperville**

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**April 24, 2015 - DeKalb County Community Foundation**

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## 59TH Annual Constitution Trail 5K Race Results!

Not only did the ILCMA Winter Conference set a record for the number of registrants, but so did the 59th Annual Constitution Trail 5K Run and 1.5 Mile Walk. A record 37 individuals registered for the event that was held in MINUS 5 degree temperatures with a wind chill of minus 11 degrees. Needless to say, the temperatures also set a record for low temperature and wind chill factor.

The run/walk was conducted on the Constitution Trail, a 30+ mile hard surface trail built on the former Illinois Central Gulf Railroad right of way. Though it was bitter cold, the participants enjoyed their “moving” experience and the hot chocolate that was in their race packets. The participants also received an official “ILCMA Run-Walk Club” buff.

The 1.5 mile race walk age group winners were:

James Arndt	David Koch
Denise Burchard	John Emser

The 5K runner's age group winners were:

Ben McCready	John Piemonte
Mark Moran	Adam Hardy
John Phillips	Bill Wasson
Scott Niehaus	

The race director would like to thank this year's volunteers, especially Dave Nord and Dave Olson who braved the cold and served as course marshals, making sure no one took a wrong turn. Also Jennifer Barlas and Sue Bukas who helped with pre-race, race, and post-race activities. And a BIG “Thank You” to Garry Little and the Park and Recreation Department staff for the Town of Normal for designing, plowing, and setting the mileage cones for the race.

Next year, the age group winners will have an opportunity to defend their titles as the ILCMA Winter Conference will return to the Town of Normal on February 2 – 5, 2016. Keep running!



## ILCMA/IAMMA Members Raise \$1600 for Northern Illinois Food Bank

Thank you to ILCMA / IAMMA members for their generosity in raising \$1600 for the Northern Illinois Food Bank. On Saturday, several ILCMA / IAMMA members helped distribute the food to needy families as outlined below.

Laura Lake from Glenview did a tremendous job organizing the event. Other member participants include Brian Southey, Elk Grove; Jack Linehan, Lockport; John Schwarz, Winfield; Erik Jensen, Gurnee; Kathy Katz, Bensenville; Peggy Halik, Woodridge; Ilir Admaj, Orland Park; Cheryl Scott, Frankfort and Andrianna Peterson, La Grange.

Hester Bury Thanks IAMMA/ILCMA:

Thank you all for coming out on Saturday morning to distribute food from the Mobile Pantry at the Henry Hyde Resource center in Addison. We served 114 households benefitting 466 individuals. They received frozen meat and vegetables, fresh potatoes and onions, Jimmy Dean sandwiches, breakfast shakes, snacks, bakery items and bread - totaling over 7,000 pounds. We appreciate the funds that you raised to sponsor this Mobile Pantry and the time you gave to serve our hungry neighbors.

As many of you are involved in local government, I know you see the struggles that many of our neighbors deal with daily to put food on the table for their families and maintain a secure and stable household for their children. If you have any suggestions for other locations for Mobile Pantry distributions (in our service area excluding Cook County) or connections to any community or corporate groups that might be interested in sponsoring, please let me know. We are always working to get more food out.

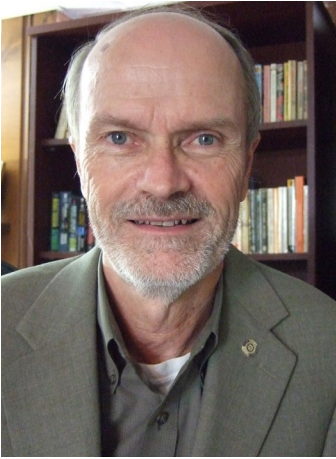
Also if you are interested in helping in another way by participating or getting the word out about our Foodie5Krun/walks please visit our website for more information: [http://nifb.convio.net/site/PageServer?pagename=foodie\\_5k\\_events](http://nifb.convio.net/site/PageServer?pagename=foodie_5k_events). We have posters and brochures available if you have somewhere to display them.

Thank you – we look forward to seeing you again soon!

Hester Bury, Director of Corporate and Foundation Giving,  
Northern Illinois Food Bank



## ILCMA Senior Advisor Column



**by John Phillips, Senior Advisor**

Members of ICMA and ILCMA understand the value of effective, efficient, and ethical local government management.

Our membership is dedicated to these concepts and knows the important contribution that professional local government management provides to the quality of life in the communities in which they serve. It has been refreshing to observe that there are several local governments who have not had an administrator or manager, but now have an interest in establishing these positions because they witness the advantages gained by communities that have enjoyed professional management for many years.

As a Senior Advisor for ICMA and ILCMA, my primary responsibility is to be available to members and offer counsel and advice. But a secondary role is to promote professional local government management. Over the past several months, it has been rewarding to see interest from a number of cities and counties in adding a professional administrator:

**Rock Island County:** I had the opportunity to serve on a subcommittee that studied the concept of the county administrator position. A resolution was adopted to establish and define this new position. The recruitment was concluded recently and the county's first administrator is scheduled to begin work in May.

**Mercer County:** This county also has interest in establishing the position of county administrator. Jeff Clawson, City Manager in Princeton, has provided help to the county board to define the position and outline the recruitment process.

**Savanna, Illinois:** This western Illinois community invited Mark Moran, City Administrator in Galena, and me to present information to the mayor and city council about the benefits of a city administrator. I will provide further help if requested to outline the duties in an ordinance and suggest a process for the recruitment.

**Dixon, Illinois:** Selling the benefits of professional management in Dixon was easier than in most situations. By a large margin, the people of Dixon rejected the Commission form of government and adopted the Council-Manager form in a referendum in November, 2014. Dave Nord has served as the city's first Administrator and has expressed his interest in applying for the city manager post after the spring elections. ICMA and ILCMA were very supportive of our efforts to move this city toward a professionally managed organization.

**Peru, Illinois:** The mayor and city council in Peru have agreed to establish a citizen's panel to study the question of whether or not to establish the position of administrator. I expect that I will have the chance to provide information to these community leaders about how this will benefit the people in their city.

Of course, the more communities with the position of Manager or Administrator, the greater number of positions become available for members of ILCMA and ICMA. However, more importantly, more people in our state can enjoy living in a community with a trained professional and working with elected officials to build a better future for all. Effective, efficient, and ethical local government is not a difficult concept to promote to the people living in communities throughout our state. As a Senior Advisor, I am fortunate to have the opportunity to tell the story.

## ILCMA NOMINATING COMMITTEE REPORT & RECOMMENDATION TO THE MEMBERSHIP

March 20, 2015

Dear ILCMA Members:

It is with great enthusiasm that the ILCMA Nominating Committee recommends the following slate of candidates for the 2015-16 Association Board:

President-Elect (1 Year Term)

Mike Baker

Deputy Village Manager

Downers Grove

Vice President (1 Year Term)

Barry Burton

County Administrator

Lake County

Secretary / Treasurer (1 Year Term)

Mike Cassidy

Village Manager

Bensenville

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

Drew Irvin

Village Administrator

Lake Bluff

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 by May 15, 2015. Submittals can be sent to my attention, Mark Franz at the City of Glen Ellyn, 535 Duane St., Glen Ellyn, Illinois, 60137 or mfranz@glenellyn.org.

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.

The quality and number of applicants made this year's selection process particularly challenging. I appreciate the thoughtful work and consideration exercised by the ILCMA Nominating Committee Members.

Respectfully Submitted,

Mark Franz, City Manager, Glen Ellyn  
ILCMA Immediate Past President / Chairman of the  
Nominating Committee



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\*Some restrictions apply



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847.855.1100



## **ILCMA Awards Program Nominate A Colleague Today! Nominations Due By April 24, 2015**

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.



## Year 2015 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 24, 2015**. Send a pdf form of the nomination to: Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu). Please put ILCMA Award Nomination in the subject line.

Name of Nominator \_\_\_\_\_

Signature of Nominator \_\_\_\_\_

## ILCMA Membership Responsibilities For Members In Transition

ILCMA members are encouraged to contact fellow members that are in transition. ILCMA members can help members in transition in the following ways:

- Hire members in transition for interim work and special projects.
- Provide office space and equipment for members in transition.
- When going to ICMA or ILCMA conferences, invite a member in transition to share your room at no cost.
- Invite them to an ILCMA, Downstate, Metro, IACA, SWICMA, Legacy Project, or IAMMA meeting as your guest.
- Monitor the environment. As one hears about a member that may be in trouble, members are encouraged to contact either the ILCMA Executive Director or one of the Senior Advisors .

ILCMA members are asked to help identify ILCMA members as soon as it appears they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or bi-weekly) contact with the MIT, encourage others to contact the MIT, and keep the ILCMA Secretariat aware of the MIT's status. The Board liaison will coordinate closely with the Senior Advisors and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.

## Do you have Special Projects for which you need Additional Help? 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:

**Member in Transition Program (MIT)** – ILCMA keeps a list of Illinois managers and assistants in transition. These members 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 MIT's 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 Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

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.)

John Kolata  
jdkolata@hotmail.com  
309-525-2359

Dawn Wucki-Rossbach  
drossbach@att.net  
847-934-1562

Eric Tison  
cubguy77@comcast.net  
815-956-0156

Tim Ridder  
timothyridder@hotmail.com  
cell: 399-236-0929  
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Dawn S. Peters  
Assistant Director  
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dpeters@niu.edu

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## 2015 Coaching Webinars

Get the most from these 90-minute sessions — FREE  
All sessions are listed in Pacific Time (PT).

### Developing Effective Relationships with Elected Officials

10-11:30 a.m. PT, Thursday, March 5

### Best Practices in Strategic Planning and Action

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, April 1

### Moving from Conflict to Civility and Problem Solving

10-11:30 a.m. PT, Thursday, May 14

### Engaging Employees Effectively

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, September 16

### Serving Diverse Populations Successfully

1-2:30 p.m. PT, Wednesday, October 21

### Best Practices for Managing Social Media & Gossip

10-11:30 a.m. PT, Thursday, November 5

#### 1. Subscribe to email list for notices with webinar details.

This is best way to get the registration details about webinars delivered to you as soon as they are available. Subscribe to the list at [www.cal-icma.org/coachingList](http://www.cal-icma.org/coachingList).

#### 2. Register in advance for each webinar.

There is no charge for participating in the webinars, but each requires its own advance registration. Links to register for each webinar are available now at [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching). After registration for a webinar, you'll receive full details about log-in procedures and listening options.

#### 3. Organize a group to participate in each webinar.

This is great way to share the learning experience and discuss opportunities to apply the information to your agency.

#### 4. Ask questions and participate.

**In advance:** submit questions via email to Don Maruska, Director of the Cal-ICMA Coaching Program, at [cal-icma@DonMaruska.com](mailto:cal-icma@DonMaruska.com).

**During the webinar:** use the webinar "Question" tool. As webinar moderator, Don Maruska will pose the questions anonymously on your behalf. We also invite you to participate in the online polls that gather audience members' insights.

#### 5. Access the presentations, video recordings, and polling results.

About 24 hours after a webinar, a digital recording and the presentation and audience polling results will be available at the "Agendas & Archives" tab of [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching).

#### 6. Discuss the results.

Many agencies are arranging groups to listen to the webinars (live or via recording) and have discussions afterwards about application of the ideas to their specific organizations. Each webinar has suggested post-webinar group discussion questions in the Agenda notice.

#### 7. Missed a live webinar?

##### Don't worry!

All webinars are archived for on-demand viewing or download in mp4 format for individual or group viewing at your convenience. The presentations are saved at "Agendas & Archives" tab of [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) compliments of Granicus, an ICMA strategic partner. You also can subscribe to podcasts to listen while you are on the go.

Find us on...



## Career Compass

The Coaching Program offers a series of "Career Compass" articles. Written by ICMA Liaison for Next Generation Initiatives, Dr. Frank Benest, these columns will help you navigate the course to a successful government career. Recent topics include:

- "Your Staff Meetings Don't Have To Be Dreary"
- "The Courage To Do the Right Thing"
- "The Post-Heroic Leader"

To view all the columns, visit the Cal-ICMA website at:

[www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) and click on "Coaching Programs & Resources."

To suggest topics for future columns, contact Frank at [frank@frankbenest.com](mailto:frank@frankbenest.com).



## Distinguished Service, Honorary Member Awards Nominations Due April 21



At its June meeting, the ICMA Executive Board will consider nominations for ICMA's Distinguished Service Award and Honorary Membership. The Distinguished Service Award is presented to a member who has been retired from the profession for a minimum of three years and who has made exemplary contributions to the profession through service in local government. The Honorary Member Award is presented to an individual outside the profession whose leadership and initiative have contributed to the strengthening of local government. The deadline for nominations for these two distinctive ICMA awards is April 21, 2015.

Distinguished Service Awards and Honorary Membership will be conferred and recipients will be recognized during ICMA's 101st [Annual Conference](#), September 27-30, 2015, in Seattle/King County, Washington. Details on the [Distinguished Service Award](#) and on [Honorary Membership](#) are available on the ICMA website. Submit questions to Nedra James at 202-962-3648 or [awards@icma.org](mailto:awards@icma.org).

**Downstate City/County Management Association Meeting**  
**April 30 & May 1, 2015**  
**Arcola, Illinois**

**Thursday, April 30, 2015**

- Noon Lunch at Iron Horse Golf Club, Tuscola, IL
- 12:30 p.m. Golf Tee Time at Iron Horse Golf Club  
2000 Ironhorse Drive, Tuscola, IL
- 6:00 p.m. Reception & Dinner at Sweeper's  
(Dinner not included in registration fee)  
126 S Oak, Arcola, IL

**Friday, May 1, 2015 - Best Western Plus, Green Mill Village, 917 Green Mill Road, Arcola, IL**

- 8:00 a.m. Breakfast at the Best Western Plus, Green Mill Village
- 8:30 a.m. ***Creating a Stormwater Utility - An overview of the Basic Steps and Critical Elements***  
Speakers: Eric Thompson, PE, CFM, Stormwater Community of Practice Leader, MSA Professional Services  
Greg Crowe, AICP, Client Service Manager, MSA Professional Services, Inc.
- 9:30-9:45 a.m. Break
- 9:45-10:45 a.m. ***Energy Smart Tips - and the Funding to Get You There***  
Speakers: Kristine Chalifoux, Director of Management and Operations, Illinois Smart Energy Design Center  
*ISTC's Technical Assistance Program - A Resource for Illinois Businesses and Communities*  
Dan Marsch, Environmental Engineer, Illinois Sustainable Technology Center  
Troy Walker, Technical Assistance Engineer, Illinois Sustainable Technology Center
- 10:45-11:00 a.m. Break
- 11:00 - Noon ***IML Legislative Update***  
Speaker: Brad Cole, Executive Director, Illinois Municipal League
- Noon Lunch and Business Meeting



## Registration Form

### Downstate City/County Management Association

**April 30 & May 1, 2015  
Spring Meeting  
Best Western Plus in Arcola, IL**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration Fee: \$50 – Includes buffet breakfast & lunch on Friday.** Please have registrations in by Friday, April 24, 2015.

**Hotel Accommodations:** Best Western Plus, Green Mill Village, 917 Green Mill Road, Arcola, IL. Please call 217-268-5000 to reserve your room by April 10! The rate is \$75 plus tax per night. The group name is under “Downstate City Managers.”

**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 cost for green fees and cart is \$29 – be sure to mention you are with the City Manager Group! Lunch is scheduled at 12:00 p.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 in Arcola, IL on April 30 & May 1.

\_\_\_ Yes, I will attend the social hour & dinner on Thursday evening at Sweeper’s Restaurant.

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

\_\_\_ Yes, I will participate in the golf outing on Thursday, April 30 – please pay at the course.

**Registration Deadline:** Friday, April 24, 2015

**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 Friday, April 24, 2015. 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.



# Legacy Project

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## 4<sup>th</sup> Annual Women's Legacy Conference

*Save the Date*

**May 15, 2015**

NIU Naperville Campus\*

Register at <http://tinyurl.com/LegacyConf2015>

### *(Tentative) Conference at a Glance...*

**8:00 AM** Registration & Continental Breakfast

**9:00 AM** Opening Key Note **Daniella Levitt: Ready, Set...Risk!**

**10:15 AM** Book Signing by Daniella Levitt

**10:30 AM** Choice of Breakout Sessions

- ❖ Being a Resilient Visionary
- ❖ Key Challenges to Becoming a Successful Leader

**11:45 AM** Lunch & Panel Discussion: **Serving our Changing Demographics**

**1:30 PM** Choice of Breakout Sessions

- ❖ Build Your Communication Skills: Improve How You Can Effectively Persuade and Inform Others
- ❖ Family Friendly Policies – A Panel Discussion

**3:00 PM** Closing Key Note **Susan Garrett: Lose the Pearls!**

\*Northern Illinois University (NIU) campus in Naperville, located at 1120 East Diehl Road, Naperville, Illinois.

Register at [www.tinyurl.com/LegacyConf2015](http://www.tinyurl.com/LegacyConf2015)

**2nd Quarter  
2015 Legacy  
Project  
Luncheons**



**2nd Quarter 2015  
Upcoming Luncheons**

*Brown Bag (bring your own)*

**April 1, 2015**

Geneva Fire Department  
200 East Side Drive, Geneva

**May 6, 2015**

Arlington Heights Village Hall  
33 S. Arlington Heights Road

**June 3, 2015**

Woodridge Village Hall  
5 Plaza Drive, Woodridge

Luncheons are held on the first  
Wednesday of each month—  
starting at 11:30 a.m. and ending  
promptly at 1:00 p.m.

Please join us for interactive  
discussion on topics of particular  
interest to women working at all  
levels of local government.

**RSVP to Alex Galindo  
at [agalindo@niu.edu](mailto:agalindo@niu.edu)**

## Cutting the Cake



Who brings the cupcakes at your office, is more likely to toss the moldy leftovers from the communal fridge, or gets stuck organizing the office birthday party? How much of your work is dedicated to keeping the office environment functioning?

Come join us for an open discussion on this topic! At the luncheon we will focus on how to deal with always having to do the housework at home and at work.

To get a jump start on the topic, check out these articles:

- [Take Note, It's Time to Take Notes](#)
- [Women at Work: We're Doing All the 'Office Housework,' Too](#)

**Please bring your ideas, stories and experience!**

To learn more about the Legacy Project, please visit our website:

[www.legacyprojectnow.org](http://www.legacyprojectnow.org)

**Metro Managers Association  
Annual Golf Outing  
Thursday, May 21, 2015**

**Village Links Golf Club**  
485 Winchell Way  
Glen Ellyn, IL 60137  
630.469-8180



**10:00AM** Shotgun Start (Lunch on the course during play - Hot Dog or Brat, Chips and Drink)  
**4:00PM** Golf contest winners, raffle prizes, appetizers and 19<sup>th</sup> hole refreshments

**Cost \$65.00 per person (make checks payable to Metro Managers) by April 24th.**

Please Print:

Name: \_\_\_\_\_

Village/ Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

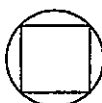
Others in foursome:

_____ Name	_____ Company	_____ Phone	_____ Email
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_____ Name	_____ Company	_____ Phone	_____ Email
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*Metro  
Managers*



Please send completed form and payment  
by **April 24<sup>th</sup>** to: (again, checks payable to Metro Managers)

Scott Niehaus  
Village of Lombard  
255 E. Wilson  
Lombard, IL 60148  
niehauss@villageoflombard.org



## *The ILCMA Professional Development Committee Presents*

### **Performance Measurement Reboot**

In theory, performance management in government should be simple. You develop goals, identify performance indicators and measures, track progress, report your results... and make better decisions. In practice, local government officials have struggled with connecting performance management to existing processes, and actually using the information collected to improve service delivery. Additionally, the proliferation of new technologies have helped with reporting data and information, but the challenges of understanding the information and engaging citizens on its purpose persists. This session aims to share lessons learned from local government practitioners, discuss technology's role in a performance management system, and provide guidance for rebooting your performance management system.

**Speakers:** Kate Green, City of Peoria  
Nadine Alletto, Village of Woodridge  
Don Gloo, Lake County, Illinois

**Moderator:** Mike Riffel, Plante Moran

**Date:** Thursday, April 16, 2015

**Time:** 8:30 a.m. Registration and Continental Breakfast  
9:00 – 11:30 a.m. Presentations

**Location:** Harry Caray's  
70 Yorktown Center Dr.  
Lombard, IL

**Cost:** \$35 for Professional Development Only  
\$55 if also attending the Metro Manager Luncheon (\$5 discount)  
*"The Parting Advice of Dr. Jerry Gabris"*  
Members in Transition – please e-mail or call Alex below to register

**RSVP:** Phone in Registration 815-753-5424  
**By April 10** Email registration to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu)  
Online Registration with Credit Card: <https://www.ilcma.org/forms.aspx?FID=79>

*Cancellations must be made **by April 10!**  
Any cancellations after that date will require full payment.*





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*continued from page 5*

and message of everything you create and distribute. Incidentally, that's precisely where the strategic use of marketing, advertising, and public relations comes into play.


At the same time, you must face the fact that some parts of your brand are beyond your control. Discussions regarding your brand are out there and evolving every second from social media posts to a backyard BBQ. The more you come to recognize and understand your brand, the more likely you'll succeed in harnessing its potential. But that is a topic for another article.

## Conclusion


A desire to embrace community branding and visual identity is important for municipalities of all sizes. Community branding can benefit economic development, community pride, public perception, and reputations. Consciously thinking of your personal brand and the visual identity cues you send to your audience can help you understand how the breadth of your community's brand exceeds its logo and seal. By more effectively conceptualizing high-level concepts like brand and visual identity you can more successfully develop branding goals and objectives for your community.



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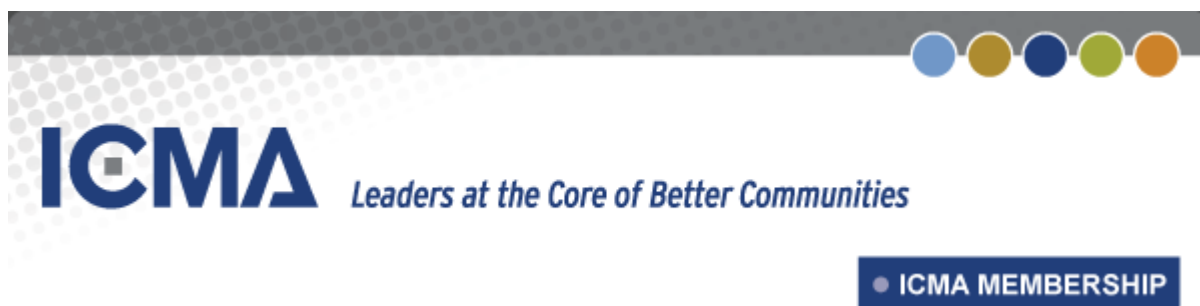


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## Call to Serve! Which Committee Will You Support?

Committees draw on the skills and interests of a broad cross-section of the ICMA membership to study issues of interest and importance to the organization or to local government in general. They also provide an opportunity for member connection and networking.

We hope you'll consider lending your time and talent to one of the following groups:

- Advisory Board on Graduate Education
- Annual Awards Evaluation Panel
- 2015 Annual Conference Evaluation Committee
- 2016 Annual Conference Planning Committee
- Governmental Affairs and Policy Committee
- ICMA Welcome Ambassadors
- International Committee
- Knowledge Network Advisory Group
- Sustainable Communities Advisory Committee

Full descriptions of each group can be found [here](#). Please be sure to complete your request by **Friday, April 24**.

**To submit your Committee request(s) follow these instructions:**

- Log-in at [icma.org](http://icma.org). Please note that if you have not recently updated your password, you will need to do so before proceeding.
- Select "My Account" at the top right corner of the page.
- Select "**My Committee Nominations**"
- Enter your top three choices
- Click "SAVE" in order to submit your choices.

***You will hear from us regarding your selections before July 1, 2015.***

For more information on the volunteer and appointment process, visit the Committee/Task Force [Frequently Asked Questions](#) or contact Member & Customer Support at [membership@icma.org](mailto:membership@icma.org).

Thank you for volunteering! ICMA greatly appreciates your time and expertise.

A handwritten signature in black ink that reads "Martha L. Perego".

Martha Perego, Director, Ethics and Membership



## **IAMMA April Breakfast**

### **Wednesday, April 22nd, 2015**

**Location:**

Village Links of Glen Ellyn  
485 Winchell Way, Glen Ellyn, IL 60137

**Time:**

Networking 8:00 a.m. Breakfast/Speaker 8:30 a.m.

**Cost:** \$10.00

Checks can be made payable to IAMMA.

**Please RSVP for luncheon by Friday, April 17th**

<https://www.surveymonkey.com/s/IAMMAApril2015>

***Topic: Council – Management Relations: How to adapt to a changing elected body***

Please join us for a structured networking event that provides an opportunity for attendees to network with their peers over coffee and bagels. Afterwards, attendees will have the opportunity to hear from a panel of experienced professionals, including Steve Vinezeano (Niles Village Manager) and Tom Thanas (Former Joliet City Manager/Current Lockport Attorney), on the art of working in a potentially hostile political environment and how to work with a variety of personalities.

**This is an open event to all members— interns and new members are encouraged to attend!**

**Contact Luncheon Committee Co-Chairs Ashley Monroe  
([Ashley.monroe@hoffmanestates.org](mailto:Ashley.monroe@hoffmanestates.org)) or Jack Linehan  
([JLinehan@lockport.org](mailto:JLinehan@lockport.org)) for any questions.**

**Payment and Attendance Policy:**

Individuals who RSVP and order a lunch are required to issue payment upon check-in at the event. If payment is not received at the event, a \$5.00 invoicing fee will be added to the cost of the event. The \$5.00 invoicing fee will also be applied to individuals who RSVP and order a lunch, but do not attend. To avoid being charged for an event and the \$5.00 processing fee, individuals that RSVP and order a lunch must cancel by the registration deadline.

# Conference Scholarships

**Scholarships Eliminate Financial Obstacles--Say Yes to Your Success**

Members in transition. Young professionals. Small community employees. Many ICMA members are challenged by limited resources in their pursuit of gaining the resources they need to better manage their communities.

To help members experience the difference the ICMA Annual Conference has made for so many others, ICMA is accepting applications to its 2015 Conference Assistance and Stene Academic Scholarship Programs. **The deadline for all applications is May 22, 2015.**

## **Conference Assistance Scholarships**

**ICMA's Conference Assistance Scholarships** are divided into four categories:

1. **The Young Professional Scholarship** is open to any ICMA member with three years' or fewer experience as a full-time local government employee. There is no minimum salary requirement, although salary may be considered during the evaluation process.
2. **The Workplace Diversity Scholarship is open to women and minorities.** It is the applicant's responsibility to demonstrate (through additional information included in a required essay) how his or her background merits receipt of a diversity scholarship and how the local government and the community served will benefit from the individual's conference attendance. There is no minimum salary or tenure cutoff for the Workplace Diversity Scholarship, although those factors may be considered during the evaluation process.
3. **The Member in Transition Scholarship** is open to any member enrolled in ICMA's MIT program.
4. **The Small Community Employee Scholarship** is open to any member serving in a small community with limited financial resources. Applicants may self-select to apply for this scholarship. There is no minimum salary requirement, although salary may be considered during the evaluation process.

To be eligible for any of ICMA's Conference Assistance Scholarships, an applicant must:





- Be a first-time ICMA Annual Conference attendee (not applicable to persons applying for the MIT scholarship nor to those who attended a past conference as a student member).
- Be a full-time local government employee (no part-time interns; MITs excluded from this requirement).
- Submit a completed application.
- Demonstrate an avid interest in a career in local government management through an essay.
- Submit two recommendation forms signed by local government managers or administrators who are familiar with your work.

**Application materials are due Friday, May 22.** Direct questions to [njames@icma.org](mailto:njames@icma.org).

### ***Stene Academic Scholarship Program***

Each year, ICMA selects a graduate school student as the recipient of its \$1,000 Edwin O. Stene Academic Scholarship, named in memory of Kansas University Professor Edwin O. Stene. ICMA also will provide the Stene scholarship recipient with complimentary registration to its 2012 Annual Conference. Travel and housing expenses are not included in the Stene Scholarship stipend.

To be eligible, individual must be enrolled by September 2011 as full-time graduate student specializing in local government at a college or university recognized by the National Association of Schools of Public Affairs and Public Administration. Must have had little or no full-time experience in local government (internships excluded).

Complete information on ICMA's conference scholarship program can be found [online](#). Application materials must be submitted by Friday, May 22. Direct questions to [njames@icma.org](mailto:njames@icma.org).

## **ILCMA Offers Scholarship to ICMA Conference**

In order to encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce they will provide financial assistance to ILCMA members, who are also members of ICMA, wishing to attend their first ICMA conference. ICMA will waive conference registration fees to the annual conference for two ILCMA members. ILCMA will in turn match the dollar amount of those fees to help defray transportation and housing fees. This is an excellent opportunity, particularly for members from communities that do not have the resources to allow their staff to travel to national conferences.

To qualify, **applicants must be full members of ILCMA and ICMA** and be attending their first ICMA conference. To apply send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up-to-date resume. Applications are due in the Secretariat office no later than **June 7**. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating they are entitled to a waiver of the conference registration fee.

## Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

### **City of Lake Forest, Assistant to the City Manager**

This is a professional public administration position at the intermediate level which assists the City Manager by carrying out liaison and staff duties. Work of this class involves the exercise of judgment and a sound knowledge of public administration techniques as applied to municipal government and urban affairs. Work includes a variety of tasks designed to relieve the City Manager of details by review of materials, assembly of factual information, the implementation of programs and the transmittal and interpretation of management actions. Assignments are received in the form of general outlines or desired results, and the employee is expected to develop methods and routines. Work may be discussed and reviewed while in process. Accomplishments are judged by the City Manager from written reports and results achieved.

The Assistant to the City Manager must have complete personal and professional integrity inspiring the confidence of elected and appointed officials as well as the general public.

The City of Lake Forest believes strongly in its core values of trust, respect, integrity and excellence and employs people who also believe in those values and will operate within them.

Qualified applicants will have degree in public administration or a related field plus 2 years additional work experience in a government setting or an equivalent combination of experience and training. Excellent written and oral communication skills are essential. Requires leadership abilities and management skills that are based upon consensus building and problem solving as well as a strong desire to work in a collegial, team-oriented environment.

Responsibilities include project research, analysis and recommendations; conferring with the public on service requests/complaints, investigating circumstances and reaching a disposition; serving as liaison for the City Manager on various boards and commissions; and acting as facilitator in various situations involving staff, residents, community groups to reach a common goal. Attendance at night and weekend meetings required.

Hiring Salary: \$62,392

Apply online by April 13, 2015  
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### **City of Streator, Director of Public Works**

The city of Streator, Illinois seeks applicants for the position of Director of Public Works. This is a full-time position; salary depends on qualifications and experience. Current incumbent is retiring.

The Streator Public Works Department is a general service municipal maintenance organization with responsibility for all streets and alleys, city parks, public buildings, storm water management and flood control, wastewater collection, animal control, public realm signage, traffic signals and other general maintenance services. Applicants should have at least 15 years of experience in municipal operations, management, civil construction or comparable experience with other comparable public or private organizations. Position involves supervision of a staff of 11, coordination of multiple contracts, budget management, public relations, project supervision and coordination and multi-tasking.

Applicants should submit a complete resume and cover letter explaining their interest to the address below no later than 5:00 p.m. on Friday, May 1, 2015:

Scot Wrighton, City Manager  
Streator City Hall  
204 S. Bloomington Street  
Streator, Illinois 61364

### **City of Des Plaines, Deputy City Clerk/ Executive Secretary**

The City is seeking qualified candidates for the position of Deputy City Clerk/Executive Secretary in the City Clerk's Office.

#### **Position Overview**

As an at-will employee, the Deputy City Clerk/Executive Secretary functions under the direction of the part-time, elected City Clerk and City Manager and provides professional administrative support to the City Clerk's Office. Examples of typical duties include: maintaining City records and files including ordinances, resolutions, agendas, and meeting minutes; compiles and assembles City Council agenda packets; coordinates responses to Freedom of Information (FOIA) requests; attends meetings of City Council in absence of City Clerk; and performing special projects and studies as assigned.

#### **Position Requirements**

A high school diploma or GED equivalent and at least two years of college coursework, bachelor's degree highly desirable; five years of secretarial and administrative experience, preferably in a related field; or any equivalent combination of education and experience. Designation as Certified Municipal Clerk by the International Institute of Municipal Clerks is a plus.

## Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

### Compensation and Benefits

The City of Des Plaines offers competitive salaries and \$51,307-\$69,264 is the salary range for Deputy City Clerk/Executive Secretary position; (DOQ) and benefits, including: medical/dental/life, 457 deferred compensation plan, educational expense reimbursement, employee assistance program, training programs and more.

### Application Process

Please send cover letter, resume, five work-related references and City employment application by 1:00 pm, Friday, April 17, 2015.

E-mail to: [hr@desplaines.org](mailto:hr@desplaines.org)

Mail: Human Resources, 1420 Miner Street, 60016

Fax: (847) 827-2292.

For more information on this position and to apply, please go to [www.desplaines.org](http://www.desplaines.org).

The City of Des Plaines is an Equal Opportunity Employer

### Village of Palatine, Management Analyst - Fire Department

The Village of Palatine is seeking a professional to serve as Management Analyst within the Fire Department. The function of this position is to perform office administration, payroll, accounting, project management, research, reception, compilation and analysis of information for statistical purposes and for the annual budget.

### Essential Job Functions:


- Perform analytical, administrative, technical and office support duties for the efficient operation of the Fire Department.
- Coordinate ambulance, public education, special event and specialized rescue billing.
- Create reports for statistical studies.
- Process Freedom of Information Act (FOIA) requests.
- Participate in the annual budget process including preparation, submission, analysis and revision.

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- Monitor effectiveness and efficiency of the Department and customer satisfaction. Develop reports to identify areas of needed improvement.
- Assist in the administration of the Department's safety and loss control programs. Comply with all Village/Department safety rules, regulations and procedures.
- Coordinate with outside agencies often in written format with respect to intergovernmental agreements and grants.
- Perform other duties as assigned by the Department.

### Qualifications:

Bachelor's degree in Public Administration, Business Administration, or related field. Two years of closely related, governmental administrative experience and/or Master's degree preferred. The ideal candidate will have the following attributes: strong analytical skills, ability to learn a variety of software tools, effective verbal and written communication skills, detail-oriented and organized.

Salary: \$48,318 to \$67,350 annually depending on qualifications and experience; an excellent benefits package is also offered.

Hours: 40 hours per week.

To Apply: Interested candidates should submit a letter of interest and resume using the on-line employment portal at <https://esuite.palatine.il.us/eSuite.recruit>.

Interviews will be conducted the week of April 6, 2015.

The Village of Palatine is an Equal Opportunity Employer. Fox River Water Reclamation District, Finance Manager

### Finance Manager

The Fox River Water Reclamation District (FRWRD) is seeking qualified applicants for the position of Finance Manager. FRWRD operates three Wastewater Treatment Facilities in the City of Elgin, IL and a Water Treatment Plant in unincorporated St. Charles, IL, with an annual operating budget of \$13,000,000. Administration Offices are located in the Village of South Elgin, IL. The primary duties of this position include organizing and directing operations of the Finance section, accounting and internal controls, budgeting, debt management, preparation of ordinances to implement the budget, including the tax levy and tax levy abatement ordinances. Development of plans for internal and external financing of Capital and Depreciation/Replacement projects for the District and to assist and advise the Executive Director in long term strategic and financial planning and the day-to-day operations of the Finance section.

Candidate preferences include a Bachelor's degree from a four-Year College or University; MPA/MBA desirable. Seven to ten years of governmental/municipal accounting experience and a CPA is preferred. Exceptional interpersonal skills, strong leadership and communication skills, decision making and problem solving are desired. Experience with modern financial management issues and trends and must have demonstrated experience in participatory, collaborative budget processes, revenue and expenditure forecasting, and technologically progressive approaches to bill payment and other customers service programs. A valid driver's license is required. Physical, Drug screening, and Criminal Background check is mandatory if an offer is tendered.

The salary is \$75,000 - \$110,000 DOQ with excellent benefits package and Retirement Plan. Applicants should apply by May 3, 2015 with hard copy resume' cover letter and contact information for three professional references to: Judie Seyller, Office Manager, Fox River Water Reclamation District, PO Box 328, Elgin, IL 60121, email: [jseyller@FRWRD.com](mailto:jseyller@FRWRD.com) (847)742-2068. Position is open until filled. Serious email inquiries only; to [rtrueblood@FRWRD.com](mailto:rtrueblood@FRWRD.com). Website: [www.FRWRD.com](http://www.FRWRD.com)

### Village of Hanover Park, Chief Information Officer

Vibrant, progressive community rich in cultural and ethnic diversity seeks candidates to serve as its next Chief Information Officer (CIO). Home to both family-oriented amenities and an expanding commercial and industrial base, Hanover Park is strategically located in the southwest portion of the "Golden Corridor," along the I-390 Northwest Tollway, known for its growth in commercial and corporate headquarters. Hanover Park is located 30 miles northwest of Chicago in both Cook and DuPage Counties. The Village is a full service municipality and is fiscally sound, with a \$54 million budget and 250 full and part-time employees. The CIO is appointed by the Village Manager. Candidates will be expected to be highly collaborative and innovate in their approach to municipal technology services. Successful candidates will have experience in working in an environment that operates on at 24/7 basis. Expertise in strategic planning and in all aspects of technology is required. Ability to manage an operation with multiple platforms is essential. Experience with an ERP conversion and implementation is highly desirable, especially New World. Completion of a Bachelor's Degree in Information Technology or a related field; with seven (7) to ten (10) years of experience in information technology operations including experience in local and wide area networking, and advanced knowledge in routing and switching protocols, virtualization, clustering, and systems integration, a related Master's Degree is preferred; or an equivalent combination of education and experience



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sufficient to successfully perform the essential duties of the job. Candidates must possess excellent interpersonal skills. Salary: \$115,000+/- DOQ with excellent benefits. Applicants should apply by April 3, 2015 with résumé, cover letter and contact information for five professional references to Joellen C. Earl at [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment). Telephone: 847-380-3238. St. Hanover Park is an Equal Opportunity Employer.

### **Village of Hanover Park, Finance Director**

Vibrant, progressive community rich in cultural and ethnic diversity seeks candidates to serve as its next Finance Director. Home to both family-oriented amenities and an expanding commercial and industrial base, Hanover Park is strategically located in the southwest portion of the "Golden Corridor," along the I-390 Northwest Tollway, known for its growth in commercial and corporate headquarters. Hanover Park is located 30 miles northwest of Chicago in both Cook and DuPage Counties. The Village is a full service municipality and is fiscally sound, with a \$54 million budget and 250 full and part-time employees. The Finance Director is appointed by the Village Manager. Candidates must be extremely knowledgeable in modern municipal financial management issues and trends, possess excellent interpersonal skills. The Finance Department has a budget of \$1,600,000 with 10.5 FTE's offering the following services: accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of Village funds, payment of bills, water billing, and collection of revenue. The Finance Department oversees general administrative services, which accounts for \$1,100,000 of the Department's budget. Completion of a Bachelor's Degree (B.S.) from four-year college or university with major in governmental accounting, finance, business administration or a related field, Certified Public Accountant and seven (7) to ten (10) years of experience in a high-level financial management position, preferably municipal finance, with five (5) years of progressive supervisory experience, a related Master's Degree is preferred; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Candidates must possess excellent interpersonal skills. Salary: \$120,000+/- DOQ with excellent benefits. Applicants should apply by April 3, 2015 with résumé, cover letter and contact information for five professional references to Joellen C. Earl at [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment). Telephone: 847-380-3238. St. Hanover Park is an Equal Opportunity Employer.

### **Village of Northbrook, Capital Projects Manager**

The Village of Northbrook seeks a qualified, dedicated, team-oriented Professional Engineer to fill the position of Capital Projects Manager. Under direction of the Public Works Director, the Capital Projects Manager supervises, directs, and manages the Capital Projects Division of the Public Works Department and is a member of the Public Works senior management team. The ideal candidate is one who can establish a positive working relationship and clearly communicate with residents, businesses, elected officials and other staff members of the organization.

The Capital Projects Manager is responsible for the design, procurement, and construction of Village infrastructure projects that include sanitary sewer and water distribution system improvements, asphalt and concrete roadway rehabilitation, and other public improvements. The Capital Projects Manager will assign projects to members of the Capital Projects Division, perform quality control and quality assurance of the design and construction oversight of those projects, as well as design and oversee the construction of projects as need.

The Capital Projects Manager should be forward thinking and be able to develop long term plans as the position assists in the development of the Village's annual Capital Improvement Plan. The successful candidate will be knowledgeable of policy development and administration of municipal civil engineering projects and public works programs; principles of budget administration and fiscal management; federal, state, and local laws and regulations that govern Public Works activities.

Qualified candidates must have a Bachelor's degree in civil engineering and a minimum of five to seven years of progressively responsible civil engineering experience. A State of Illinois Professional Engineer license is required within 12 months of starting in the position and candidates must have or be able to obtain an Illinois Environmental Protection Agency Class D Drinking Water Operation Certification. Candidates for this position should be an advanced AutoCad user. Starting salary for this exempt position is anticipated to be in the mid to upper \$90s.

Interested Candidates should return a completed cover letter, and resume to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or email at [hr@northbrook.il.us](mailto:hr@northbrook.il.us) with Capital Projects Manager in the subject field. Applications will be reviewed when received and the position will remain open until filled. The Village of Northbrook is an Equal Opportunity employer.

## Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

### City of Park Ridge, Financial Analyst

The City of Park Ridge's Finance Department is seeking qualified applicants for the full-time position of Financial Analyst. Responsibilities include, but are not limited to, designing and producing reports for budgeting, financial planning, and forecasting; monitoring budgeted account balances; preparing budget transfers, amendments, & PO changes; researching and analyzing revenue and expenditure data for variances and trends; assisting in the completion of the annual budget and the City's annual audit. Bachelor's degree from an accredited college or university with major coursework in Finance, Accounting, Business Administration, and/or other related field required. Minimum 2-3 years' experience required. Strong knowledge of Microsoft Excel required. Salary midpoint for position is \$61,551 (starting salary +/- depending on experience and qualifications), plus benefits. Position is available until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at [aeriksso@parkridge.us](mailto:aeriksso@parkridge.us) or by U.S. mail to:

City of Park Ridge  
505 Butler Place  
Park Ridge, IL 60068  
Attn: Human Resources

### City of Des Plaines, Financial Analyst

The City of Des Plaines Finance Department is seeking qualified candidates for the position of Financial Analyst.

Under the direction and supervision of the Assistant Finance Director, this position is part of the finance department's management team that assists the Assistant City Manager/Finance Director in the management of operations of the finance department. Duties include providing financial reporting, technical accounting, and analytical services; reviewing general ledger account balances, reconciling accounts and bank statements, and preparing adjusting journal entries as necessary;



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performing cash and investment management; serving as a backup for the payroll processing; assisting with the annual audit; and recommending business process improvements to other City Departments. The Financial Analyst oversees the timely and accurate recording of all cashing, sales tax, vehicle stickers, ambulance billing, refundable bonds and real estate transfers; as well as provides customer service in these related areas. This position is responsible for the supervision of the cashiers and seasonal staff.

The qualified candidate will have a Bachelor's Degree in Accounting or closely related field; two years professional accounting/financial management experience, along with 2-3 years' of supervisory experience is preferred. Experience in Microsoft Office Suite inclusive of Excel and Word is required. Familiarity with accounting software, preferably New World System (Logos) is helpful. The successful candidate will be a highly collaborative, motivated individual who possesses strong administrative, analytical, written and communication skills along with the ability to manage clerical staff effectively.

The City of Des Plaines offers competitive salaries (\$66,813 to \$86,856 is the salary range for Financial Analyst position; DOQ) and benefits, including: medical/dental/life, 457 deferred compensation plan, educational expense reimbursement, employee assistance program, training programs and more.

#### Application Process

Please send cover letter, resume, five work-related references and City employment application by 1:00 pm, Friday, April 6, 2015

E-mail to: [hr@desplaines.org](mailto:hr@desplaines.org),

Mail: Human Resources, 1420 Miner Street, 60016, or by fax (847) 827-2292.

For more information on this position and to apply, please go to [www.desplaines.org](http://www.desplaines.org). EOE

#### City of Park Ridge, Planner

The City of Park Ridge's Community Preservation & Development Department is seeking qualified applicants for the full-time position of Planner. This position serves as the primary contact in the enforcement of the Zoning Ordinance and the processing of variance cases. Primary responsibilities include, but are not limited to, coordinating zoning reviews; serving as staff liaison to the Zoning Board of Appeals; investigating zoning complaints; inspecting properties for the compliance with zoning regulations; processing resubdivisions; and assisting applicants with inquiries regarding projects. Assisting with other Planning & Zoning Division functions, such as the Historic Preservation Commission and the Planning & Zoning Commission will also be required.

Successful candidate must have the ability to handle numerous projects at the same time. Excellent customer service skills are a must. 3-5 years' experience working with zoning ordinances, planning and/or related experience required. Bachelor's degree or equivalent from an accredited college or technical school required. AICP certification desired, but not required. Starting annual salary range is \$53,858 to \$64,630, depending on experience and qualifications, plus benefits. Position is available until filled.

Please submit cover letter and resume to HR Generalist, Annie Eriksson, via email [aeriksso@parkridge.us](mailto:aeriksso@parkridge.us) or by U.S. Mail:

City of Park Ridge

Attn: Human Resources

505 Butler Place

Park Ridge, IL 60068

EOE M/F/D/V

#### City of Olney, City Manager

The City of Olney, "Home of the White Squirrels," is seeking an innovative leader who excels in helping to develop and implement solutions to problems both big and small. The successful candidate will be a master communicator in both oral and written communications and will be able to successfully orchestrate a staff of 51 full time employees in various departments from Police and Fire to Street, Sewer, Park and Water.

The successful candidate will have a personality that lends itself to problem solving, whether working with the Council or with the public in a creative and efficient manner.

Applicants should have at least five years of experience in management, in or outside of government. A Bachelor's degree is preferred, except in the case of an extraordinary candidate with an extraordinary set of skills and experience. A background in municipal government is a plus, as is experience dealing with County, State and Federal government officials. Candidates should be comfortable assisting with and managing human resources, finances, budgets, infrastructure, community relations and negotiations.

Compensation will be \$70,000 + depending on qualifications and experience. Benefits are in addition to the compensation.

Applicants should submit a cover letter, resume, references and other supporting material to Mayor Ray Vaughn at 300 S. Whittle Avenue, Olney, IL 62450 or [charlan@ci.olney.il.us](mailto:charlan@ci.olney.il.us). Additional questions may be directed to Mayor Vaughn or Administrative Assistant Cindy Harlan at (618)395.7302 ext. 7.

Deadline for submitting information is April 10, 2015.

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## ICMA Senior Advisors in Illinois

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309-428-5495  
phillipsjohn99@gmail.com

Robin Weaver  
630-835-6417  
rweaver3333@gmail.com

## The Communication Tool for ILCMA & IAMMA



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- Ability to opt in/out of categories and tailor options for receiving information
- Ability to capture, store, sort and view all current and archived information
- See the latest questions from both associations – as well as your topics of interest
- Ability to respond to a posted question as well as an emailed question

**To join please go to [www.netqa.org/ILGNET/\\_cs/GNSplash.aspx](http://www.netqa.org/ILGNET/_cs/GNSplash.aspx) or [www.ilcma.org](http://www.ilcma.org). and follow the instructions.**