



# City/County Management *in* ILLINOIS

*Strengthening the quality of local governance through professional management*

**August 2010**

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## Calendar of Events

For complete details on events please visit the ILCMA calendar at [www.ilcma.org/currentevents.aspx](http://www.ilcma.org/currentevents.aspx)

August 6, 2010  
**SWICMA August Meeting**  
Cunetto's, Greenville, IL

September 23 – 25, 2010  
**IML Annual Conference**  
Hilton, Chicago, IL

August 12 & 13, 2010  
**Downstate Meeting**  
Monmouth, IL

October 17 – 20, 2010  
**ICMA Annual Conference**  
San Jose, CA



*Jim Norris poses with the ILCMA Banovetz Fellowship Winners (from left to right) Michael McIntyre, Travis Taylor and Melissa Steirer*

DISCLAIMER: Statements or expressions of opinions appearing herein are those of the authors and not necessarily those of the Association or its editor, and like the publication of any advertisement is not to be construed as an endorsement of the product or service offered.

## President's Column

By Bob Irvin, ILCMA President and Lincolnshire Village Manager

First of all, I want to thank everyone for the opportunity to serve as ILCMA President for 2010-11. It is an honor and a privilege to be the 60th President of our highly regarded professional management association. The first line of our association's mission statement reads, "ILCMA will promote and support professional local government management." Our basic values are professional management, ethical behavior, diversity, the assistant's role, professional development and member support. I pledge to you the continued support of these core values.



Incoming President, Bob Irvin, Outgoing President Jim Norris and Past President Patrick Ulrich

We are off to a good start for the new year. Your ILCMA Board of Directors and Committee Chairs met after the close of the successful Summer Conference to begin our work. Ideas and concepts were reviewed and discussed and the Committees will be meeting prior to our first Board meeting on August 26th. The Board meets four times per year and the August meeting will be followed by meetings in November, February (at the Winter Conference) and May. I want to thank our Committee Chairs for agreeing to serve this year. They include: John Phillips, Manager of Rock Island, Committee on Professional Conduct; Ray Rummel, Manager of Elk Grove, Professional Development Committee; Russ Loebe, Administrator of New Lenox, IML Managers Committee; Phil Kiraly, Assistant Manager of Northbrook, Promote the Profession Committee; Maria Lasday, Manager of Bannockburn, Member Services Committee; David Nord, Administrator of Cherry Valley, Winter Conference Committee; and Juliana Maller, Deputy Manager of Park Ridge, Summer Conference Planning Committee.



Bob Irvin, incoming President, introduces the new ILCMA Board

ILCMA will continue to provide excellent professional development opportunities again this year. This will include individual seminars and webinars as well as our two major conferences. The 2011 Winter Conference will be held in Rock Island in February and the 2011 Summer Conference in O'Fallon in June. The two Conference Committees will again put on a good mix of professional development options. Speaking of conferences, please consider attending the 2010 Annual ICMA Conference in San Jose, California, October 17-20. I had the opportunity to serve on the Conference Planning Committee and visited San Jose last November to assist in the development of the program. Since San Jose is in the heart of Silicon Valley, technology will be a consistent theme throughout the conference and three of the four keynote addresses will come from leaders in local technology companies. The Committee and ICMA staff have again put together a broad offering of learning options and while the Annual Conference is not inexpensive, where else can you find such a large variety and number of options in a four day period?

Please get involved in our association and attend our many professional development opportunities. Over the course of the year, our Committee Chairs will be providing updates on their work through this column in the Newsletter. We will also continue to send out updates and announcements through e-mail as necessary from our staff, led by our Executive Director, Dawn Peters.

Again, thank you for the opportunity and please do not hesitate to contact me if you have any questions or concerns.

– Bob Irvin

ILCMA President and Lincolnshire Village Manager

## Welcome New Members!

John Marley  
Siemens Industry, Inc.

De'Carlton Seewood  
Village of Richton Park  
Village Manager

Paul LaLonde  
Voluntary Action Center  
Program Director  
Kendall Area Transit

Patricia Lazuka  
Village of East Hazel Crest  
Village Administrator

Dwaine Van Meenen  
Village of Cambridge  
Village Administrator

Tim King  
ASLA  
Hitchcock Design Group  
Principal

Douglas R. Brimm  
City of Collinsville  
Administrative Assistant

Richard B. Boehm  
Village of Palos Park  
Village Administrator

Tom Farace

Tanner Fortney  
City of El Paso  
City Administrator

Andrew Letson

Gerald Peterson

Mary Van Milligen  
Village of Downers Grove  
Student/Intern

Arber Ajeti  
Village of Winfield  
Student/Intern

## ILCMA Announces 2010-2011 Board

At the Illinois City/County Management Association Annual Meeting on June 10, 2010 held in conjunction with the ILCMA's Summer Conference in Galena IL, the election results for new officers and directors were announced. Serving the association during 2010-2011 will be:

### President

Bob Irvin  
Village Manager  
Lincolnshire

### Vice-President

David Nord  
Village Administrator  
Cherry Valley

### Immediate

### Past-President

James Norris  
Village Manager  
Hoffman Estates

### President-Elect

Juliana Maller  
Deputy City Manager  
Park Ridge

### Secretary-Treasurer

Susan McLaughlin  
City Administrator  
Mattoon

### Board Members

Mark Franz  
Village Manager  
Homewood

Kelly Amidei  
Assistant Village  
Administrator  
Libertyville

Peter Austin  
County  
Administrator  
McHenry County

Tim Ridder  
Assistant to the Public  
Works Director  
Rock Island

Dave Lothspeich  
Village Manager  
Long Grove

Mark Latham  
City Manager  
Highland

Thomas Christie  
City Manager  
Salem

Austin Edmondson  
MIT

## Who's Who Directory Update

Dane Bragg, city manager in Galesburg, has been appointed as the new village manager in Buffalo Grove.

In an effort to promote the profession of local government management, ILCMA would like to recognize milestones and accomplishments of its members and communities. If you have a success story to share or an important milestone to celebrate such as 50 years as council/manager form or an upcoming retirement, please contact Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu) so that ILCMA can appropriately recognize this accomplishment.

## John Perry, ILCMA Member & Retired City Administrator, Writes Book About Building Community



### Blueprint for Building Community: Leadership Insights for Good Government

American cities are a basic part of the fabric of our democratic traditions. Many of these cities are served by professional city managers and administrators. Cities that succeed at an outstanding level often employ professionals. Yet the average American knows little about the role of these professionals. City managers have seldom written about their experiences.

Blueprint for Building Community is a rare look at the career of a city manager. This career portrait is set in two Illinois communities—Park Forest and Woodridge—communities which hold high aspirations for their residents. City managers, partnering with elected leaders and citizens in these communities, have worked to fulfill those aspirations. This book highlights the values and relationships that must be cultivated by the city manager to successfully build community. Although the focus is on the role of the city manager, other key participants such as elected officials, citizens, and employees, can gain from the insights. Community building requires connecting the key groups in the community to the mission and “sacred things” dear to residents. Harnessing the energy of all the players produces tremendous results. For the many people who worked to build Park Forest and Woodridge and so many communities across this country, this book is a tribute to their efforts.

This book is written to encourage the next generation of city managers to pursue the challenge of building communities. The author chronicles the lessons and principles that add to success as a city manager. He conveys the inspiration, passion and excitement to those who consider public service.

To order visit:

[www.authorhouse.com/Bookstore/ItemDetail.aspx?bookid=70136](http://www.authorhouse.com/Bookstore/ItemDetail.aspx?bookid=70136)

**Have you paid your 2010-11 dues yet?** If not, please send your dues form in today so that you can be included in the Who's Who Directory! Forms can be downloaded on the ILCMA website at [www.ilcma.org/membership.htm](http://www.ilcma.org/membership.htm)



## 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.

### This Dark Cloud has a Silver (and Green) Lining

By Ed Choklek, Director of Business Development / FGM Architects

County and municipal leaders are experiencing difficult financial times due to the current recession, and the thought of spending capital dollars to repair and renovate existing buildings may seem inappropriate as governments struggle to balance operating and maintenance budgets. However, this dark cloud has a silver (and green) lining if we are willing to look closer. Energy costs normally make up the majority of operations and maintenance costs for existing buildings due to lighting, air conditioning, and heating. In addition, many facilities that were built over 20 years ago have major equipment that is nearing the end of its useful life and will need to be replaced in order to keep the building functional for its occupants. Now might be a very good time to perform capital improvement projects focused on building repair and renovation due to grant programs, low-interest loans and a bidder's market for construction services.

June 1, 2010, began the third year of energy efficiency grant programs throughout Illinois that were created through the Energy Efficiency Portfolio Standard (EEPS) legislation passed in 2007. The Illinois Department of Commerce and Economic Opportunity (DCEO) oversees multiple grant programs and has nearly \$42 million of grant dollars available between now and May 31, 2011. DCEO's two main grant programs are Standard Incentives (equipment replacement) and Custom Incentive (holistic building solutions). Maximum energy efficiency grants during this grant cycle are \$200K (Standard Incentives) and \$300K (Custom Incentives) per each building. DCEO has increased most incentives for energy efficiency improvements from last year's program, and it has raised the upper limit on grant awards to cover up to 75% of your total project cost through the EEPS programs.

The Illinois Clean Energy Community Foundation (ICECF) has grants to support various energy efficiency projects, renewable energy installations, and sustainable building design and construction. Since 2001, ICECF has provided over 3000 grants valued at \$161 million across Illinois, and they still have a working reserve of \$500 million for future grants. Some ICECF grants have upcoming deadlines for calendar year 2010, and they have a specific grant program for lighting upgrades in public safety buildings. Illinois municipalities and counties have also received over \$70M in Energy Efficiency Community Block Grants that are allowed to be used to implement energy efficiency capital improvement projects.

The beauty of these different grant programs and their separate funding sources is that sometimes you can apply for multiple grants from these various agencies for the same project to really stretch your local matching dollars. Last, but not least, the Smart Energy Design Assistance Center (SEDAC) provides FREE technical consulting, energy audits, and life-cycle payback analyses for your potential energy efficiency projects with no bias towards any products or services. This group is supported by EEPS funding and managed by the University of Illinois.

The Illinois Finance Authority (IFA) and the Illinois State Treasurer's Office (IST) have launched new low-interest loan programs focused on energy efficiency projects this past spring. The Illinois Finance Authority is likely a familiar organization since they have financed over 850 projects (\$18.8 billion) for numerous local governments throughout Illinois from 2004 through 2009. Their new Energy Efficiency Initiative Program provides low-interest loans that can be used to support acquisition of property and facilities, new construction, building renovations, and major equipment purchases that produce "quantifiable and verifiable reductions in energy use". The Cultivate Illinois Green Energy Program offered by the Illinois State Treasurer's Office has \$800 million of bonded funding in low-interest loans available to help finance solar panels and solar thermal energy systems, small wind energy systems, geothermal energy systems, and other energy efficient equipment purchases for facility upgrades. IFA and IST require that applicants for their low-interest loans related to energy efficiency projects have also applied for grant funding from DCEO and ICECF so as to best leverage their funding support.

We understand that these challenging economic times make it difficult to finance building repair and renovation projects, but now might be a very good time to perform capital improvement projects focused on energy efficiency that will reduce your annual operations and maintenance costs. Millions of grant dollars are currently available from DCEO, ICECF, and ARRA. In today's world of limited financial resources, every dollar matters and governmental units are looking for cost-effective ways to reduce operation and maintenance expenditures. There is a silver (and green) lining in this dark cloud.

#### Illinois Grant Programs Contacts / Additional Information

Illinois Department of Commerce and Economic Opportunity (DCEO) [www.illinoisenergy.org](http://www.illinoisenergy.org)

Illinois Clean Energy Community Foundation (ICECF) [www.illinoiscleanenergyfoundation.org](http://www.illinoiscleanenergyfoundation.org)

Smart Energy Design Assistance Center (SEDAC) [www.sedac.org](http://www.sedac.org)

Illinois Finance Authority (IFA) [www.il-fa.com](http://www.il-fa.com)

Illinois State Treasurer's Office (IST) [www.treasurer.il.gov](http://www.treasurer.il.gov)

Illinois Governors Office for Sustainability [www.green.illinois.gov](http://www.green.illinois.gov)

Database of State Incentives for Renewables and Efficiency [www.dsireusa.org](http://www.dsireusa.org)

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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.

### Road Diet

By Daniel Brinkman of Gewalt Hamilton Associates, Inc.

Most of us have gone on a diet at one time or another with the hopes of shedding a few pounds or getting rid of that "spare tire." But how many of us have looked around town, driven down Main Street, and thought, "Maybe there is a spare lane here.... Maybe Main Street needs to go on a diet... a Road Diet."

While the concept of Road Diets is not new, it has gained popularity in recent years as people strive to simplify their lives, get back to their roots, and reduce their carbon footprint. At the same time, communities are striving to obtain new "public space" within the limits of the existing Right of Way. A well developed and properly implemented Road Diet can assist with all of these goals.

In its simplest form, a Road Diet allows a wide road to "shed" its extra travel lanes to provide a number of potential benefits, including opportunities for on-street parking, bicycle accommodations, accident reducing turn lanes, and wider sidewalks. Taking a four-lane roadway and re-striping it to provide two travel lanes, a center turning median, and possibly even a curbside bike lane can often be accomplished without changing the width between the existing curbs.

We know from experience that a large component of the speed at which people drive has to do with their visual perception of the roadway and their own comfort level. A "wide open" roadway will almost always result in a higher travel speed than a roadway that has a narrower field of view. By reducing the traveled way to a single lane and adding, for example, on street parking, the presence of parked cars serves to immediately narrow the driver's field of view, and lets them know that they are no longer on "the highway" but have entered a "neighborhood" and need to adjust their driving habits accordingly. Often times the lost capacity of the through lane is made up for in safety benefits of reduced speed, removing left turns from the through lanes, and creating opportunities for parking starved areas. Changing the character of the roadway from "highway" to "neighborhood" can assist in justifying lower posted speed limits.

Just as there is no perfect diet for all people, there is no perfect recipe for the Road Diet. Not every roadway can be easily converted and not every Road Diet will be able to realize every potential benefit. One of the most critical criteria for the Road Diet is the existing traffic volume on the roadway. A simplified example could go something like this:

Main Street carries 14,000 cars a day in four lanes. Assume the vast majority of that traffic is generated in a 12-hour period, between 6am and 6pm. That equates to around 3,500 cars per lane during that time period, or just under 300 cars per lane per hour. Generally accepted standards agree that each through lane has a theoretical capacity of 1,900 cars per hour. If one assumes that each lane is only half as efficient as it could be (an extreme assumption), the result would be a capacity of 950 cars per hour. Consequently, removing two lanes would result in a remaining capacity of 600 cars per hour on a two lane road, still providing over 33% of the lane capacity for future traffic growth.



Consideration has to be given to the roadway and its typical users, as well as how much change a community is willing to accept. If your roadway users are primarily commuters and there is little or very limited potential for development or redevelopment along the roadway, a Road Diet may not be as successful as it could be. But, if your roadway carries a mix of commuters and local traffic through an area with commercial uses, the benefits of on-street parking or bike lanes could be more apparent. Furthermore, if a community is willing to consider more physical changes (e.g. moving in the curbs), the potential for wider sidewalks in front of commercial buildings (which can be a real benefit) becomes a possibility.

Consider the potential benefits of adding on-street parking and a wider sidewalk in front of a commercial storefront. There is now room for sidewalk sales, outdoor dining space for cafés, and room for decorative lights and street furniture. It could be the spark you need to revitalize a struggling commercial area. The potential is only limited by one's imagination and funding.

There's the magic word: "funding." What does this fancy diet cost? Do you have to buy the food pre-packaged? Do you have to get one of those fancy little scales? How hard is it to pay for a Road Diet? What is the cost/benefit ratio?

The easy answer is: it all depends on how much of a diet you want to go on. A simple start could involve re-marking a roadway between the existing curbs. This can be relatively inexpensive, and, if combined with a planned roadway maintenance project like re-surfacing or re-striping, may not add much more than 5-10% to an already budgeted improvement. That would be like losing 10-15 pounds and just moving over a couple holes on the old belt. However, if you put Main Street on one of those fancy, hard-core diets (moving curbs, adding landscaped islands or decorative light poles, widening sidewalks, etc.), then you are talking about a whole new wardrobe. Keep in mind there are always opportunities to phase in the changes, see what is working and what is not, and adjust as you go.

The next time you hear someone ask, "What can we do about the parking, speeding, left-turn conflicts, etc. on Main Street?" ask yourself if Main Street is a candidate for a Road Diet. And lay off the donuts – your pants will fit better.

# Corporate Partner Spotlight

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## If Change is Constant, Why Don't We Manage It Better?

By Larry Maholland and Megan Pierce of Sikich

Understanding and managing change occupies a great deal of a manager's time. Managers, however, generally focus on the subject of the change, not the underlying behaviors. The collateral effects of change should be as concerning as the more obvious issue. If the basic characteristics of change are not considered, an array of complications will undermine long-term success. Fortunately, with some thought and planning, these characteristics can be managed.

### Formula for Change

Organizational development experts Richard Beckhard and David Gleicher formulated a simple equation that illustrates the interaction of three forces to overcome resistance to change:

#### $D \times V \times F > R$

D = Dissatisfaction with how things are now

V = Vision of what is possible

F = First steps that can be taken toward a vision

R = Resistance to change

If any one of the factors is at or near zero, they suggest resistance to change cannot be overcome. Of the three factors, dissatisfaction is the most challenging, because managers may see the need for change of which others are unaware. In this case, the manager may need to create dissatisfaction. One might consider altering the status quo by presenting factual information that highlights industry trends or case studies showcasing best practices.

### Four Room Apartment

With an incentive to change, understanding how others might be affected by it can help you develop strategies for dealing with the change process. Claes Janssen, a Swedish Social Psychologist, developed a model he described as the "Four Room Apartment."

#### Contentment Room

In the current state, people adapt to the status quo and develop routines. They are centered, focused, in control and make the best of the current situation—not enthralled, but content.

#### Denial Room

Change, in the early stages, is simply an annoyance, but common reactions are anger, avoidance, and frustration. At some point, change must be acknowledged or there will be an outcry for other types of changes. Imagine a library that is still using a card catalogue instead of an on-line catalogue—the director would be looking for a new position. Managers should share information as necessary, but not force immediate adaptation.

#### Confusion Room

There is now recognition that the old way does not work, but the new way is unclear—you're confused! This is a common element of strategic planning, where myriad ideas are listed for improvement, but actions and priorities are very conceptual. How will you make sense of it all? The confusion room is where the most creative work occurs, but people tend to experience emotional highs and lows. Move forward by developing short-term goals that will orient people toward a specific desired outcome.

#### Renewal Room

Finally, manager and staff arrive at a place where the possibilities

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of change are clear. A common future is identified; responsibilities and timelines are assigned. There is great energy, but you must find time to make change the priority—otherwise you might recess to confusion. Eventually, new contentment will foster. Help facilitate renewal by getting people together to reach common ground around an agreed upon action plan.

### Stages of Change

While we have described people moving through rooms of change, it is also true that there are stages of change itself: introduction, implementation, and institutionalization. Secure change at each stage by asking question such as:

Who will drive the change effort? Any major change must have the support of top leadership or it will never get off the ground. It might not be the manager's idea, but it better have his or her support. As the change effort moves to implementation, the manager will need the support of the leadership team. "Get on board or else" may gain initial compliance, but major change demands commitment because workplace insurgency will surely undermine the change effort. Eventually, the change must be integrated as part of the culture or it will slowly fade into the black hole of failed change efforts.

How will change be communicated? Initially, everyone must understand the purpose of the change—why are we doing this? Implementation is where we are most likely to fail. Progress needs to be monitored, obstacles understood and course corrections made. Finally, when change becomes reality, that success should be celebrated—moving from renewal to contentment.

How will concerns about the change be handled? As the change initiative evolves, unforeseen obstacles will occur. Expect the unexpected by soliciting feedback about challenges and how to overcome barriers. Managers are most likely to gain trust by including this input in the formalized planning documents. Eventually, systems should be developed that will routinely provide performance information to ensure that the change effort remains on course.

### Summary

Communities have used a wealth of innovative thinking to deal with the current recession—leading to significant changes in management practices. If these new ideas have not considered the underlying psychological characteristics of change, however, then the chances for success (of even the most creative solutions) in the "new reality" are slim. Any solution should consider both the specific problem and the environment within which it exists.



### 2010 Spring Session Legislative Report

By Joe McCoy, Senior Legislative Advocate, Illinois Municipal League and Mell Smigielski, Village Administrator, Village of Mahomet

The 2010 spring legislative session can in many respects be considered a success for municipal governments. The number one priority for municipal governments was to protect state-shared municipal revenues. Despite the inclusion of a 30 percent reduction in LGDF revenue within the Governor's proposed budget, the General Assembly did not enact any such reductions in the final budget package. Preventing this reduction was a significant victory for local governments. The approved budget is outlined below.

HB 859 is the actual budget and, as sent to the Governor, contained \$58.7 billion in total spending. Only \$27.7 billion of that is general-fund spending, which is the state's "discretionary" spending. This total budget amount is approximately 5% less than the total amount within last year's budget. This budget has an estimated operating deficit of \$6.3 billion for FY2011, which, when combined with the \$5.9 billion deficit that the state will carry forward from FY2010, will result in a budget hole of about \$12.2 billion – or almost one-half of this year's general-fund budget. On July 1, the Governor exercised his veto authority to cut an additional \$160 million from the budget.

SB 3660 is the Emergency Budget Act of 2011. The bill gives the Governor emergency powers to declare contingency reserves, sweep special funds, and securitize some of the tobacco settlement money that the state will get in the future. The Governor has since used his authority under the Act to set aside \$891 million in contingency reserves for cash management purposes.

SB 377 contains a tax-amnesty program under which people can pay back taxes without penalty. This measure is expected to generate about \$250 million from the incentive for delinquent taxpayers to pay their overdue taxes.

Senate leaders were not able to find enough votes to approve legislation to authorize the state to borrow money for the FY2011 pension payment. SB 3514 would allow the state to borrow \$3.7 billion to cover next year's payments to the five state-funded pension systems. This borrowing is estimated to cost about \$1 billion, but skipping the pension payments instead of the borrowing could cost about \$20 billion in lost investment income and assets. At this point it does not appear that the Senate will return to take up the borrowing legislation until after the November election.

Each year, the IML introduces legislation at the request of our members. Legislative initiatives officially become part of the IML legislative agenda after being approved by the IML's Legislative Committee and Board of Directors. Nine of the IML's legislative agenda items were approved by the General Assembly and sent to the Governor during the spring session. These bills propose changes in the law concerning municipal authority over low-speed vehicle use (HB 6094), municipal speed limit reductions (P.A. 96-0987), permissible financial holdings for public officials (SB 3313), municipal liability for arrestees (HB 6178), the number of alderman post-census (HB 5970), alternative special service area

disconnections (HB 217), annexation over conservation areas (HB 4968), the publication of local improvement ordinances (SB 2614), and an increase in municipal ordinance violation fees (HB 5295). A tenth bill is awaiting consideration by the Senate and may yet be approved during the November veto session. The Veto Session is scheduled for November 16-18 and November 30-December 2.

Seven bills that would have affected municipal governments by making significant changes to labor and personnel policy were either stalled or defeated. Each bill was opposed by the IML. These bills included issues concerning health insurance coverage expansion for firefighters (SB 3335), additional litigation in the government workplace (SB 3566), a prevailing wage expansion (HB 6112), mandatory public safety manning requirements (SB 3078), police officers being allowed to hold elected office in their employing municipality (HB 2465), mandatory regulations for hiring firefighters (HB 5787), and an expansion of the Public Safety Employee Benefits Act (SB 3009).

A major legislative initiative for municipal governments during the 2010 spring legislative session was public safety pension reform. While the passage of a bill to create a modified pension system for new hires was unsuccessful, the IML worked with the Pension Fairness for Illinois Communities Coalition to stop a pension bill that contained significant and costly penalties for municipal governments. The IML will continue to work with the Coalition toward winning passage of public safety pension reform.

The IML is asking that the Governor veto a bill that would reduce the municipal share of revenue from traffic ordinance violations. SB 3695 would instead divert this money to the State Police for operational expenditures. The IML estimates that municipalities could lose \$6.65 for each uncontested municipal traffic fine paid through the mail because the state police would get a percentage of the bail bond amount. The State Supreme Court subsequently increased the maximum bail bond fees from \$75 to \$125 for ordinance offenses, petty offenses, and misdemeanors and from \$95 to \$140 for exceeding the speed limit by 20 and 30 mph. It is uncertain how these increases will affect the potential loss of revenue associated with municipal ticketing.

For more information about what transpired during the 2010 spring legislative session, please visit the IML website at [www.iml.org](http://www.iml.org). Click on the "Legislative" tab and look under "2010 Post-Legislative Session Materials."

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# ILLINOIS MUNICIPAL LEAGUE 97TH ANNUAL CONFERENCE September 23-25, 2010 at the Hilton Chicago Hotel



## Illinois Municipal League Conference Volunteers

ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference. Please sign up for a time slot using the form below!

### IML Conference Booth Sign-up

Count me in! I have indicated three (3) time slots that I can work

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

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

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

#### Friday, September 24

\_\_\_\_\_ 10:30 am - 12:00 pm

\_\_\_\_\_ 12:00 pm - 1:30 pm

\_\_\_\_\_ 1:30 pm - 3:00 pm

\_\_\_\_\_ 3:00 pm - 5:00 pm

#### Saturday, September 25

\_\_\_\_\_ 9:00 am - 10:30 am

\_\_\_\_\_ 10:30 am - 12:00 pm

\_\_\_\_\_ YES, my mayor is willing to staff the booth with me!

Please respond by September 1st to:

Dawn S. Peters  
ILCMA Executive Director  
Center for Governmental Studies  
NIU  
DeKalb, IL 60115

You can also either fax or e-mail your response to:

Fax: 815-753-7278  
dpeters@niu.edu



# San José 2010

ICMA'S 96<sup>TH</sup> ANNUAL CONFERENCE

October 17-20

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## ICMA Annual Conference

Each year, through its highly praised Annual Conference, ICMA continues its tradition of offering an abundance of educational, information-sharing, and networking tools to help you manage your community in today's complex environment. Especially in challenging times such as these, the tools, tips, information, and resources you pick up at the conference—in addition to the opportunities for professional and personal renewal and networking—are more important than ever.

In addition to four stimulating daily keynote sessions, more than 60 concurrent educational and Solutions Track sessions, 30 roundtable discussions, 32 ICMA University workshops and 6 forums, field demonstrations, and numerous demonstrations of technology applications that you have come to expect, ICMA's 2010 Annual Conference will offer you new opportunities to help fulfill your commitment to career-long learning. You will hear about the innovative ideas and practical strategies you need to deal with the challenges facing local governments today. ICMA's Annual Conference is an educational and networking opportunity that you can't afford to miss!

Located in the heart of Silicon Valley, San José, California, is a warm, sophisticated city with great weather, walkable streets, and an inviting atmosphere offering both culture and entertainment. Home to the largest concentration of technology expertise in the world, San José's environment of innovation and creativity is a perfect fit for the ICMA Annual Conference.

ICMA's President Darnell Earley and the 2010 Conference Host Committee invite you to join ICMA as we journey to San José for ICMA's 96th Annual Conference, October 17–20, 2010.

## ILCMA Reception at the ICMA Annual Conference in San Jose

Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The past few years' experiment with holding the ILCMA reception after the NIU MPA alumni dinner was such a great success that we are going to do it again this year. ILCMA is planning an after dinner cocktail reception at Nazca Peruvian Restaurant, which is just blocks from the convention center.

### Location

Nazca Peruvian Restaurant  
167 W San Fernando St  
San Jose, CA

### Date

Monday, October 18, 2010

### Time

8:30 p.m.

Please join ILCMA for an evening of networking and fun.

**We hope to see you at the ICMA Annual Conference in San Jose, CA in October!**

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## Illinois City/County Management Association Presents Annual Awards

At its annual conference held June 9-11, 2010 the Illinois City/County Management Association (ILCMA) honored Gary C. Holmes with its Robert B. Morris Lifetime Achievement Award and presented David Limardi and John Phillips with Special Service Awards.

The Robert B. Morris Lifetime Achievement Award is presented to a retired individual who has served no less than 15 years in local government, at least eight of those in Illinois. ILCMA looks for candidates who have made significant contributions beyond their own communities, e.g., through service to the associations and the profession. Gary Holmes, the recipient of this year's award, retired in December, 2009 after serving for over 30 years in the local government management profession. Gary's long and distinguished career began in 1977 as a planning intern with the city of Peoria. Prior to becoming a professional manager, he served in many different positions from grants administrator to administrative service manager. His first village manager's position was with University Park from 1987 – 1989. He served eleven years as the administrator in the Village of Shorewood before becoming the village administrator for the Village of Lemont. Gary has been a long standing member of ILCMA and ICMA and received ICMA's thirty year Service Award in 2008. His history of serving professional associations includes serving on the board of the Metropolitan Managers Association from 2002-2008, which included serving as the President during 2006-2007. He also worked in various leadership capacities with the Illinois Metropolitan Investment Fund, Southwest Agency for Risk Management, Southwest Agency for Health Management, WESCOM, and served several years as president of the Will County Managers and Administrators Association. Gary has added much value to the communities in which he has served and provided support to those with whom he has served over his long and distinguished career.



Al Rigoni (right) & ILCMA President Jim Norris (left) with Dave Limardi, recipient of the ILCMA Special Service Award.

In addition to the Robert B. Morris Lifetime Achievement Award, two individuals received recognition for special service. The first Special Service Award was given to David Limardi, city manager, city of Highland Park for Special Service to the Profession. Dave has been the city manager in Highland Park since 1993. He was the first manager from Illinois to serve as International City/County Management Association President since Stan Kennedy in 1982.

Dave represented the Illinois City/County Management Association and the state of Illinois with dignity and a true sense of commitment to the heritage and ideals of professional city management. As president-elect, president, and now past president, Dave has shown exemplary leadership qualities, compassion for fellow managers and assistants, and a continuous exuberance and passion for local government management.



Jim Norris with Tim Ridder and ILCMA Special Service Award Recipient, John Phillips

The second Special Service Award was presented to John Phillips, for Special Service to the Profession. John has served in the local government profession for the last thirty-five years. For the last twenty-three years he has served as city manager of the city of Rock Island. During his tenure John has always been a strong supporter of the local government management profession and has served on a large variety of committees and task forces over the years in support of the profession. He served as secretary/treasurer, vice president and president of ILCMA and has also served on a variety of ILCMA committees throughout the years. He currently serves on the Illinois Municipal League Managers Committee representing the profession at the state level. He has served on the conference planning committee for ICMA in the past as well. But this only shows part of John's commitment to the profession. John is a manager who is always willing to talk to a new manager about what they can expect down the road or call a fellow manager who is dealing with a particularly difficult time and offer words of support and advice. This open attitude and easy approachability has made John a key leader and supporter for the downstate professional manager communities. John has dedicated his professional life to the support and advancement of the local government management profession and is very deserving of recognition from ILCMA for his efforts.

ILCMA was founded in 1953. The purpose of the organization is to foster and encourage the personal and professional development of its members in order that they may better serve their communities and to promote, encourage, and preserve high ethical standards for municipal government administrators. The Association's 650 plus members are professionals who share the common interest of promoting effective local government. Members include city, village and county managers and their assistants, persons interested in local government management, students, consultants, and other management professionals. Most hold graduate degrees and are appointed to their positions by the appropriate governing body. To learn more about ILCMA please visit [www.ilcma.org](http://www.ilcma.org) or contact Dawn Peters, Executive Director, Illinois City/County Management Association, [dpeters@niu.edu](mailto:dpeters@niu.edu), 815.753.0923

## 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:

**Manager in Transition Program (MIT)** – ILCMA keeps a list of Illinois managers 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.

### Managers in Transition who agreed to publicize their information:

Richard Saks  
gandalfforever@comcast.net  
708-839-0076

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

Craig Whitehead  
dcwmgr22@aol.com  
309-589-0385

Ed Bailey  
Bailey2573@sbcglobal.net  
312-738-1348

Mark Masciola  
Mcmmln@aol.com  
630-837-6594

Eric Wiederhold  
ericwiederhold@yahoo.com  
708-960-4025 or  
989-463-4287

Sheryl Puracchio  
spuracchio@gmail.com  
815-931-8672

Gregory Seefelt  
gseefeldt@hughes.net  
309-467-2569

Aimee Ingalls  
ingalls345@comcast.net  
815-592-6090

Conrad Kiebles  
c.kiebles@yahoo.com  
708-557-0979

Austin Edmondson  
aedmondson4@adelphia.net  
815-878-9845

Robin Weaver  
rweaver333@hotmail.com  
630-835-6417

## 2010-2011 Affiliate Boards

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Scott Sorrel  
Peoria County





## **ILCMA and ICMA Membership Incentive Program**

The ILCMA Board of Directors has approved a partnership with ICMA to offer a financial incentive to assist ILCMA members in becoming members of ICMA. The focus of the program will be on ILCMA members in smaller communities who are not members of ICMA.

The program is available to all ILCMA members in good standing who are currently not members of ICMA. Approved ILCMA members will be eligible to join ICMA at no cost for the first year membership in ICMA. ILCMA will reimburse the participant up to \$200 for the cost of the ICMA dues for the second year.

For the first year of the program, July 1, 2010 to June 30, 2011, ICMA will provide annual membership to the eligible participant at no cost to the participant.

For the second year of the program, July 1, 2011 to June 30, 2012, ILCMA will reimburse the participant 50% of the cost of participant's annual ICMA membership dues up to \$200 upon receipt of documentation that ICMA dues have been paid.

The program is limited to the first 25 applicants who are approved.

To participate in the program please fill out the enclosed application and send back to Dawn S. Peters, Executive Director, ILCMA, Center for Governmental Studies, NIU, DeKalb, IL 60115. If you have any question please contact Dawn at 815-753-0923 or [dpeters@niu.edu](mailto:dpeters@niu.edu).



## Application for ILCMA and ICMA Membership Incentive Program

### Application information:

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

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

Organization: \_\_\_\_\_

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a current member of ILCMA? Yes \_\_\_\_\_ No \_\_\_\_\_

Population of city, village, or county \_\_\_\_\_ (must be under 10,000 for city or 50,000 for county)

I have not been a full or affiliate member of ICMA in the past five years

True \_\_\_\_\_ False \_\_\_\_\_

I wish to become a full or affiliate member in ICMA. Yes \_\_\_\_\_ No \_\_\_\_\_

I agree to abide by the ICMA Code of Ethics. True \_\_\_\_\_ False \_\_\_\_\_

Please send the application to:

Dawn S. Peters  
Executive Director  
Illinois City/County Management Association  
Center for Governmental Studies  
Northern Illinois University  
De Kalb, IL 60115

Please direct any inquiries concerning this program to Dawn Peters at (815) 753-0923 or email [dpeters@niu.edu](mailto:dpeters@niu.edu).

## Illinois City/County Management Association Annual Report June 1, 2010

### *Strengthening the Quality of Local Governance Through Professional Management*

The Illinois City/County Management Association (ILCMA) is recognized as one of the premier public management organizations in the country. Through the lasting efforts of an energetic membership and capable staff, ILCMA continues to address membership expectations and elevate the role of professional public management within the State of Illinois.

Special thanks to the outgoing 2009-2010 ILCMA Board for your time and hard work. The ILCMA Officers include the following: Jim Norris (President), Bob Irvin (President-Elect), Juliana Maller (Vice President), David Nord (Secretary/Treasurer) and Patrick Urich (Past President). Other members of the Board include the following: Sue McLaughlin (Director), Mark Franz (Director), Bill Dixon (Director), Thomas Christie (Director), Julia Cedillo (IAMMA President), Joe Breinig (Metro President), Lew Steinbrecher (Downstate President), Walter Denton (SWICMA President), and Peter Austin (IACA). ILCMA also consists of nine standing committees and two ad hoc committees which are led by a talented, hard working group of individuals.

### Notable Accomplishments in 2009-2010

#### Finances

##### **Strong Financial Condition**

As of May 2010 funds on hand were \$300,525. This compares to \$298,160 in May 2009.

##### **Membership Levels**

As of May 1, 2010, total membership was 665. Total membership as of May 1, 2009 was 670. This is a very slight decrease over 2009 membership totals.

##### **Growth in the "Friends of ILCMA" Corporate Partnership Program**

The Friends Program was started in 2005 and has contributed funding for conference speakers, scholarships, and other ILCMA programs. In 2009-10, 46 corporate partners contributed \$95,500, which was \$4,000 more than in 2008-09. There were 45 corporate partners in 2008-09.

#### Training/Development

##### **A Highly Successful Winter Conference**

Despite the economy and local budget, the winter conference had record attendance. The ILCMA Board offered a \$50 subsidy that could be applied to either one's hotel room rate or the registration rate. Cal Thomas and Bob Beckel, Common Ground, were the Thursday keynote speakers. Mike Veeck, Fun is Good, was the Friday keynote. Those who attended gave high praise for the quality of sessions and social events.

##### **A Highly Successful Summer Conference**

The Conference in Galena is on track to be a very successful conference with high quality sessions. Again, the economy is affecting attendance, but it appears that it will hold steady in comparison to 2009 attendance.

##### **Completed Seven Very Successful Professional Development Workshops**

The Professional Development Committee was chaired by Katy Rush. There were a total of fourteen sessions offered throughout the

year. Most of the workshops were held in conjunction with affiliate meetings. There were two sessions offered at Downstate/SWICMA meetings, two meetings held prior to an IAMMA meeting, and three held in conjunction with Metro Meetings. Topics included Creative Financing, New FOIA Law Update, Public Works 101, Intergenerational Communication, and Workers' Compensation. The committee also held a pre-conference workshop prior to both the summer and winter conferences. The winter conference workshop was titled "Color Blind/Color Rich." The summer conference workshop consisted of an ICMA University Workshop on Lean Thinking and Government. Once again, the committee worked with UIC to co-sponsor an eGovernment session in May. ILCMA also partnered with the Alliance for Innovation in offering four webinars throughout the year. Over 52 communities participated in the webinar sessions over the course of the year. The cost was held at a very reasonable \$29/session. The committee is also in the midst of creating a day long workshop for newly appointed managers and administrators. The workshop will be offered in late summer or early fall.

#### Committee Activities

##### **The IML Managers Committee had a Busy Year**

The IML's Managers Committee, under the chairmanship of Russ Loebe, Village Administrator, New Lenox, continued to expand its presence in the State. The committee members were actively involved in education and training programs for appointed and elected officials at the Municipal League's annual conference. The Committee members continued to educate ILCMA members on municipal pensions with the help of the IML. The committee continues to push the IML Grassroots Advocacy Program or GAP. Through this program IML would like to have every ILCMA community identify a point person who can follow-up on any official requests for information and/or advocacy.

##### **Professional Conduct Committee Updates Rules**

Unfortunately, this ILCMA committee had a quiet year. ICMA reviews concerns and alleged violations for individuals who are ICMA members; our ILCMA committee will review concerns and alleged violations for individuals who are ILCMA members, but not members of ICMA. The ILCMA Professional Conduct Committee was chaired by Al Rigoni, Village Manager, Skokie.

##### **Membership Services Committee**

The Committee was chaired by Bill Balling, WRB LLC, Consultant. During the year the Committee working through sub-committees has accomplished four major tasks plus some additional projects.

a. Completion of the bi-annual ILCMA Member Services Survey. This survey required by ILCMA bylaws was successfully launched in the fall of 2009 and compiled and presented to the ILCMA Board for review. The survey results can be found in the Members Only section of the ILCMA website. We were successful in using a web based survey instrument which produced the highest number of respondents ever for our survey.

b. Implementation of the NFBPA/ILCMA Mentor/Protégé Program. This year marks the third year of ILCMA's involvement with the mentoring project co sponsored by the NFBPA. ILCMA has two pairings this year involving protégé Ebony Smith and Mentor David Niemeyer, Village Manager Oak Brook. Committee member Jennifer McMahon, Assistant Administrator, Warrenville is also participating to monitor the progress of the engagement and has reached out directly to Ebony as an additional professional support person. A second pairing is underway between Katy Rush, Village

# 2010 Annual Report

Manager, Woodridge serving as mentor to Fekelia Guyton as protégé. I am seeking to have both protégés attend the Summer Conference. We hope to continue the program for a fourth year with additional placements. Those interested in serving as a Mentor or identifying a prospective protégé should contact a member of the Committee.

c. Support for the Women in Government (WIG) initiative. Under the direction of Ghida Neukirch, Deputy Manager, Village of Buffalo Grove, the WIG initiative was launched independently of ILCMA. It is the Committee's desire to coordinate activities when appropriate and assist when requested to support the expansion of WIG. A good example was the special Thursday program planned and conducted by WIG at the ILCMA Winter Conference. The session was well attended and well received and focused on first manager assignments.

d. Member Renewals. Under the direction of Jessica Francis, Finance Director Glencoe, and Richard Downey, City Manager Rock Falls, 125 non-renewing members to ILCMA were contacted to determine the reasons for not renewing membership to ILCMA. The majority of those contacted who did not renew were out of the profession and many of those who were in service, decided to renew their membership to ILCMA. The data base was also cleaned up from this project.

e. New Manager Contacts. Maria Lasday has played an important role in reaching out to newly appointed Managers, particularly those appointed from outside the Management structure of municipal governments, to introduce the ILCMA and its resources to those newly appointed managers. This has led to greater visibility for the Association and new members.

f. Psychological Support for Members in Transition. Greg Bielawski, serving as ILCMA's principal Range Rider, reports that he has observed the need to provide some support through psychological services to members in transition. This is an opportunity to provide needed support to members who may become in need of these services. The Committee has recommended that the Board consider this issue.

g. Executive Management Scholarship Program. Amy McEwan recommended at the February ILCMA board meeting that ILCMA consider a competitive scholarship to a major Executive Management focused program such as the University of Virginia or Harvard. The Board has taken this under consideration and has asked the Committee to come back at the August Board meeting with a program outline and criteria.

## Promote the Profession Committee

This Committee led by Phil Kiraly, Assistant Village Manager, Northbrook. The Committee identified four goals for 2009-2010.

- *Amplify awareness of professional management to elected officials by increasing exposure to the profession through various COGs (such as the IML) through development of articles and educational sessions that highlight the importance of professional management.*

The external outreach subcommittee has worked through the year to establish contact at the IML and other COGs to gauge interest in running articles that highlight the value of the local government manager/administrator. As it was hoped that these articles would be themed toward an audience of elected officials, it was determined that the best approach would be to highlight the success stories and positive working relationships of various

managers/administrators and mayors/presidents throughout the State of Illinois. This would provide the committee with a good sampling of stories that highlight the manager's role in such positive projects related to fiscal administration, economic development and innovation. Five pairings have been established, and a set of questions will be distributed soon so that committee members can draft articles for consideration. While no articles have been written to date, we are on a path of having several run in the IML's publication beginning this fall.

- *Amplify awareness of professional management to our communities by developing a "how to" manual to highlight ways that managers can subtly or directly reinforce the importance of professional management through various means (civic organizations, new resident packets, etc.).*

The internal outreach subcommittee, headed up by Melissa Bohse, Woodridge, is working on developing a template model of this "how to" manual that will include such things as war stories and/or best practices from established and/or retired managers, information on ways to be more involved in the community, thus raising the profile of the manager/administrator and various other tools to provide the newer (as well as the more experienced) manager additional support in helping to establish or reestablish the importance of their role in the community. The Committee expects to have a working draft by the fall and hopes to present this as part of a session at either the Winter or Summer 2011 ILCMA Conference.

- *Work with ICMA as they develop their new marketing plan and modify the plan as necessary to fit ILCMA's needs.*

The Committee has not really had an opportunity to impact this new marketing plan to date. ILCMA has been informed that ICMA is still in the fundraising stages and there is much work to be done. What ILCMA is not sure of is what role, if any, ILCMA will be provided in order to offer our feedback and input. The Committee will continue to monitor this with the assistance of Dawn Peters.

- *Work toward the success of IAMMA's efforts toward promoting the profession to the next generation by encouraging ILCMA members to support and participate in college job fair events, acting as college liaisons, and speaking to local schools about the city management profession.*

As indicated earlier, Jennifer Maltas has been working with the Committee to keep it in step with the IAMMA Membership Development Committee. A school liaison list, pairing IAMMA and ILCMA members to various community colleges and four-year colleges and universities across the state and region, has been developed and contacts with schools are ever increasing. This year, several college career fairs have been manned by IAMMA/ILCMA members with the numbers expected to grow next year.

## Other

### Range Rider Activities Remain Strong

Illinois continues to have one of the most successful Range Rider programs in the country. Dave Anderson, Steve Berley, Greg Bielawski, Hank Sinda, and Glenn Spachman were very active in responding to members' requests for advice and counsel and informing local communities on how to hire their first managers and administrators. All Range Riders have been extremely busy this year. Unfortunately, ILCMA continues to have a large number of managers/administrators in transition.

### Secretariat Services Agreement

ILCMA has a longstanding and productive working relationship with Northern Illinois University. Dawn Peters continues to do



an outstanding job as ILCMA Executive Director, with valuable assistance from Katie Davison and Tami Bombich.

## ICMA Presence

Mike Baker, Asst. Manager, Downers Grove, continues to represent our best interest as ICMA Midwest Vice President. David Limardi also served out his final year on the ICMA board as past president.

- ILCMA members serve on the ICMA Conference Committee, Awards Evaluation Panel, Conference Evaluation Committee, Government Affairs & Policy Committee, and the International Committee.

- ILCMA has continued participating in a membership incentive program with ICMA. For those members of ILCMA who are not ICMA members, ICMA agrees to provide the first year of ICMA membership free. In the second year, ILCMA will provide additional monetary support up to the amount of \$200 to help offset the continued cost of ICMA membership. This initiative is targeted at communities of less than 10,000 population and counties of less than 50,000 population. This year we had eight ILCMA members join ICMA under this new program.

- ILCMA approved at the May 2010 Board Meeting a new ICMA/ILCMA State affiliate agreement. This agreement defines collaborative measures that will contribute to greater success for both ILCMA and ICMA in the areas of membership development, professional development, and awareness of the value of professional local government management. It also allows ICMA & ILCMA to work closely to be able to achieve their full membership potential, reduce duplication of effort, and use existing resources more efficiently.

- ICMA started a new Public Awareness Campaign in an effort to elevate the image of and promote the value of professional local government management. ICMA approached all state associations to contribute seed money for the development phase of the campaign. The ILCMA Board approved a donation in the amount of \$6500, which represents 10% of the total funds needed by ICMA for this effort.

## Illinois Fairness for Pension Coalition

ILCMA joined the Pension Fairness for Illinois Communities Coalition as a \$10,000 partner. The Coalition was formed by municipalities working cooperatively through the Northwest Municipal Conference to solve the public safety pension crisis. The impact of the pension crisis goes beyond local governments and thus requires a unified, statewide approach that incorporates the voices of businesses, taxpayers and other stakeholders affected by the crisis. The Coalition is tasked with leading a campaign to overcome the entrenched legislative influence of the unions to advance a new pension system that is fair and sustainable.

## Alliance for Innovation Partnership

ILCMA continued its partnership with the Alliance for Innovation, formerly known as the Innovations Group. The goals of this partnership are multi-faceted:

- Identify three learning topics specific to Illinois' local government on which ILCMA and the Alliance can deliver resources and/or learning events;
- Work to develop joint learning events to ILCMA membership such as webinars and workshops;
- Cross-promote each organization, specifically on upcoming learning events and value of membership.

ILCMA and the Alliance offered four webinars throughout the year. They will continue to pursue learning opportunities through technology that will be cost efficient for members.

## Illinois Public Service Institute Partnership

The ILCMA Board continued its partnership with the IPSI. The IPSI provides leadership training to public works professionals from across the state. As part of this partnership ILCMA will have one board member serve on the IPSI Advisory Committee to help identify topics and speakers for the week-long institute. There will also be a representative from ILCMA in attendance to participate in the first day of training. There is no cost, aside from travel, associated with this partnership. Other partners include Illinois Municipal League, SIU Edwardsville, Illinois Section American Water Works Association, NIU MPA Program, and the Illinois Environmental Water Association.

## Awards

The ILCMA Awards program was inaugurated in 1994. There are two awards, the Robert B. Morris Lifetime Achievement Award and the Special Service Award.

The Robert B. Morris Lifetime Achievement Award is presented to a retired individual who has served no less than 15 years in local government, at least eight of those in Illinois. We are looking for candidates who have made significant contributions beyond their own communities, e.g. through service to the associations and the profession.

The Special Service Award is presented to individuals who have

- Service to the Association - notable association or affiliate activity;
- Service to the Profession - significant professional accomplishments;
- Service to the Community - significant personal accomplishments including private interests, family interests, acts of heroism, charitable acts, or social accomplishments.

This year Gary C. Holmes received the Robert B. Morris Lifetime Achievement Award. John C. Phillips and David Limardi were both awarded Special Service Awards.

## Conclusion

Even in the midst of the worst economic downturn in most of our lifetimes, from your reading of the above accomplishments you can see that the Illinois City/County Management Association has had a wonderful year. Thank you for providing me the honor of serving as your President this past year. I would like to take this opportunity to thank all of you for your commitment to ILCMA and professional local government management. I would especially like to thank this year's ILCMA Board of Directors, Committee Chairs, Committee Members and our affiliate organizations for all of their efforts in making this past year a success. As we all know, having a dedicated and professional staff is an extraordinary asset and a key to any organization's prosperity. Dawn Peters, our Executive Director, and her staff have truly done an outstanding job.

It has been a privilege to have served and worked with such a dedicated and innovative group of public administrators who continuously strive to make their Illinois communities a better place to live and work. Thank you for your time, commitment and service.

**Respectfully submitted,**

James H. Norris  
Village Manager, Hoffman Estates  
ILCMA President

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## Job Mart

### Village of Downers Grove, Management Analyst

The Village of Downers Grove, Illinois (population 50,000) is seeking a highly motivated and professionally minded candidate to fill a key position in the Village Manager's Office.

The position reports to the Deputy Village Manager and performs several essential functions including detailed financial analysis, budget preparation, report writing, project management, program evaluation, board and commission support, and other high priority assignments. The position offers opportunities for strong mentoring relationships, challenging work assignments, and an emphasis on managerial skill development and effectiveness, all of which will prepare the candidate for increasingly more responsible positions in local government management. The Management Analyst serves as a member of the Village's leadership team, participates in weekly Directors' meetings, and maintains frequent contact with management staff across the organization in executing his/her duties. The position is also expected to represent the Village in professional associations.

A successful candidate must be able to work independently, effectively prioritize, and complete multiple tasks with overlapping project schedules. The candidate will be detail-oriented, possess strong interpersonal skills, and demonstrate exceptional writing and reporting capabilities. He/she will be able to quickly familiarize him/herself with the organization and the requirements of the position in order to become effective in fulfilling the job responsibilities.

A bachelor's degree is required; a master's degree in public administration or related field is preferred, plus two years local government experience or an equivalent combination of education, training, and/or experience.

Starting salary: \$49,312-59,174 with excellent fringe benefits package. Apply by August 6, 2010 to Human Resources Department, Village of Downers Grove, 801 Burlington Avenue, Downers Grove, Illinois, 60515. E-mail: [jbielawski@downers.us](mailto:jbielawski@downers.us).

### City of Des Plaines, Director of Community & Economic Development

City of Des Plaines, IL, 58,710 pop., covering 15.85 sq. miles, seeks candidates for the position of Director of Community & Economic Development. Des Plaines is a vibrant community of residential, commercial, and industrial uses, located 17 miles from the Chicago Loop and five minutes from O'Hare International Airport. The City welcomes the completion of construction of a \$445 million casino and entertainment complex in 2011. The City operates under the Council/Manager form of government. The City Council consists of a Mayor and eight Alderman representing eight separate wards in the City.

The Director is appointed by and reports to the City Manager and is responsible for the organizational direction and leadership of the department with a staff of 17 full-time employees and a budget of \$2 million across three divisions: Planning & Zoning, Building & Code, and Economic Development. The Director serves as the key advisor to the City Council and City Manager on all development policy matters including: the formation, adoption and enforcement of zoning regulations and comprehensive plans; the review and

## Job Mart

assessment of development plans and proposals for land use; and the administration of building and other related codes. Ideal candidate will have a bachelor's degree in urban planning or a closely related field, with 7 years of increasingly responsible administrative and supervisory experience. Masters degree and AICP certification a plus.

Salary range \$105,694 - \$137,402. Appointment salary DOQ. Excellent fringe benefits. Residency required within twelve months of appointment. Send cover letter, resume and five work-related references to: Michael J. Earl, Director of Human Resources, City of Des Plaines, 1420 Miner Street, Room 503, 60016; fax, 847-827-2292 by 5 pm., Friday, August 20, 2010. EOE. For additional information, visit the city's website at: <http://www.desplaines.org>. For questions, please contact the Director of Human Resources or Acting City Manager Jason Slowinski at 847-391-5300.

### Village of River Forest, Public Works Director

The Village of River Forest (pop. 11,336) seeks an innovative professional to lead its Public Works Department. Located 11 miles west of downtown Chicago, River Forest is a vibrant bedroom community encompassing 2.5 square miles. The Village has 74 full-time employees across four departments.

The Public Works Department has a staff of 13 full time employees and a combined budget of \$6.9 million across all funds. The Public Works Director is responsible for planning, organizing, directing and coordinating various departmental functions including: administration, water & sewer system, street maintenance, forestry, buildings & grounds, building & zoning, and engineering.

The Public Works Director prepares and monitors annual departmental budget; is responsible for various contractual services, maintenance and construction projects; oversees snow/ice removal program, flood mitigation program and the development of the capital improvement program.

Candidates must possess 5 years of progressively responsible experience in directing public works programs and projects with extensive experience in a senior management role such as a Public Works Director, Assistant Public Works Director. A bachelor's degree in public administration, civil engineering or related field is required. An advanced degree or PE license is preferred.

Starting salary will be commensurate with experience, education and licensure. Excellent benefit package provided. Send cover letter, resume, salary history and five professional references with contact information to: Village of River Forest, Village Administrator, 400 Park Avenue, River Forest, Illinois 60305 or [pwdirectorsearch@river-forest.us](mailto:pwdirectorsearch@river-forest.us). The position is considered to be open until filled. The first review of resumes will be on August 13, 2010.

Additional information on the Village of River Forest and the Public Works Department can be obtained at [www.river-forest.us](http://www.river-forest.us).

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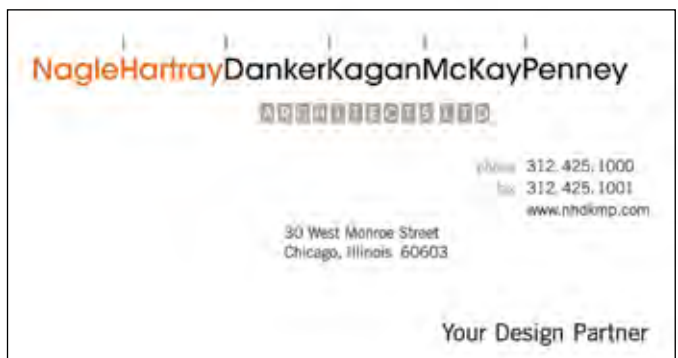
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## Job Mart

### City of Evanston, Finance Division Manager Open Until Filled

#### Nature of Work

Under general direction of the Administrative Services Director, the Finance Division Manager oversees the financial activities of the City through the divisions of Accounting and Purchasing/Accounts Payable to accomplish the preparation of the annual comprehensive financial report, collecting and accounting for revenues, controlling purchasing expenditures, investing City funds and assists in the annual preparation of the City budget. The Finance Division Manager serves as a key advisor to the Administrative Services Director on all fiscal policy matters, including accounting and financial reporting; payroll and pension administration; financial planning and financial forecasting; budget development and management; accounts receivable; purchasing and accounts payable; cash management and investing; debt management and related functions. The Finance Division Manager assists the Administrative Services Director in preparation of the annual budget; manages the two divisions of the department; monitors the cash position of the City; administers debt programs in accordance with City policy; works to maintain the City's excellent credit rating from both Moody's Investor Services and Fitch; prepares and implements financial policies for the City. Works with staff and operating departments to ensure that financial policies and practices are consistent with operational needs, and that generally accepted business practices and City policies are followed. The Finance Division Manager is required to attend City Council, Council committees, other City committees, various neighborhood meetings, and meetings with other agencies as needed in order to further the goals of the Finance Department and the City of Evanston as needed.

#### Essential Functions

(Specific assignment will include some or all of the following):

- Supervises Division Managers in Accounting and Purchasing/Accounts Payable; assigns projects and activities; monitors work activity, evaluates performance, initiates and/or reviews discipline; hires and approves hiring of other employees by Division Managers.
- Oversees preparation of the Comprehensive Annual Financial Report and other financial and statistical reports. Coordinates audit with CPA firm to include preparation of reports and correspondence. Uses result of the audit to improve processes and accounting methods.
- Assists in the preparation of the annual City budget, including both revenue and expenditure history analysis and future projections, working with all departments and all funds.
- Monitors the cash position of City funds. Prepares cash forecasts and compares actual cash flow to forecasts for City funds as needed.
- Invests excess cash in accordance with approved policies. Monitors both short- and long-term investments on a daily basis to ensure resources are secure and earning a competitive return.
- Administers debt programs in accordance with City policy. Arranges the sale of City debt as required to fund the Capital Improvement Program. Oversees the preparation of financial data for inclusion in the Debt Official Statements and in credit reports to Moody's Investor Services, Fitch, and other credit rating agencies.
- Responsible for Tax Increment Financing District accounting and financial management.
- Serves on the Capital Improvement Program team. Plans the funding for the program in keeping with City Council budget policy.
- Provides technical support and participates in the formulation and execution of the City's financial policies.
- Provides technical support and participates in the analysis of economic development proposals; provides staff support as appropriate to the Economic Development Committee.



## Job Mart

- Directs the formulation of financial analyses, reports, work programs and informational summaries; interprets and summarizes such studies, including quarterly budget and investment reports.
- Works with other Managers to coordinate financial policies and procedures within overall City goals, objectives, policies and practices.
- Attends night and weekend meetings as required.
- Performs other related duties as assigned.

### Minimum Requirements of Work

B.A. degree in finance, accounting or related discipline from an accredited college or university; master's degree in finance, accounting or public administration preferred; CPA preferred.

8 - 10 years of increasingly responsible experience in government/ municipal finance administration or accounting, including five years of supervisory and upper management responsibility.

### Preferred Skills and Abilities:

- Experience planning, organizing, directing and conducting the administrative and management functions of a multi-divisional department.
- Proven ability to effectively manage staff and build and maintain positive working relationships with employees at all levels of the organization.
- Experience in financial management, and a thorough understanding of financial constraints faced by local government.
- Experience in organizations where participative management concepts and strong customer service prevail.
- Demonstrated skill in sound problem-solving, communications, managerial and budgetary skills.
- Demonstrated excellence in communication skills, including written, verbal and listening, including public presentations.
- Demonstrated skill as a manager with a functionally diverse staff.
- Demonstrated skill in business software applications, including but not limited to word processing, spreadsheet, data base, and presentation software; ability to learn JDEdwards/Oracle financial and related software program and applications used by the City of Evanston.
- Demonstrated knowledge of the principles and practices of governmental finance administration including accounting, budgeting, collections and purchasing.
- Ability to provide creative resolutions in budgeting and finance methods.
- Ability to establish and maintain effective working relationships with a diverse group of City officials, staff and citizens throughout the City and outside of the organization.
- Ability to learn, understand and apply federal and state statutes and financial requirements, City ordinances, rules, regulations, and procedures.
- Ability to articulate complex issues in a manner understandable by lay persons.
- Ability to read, understand and interpret statutes, rules, regulations, ordinances, policies and procedures, journals, newspapers, memos, letters, reports, legal documents, and financial documents.

To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

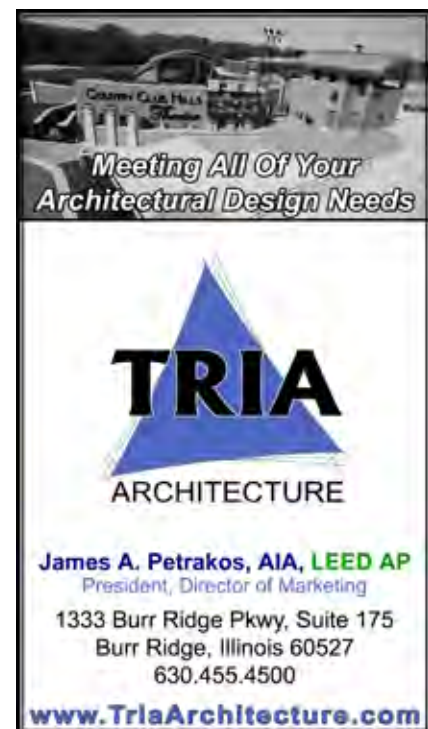
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# Job Mart

## Village of Schaumburg, Planning and Research Analyst [www.villageofschaumburg.org](http://www.villageofschaumburg.org)

The Planning and Research Analyst is responsible for conducting various research projects, gathering information, making statistical analyses and recommendations, serving as Accreditation Manager, preparing reports, planning functions, completing studies, and other administrative assignments. The Planning and Research Analyst will work under the supervision of the Administration Lieutenant, while maintaining direct contact with the Office of the Chief of Police.

### Essential Functions:

- Coordinate policy development.
- Conduct or coordinate research projects, special studies, and surveys.
- Research, prepare, draft, formulate, and edit assigned written department directives and ensure that they meet or exceed Commission on Accreditation for Law Enforcement Agencies (CALEA) standards prior to their issuance.
- Collect and analyze data, formulate periodic and special reports, prepare written correspondence and appropriate recommendations for the improvement of operational and administrative functions.
- Serve as the Accreditation Manager; responsible for ensuring that the police department's law enforcement accreditation status is maintained.
- Receive and maintain training required to perform the duties of Accreditation Manager.
- Provide information to the Training function on accreditation as required.
- Maintain liaison with appropriate Police Accreditation Coalition(s) (PAC).
- Conduct analyses and prepare annual reports to the Chief of Police on all submitted Use of Force, Post Pursuit Analysis, and any other required or requested reports.
- Design documents and prepare other graphic presentations as required.
- Maintain the security and integrity of the policy and procedure master file database.
- Research and pursue grants.
- Develop and maintain a liaison with other local, state, and national planning and training organizations, and with the Commission on Accreditation for Law Enforcement Agencies (CALEA) to provide proactive and progressive approaches within the Schaumburg Police Department.
- Complete all special administrative assignments as requested by the Office of the Chief of Police.
- Prepare statistical reports as required by CALEA.
- Work in conjunction with command staff in the formulation and annual updating of a multi-year plan, to include but not be limited to: anticipated workloads and population trends, anticipated departmental personnel levels, anticipated capital improvement and equipment needs, and review and revision as necessary, but no less than annually.
- Coordinate research and planning activities between divisions.
- Treat all persons within his/her scope of authority in a civil manner and take necessary actions to assure the protection of civil rights.

### Qualifications

- Bachelor's degree from an accredited college or university; with major course work in research analysis, graphic statistics, management, criminal justice, public administration, or a related field.
- Two (2) years of responsible research analysis experience with preferably five (5) years of law enforcement related experience.
- Proficiency in Lotus notes (required within six (6) months of hire), Microsoft Word, Excel, PowerPoint and Access.
- Receive specialized Accreditation Manager training within one year of hire.

**Closing date 8/8/2010.**



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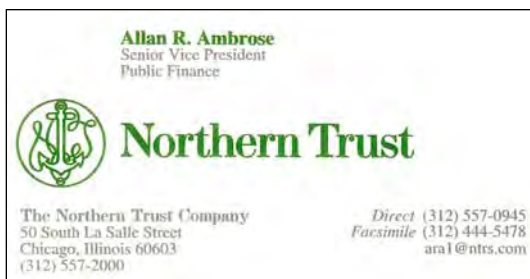
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## Job Mart

### Village of Lemont, Finance Director

The Village of Lemont, Illinois (estimated population 17,000) seeks a Finance Director to manage the operations of the Finance Department. This is a new position within the Village, replacing the position of Village Treasurer who is retiring after 20 years of service with the Village. Lemont's 2011 budget for all funds will exceed \$21 million dollars. The Finance Director reports directly to the Village Administrator and provides the organizational direction of the Finance Department. The Village has approximately 67 full-time employees of which 3 are employed in the Finance Department.

The Village of Lemont is a dynamic, historic community known for its great neighborhoods, quality housing and active community. The Village is a southwest suburb located primarily in Cook County with portions in DuPage and Will Counties, approximately 25 miles from downtown Chicago.

The Finance Director, in addition to providing a high level of administrative and strategic support to the Village Administrator, is responsible for managing the operations of the Finance Department that includes payroll, accounts payable, accounting control, financial software administration, assisting the Administration Department in budget preparation, structuring debt financing, annual financial report coordination, investments & revenue and purchasing. The Finance Director is responsible for financial coordination with the Police, Planning & Economic Development, Building and Public Works Departments as well as independent and "partner agencies" with which the Village has financial relationships.

Qualified candidates must possess a minimum of five (5) years of progressively responsible financial experience in a municipal organization, including at least three (3) years at a supervisory level in a community of comparable size or as an assistant in a larger municipal organization. Qualified candidates must possess a Bachelor's degree from an accredited college or university with a degree or major course work in finance/accounting or a closely related field. An MBA, MPA and/or CPA are highly desirable.

Successful candidates must be able to demonstrate a high degree of professionalism, uncompromising ethics, and a sincere commitment to the Village's financial standing and operational efficiency. The Finance Director is a key member of the senior management team and will be expected to develop strong working relationships with elected and appointed officials, as well as the civic and business community, and rating agencies.

The salary for this position will be commensurate with experience. Excellent benefit package provided.

Applications and/or a cover letter and resume, three professional work-related references and salary history should be directed to George Schafer, Assistant Village Administrator, Village of Lemont, 418 Main Street, Lemont, IL 60439; Telephone: (630) 243-2709; Fax: (630) 243-0968; [gschafer@lemont.il.us](mailto:gschafer@lemont.il.us). Interested applicants should submit requested information by Friday August 20, 2010 at noon. Applicants can visit [www.lemont.il.us](http://www.lemont.il.us) for more information about the Village. Additional information about the position can be found at [www.lemont.il.us/financedirector](http://www.lemont.il.us/financedirector). This position is open until filled.

**The Village of Lemont is an Equal Employment Opportunity Employer**



## Job Mart

### City of Effingham, Director of Administrative Services

Effingham, IL (12,384) Historic, stand alone community located approx. 100 miles east of St. Louis, 120 west of Indianapolis and 200 miles south of Chicago, seeks experienced, progressive candidates to serve as the first chief administrative officer titled the Director of Administrative Services. The Director reports to a five member City Council. City is seeking energetic candidates with successful background of service as a city administrator, assistant administrator, or in similar public sector position. MPA in public administration preferred. Starting salary \$105,000 +/- depending upon qualifications and experience with excellent benefits package. Send resume, cover letter, and contact information with five professional references by August 20th to Karl Nollenberger, Vice President, Voorhees Associates, 500 Lake Cook Road, #350, Deerfield, IL 60015 or Email to [resume@voorheesassociates.com](mailto:resume@voorheesassociates.com)

### City of Novi, MI, Assistant City Manager

Novi, MI (54,000) Assistant City Manager, \$85-92K Novi is growing, financially stable & nationally recognized for its schools and high quality of life. Novi seeks an energetic, innovative, and hard-working professional to serve as ACM to lead labor relations, shared services initiatives, intergovernmental relations, budget development, special projects, and serve as Acting City Manager. Bachelor's (master's strongly preferred) in public administration/related field & 5 years progressively responsible experience in a complex local government. Profile at [www.thenovakconsultinggroup.com](http://www.thenovakconsultinggroup.com). Submit cover letter, resume, salary history & references to Catherine Tuck Parrish at The Novak Consulting Group at [apply@thenovakconsultinggroup.com](mailto:apply@thenovakconsultinggroup.com) by 8/16/10. EOE

### Village of Lake Zurich, Accountant

The Village of Lake Zurich is currently accepting applications to fill a newly created position. The Village is seeking a self-motivated, detailed and goal-oriented individual with experience/knowledge of municipal accounting. This position is responsible for general ledger maintenance, coordinating the month-end close and generating financial reports, reconciling cash and investments, preparing account analysis, and tax return compliance. Individual must demonstrate thorough knowledge of accounting principles and procedures; use of Microsoft Excel, Word and Power Point. Pentamotion Software experience helpful.

Must possess ability to present ideas effectively, both orally, and in writing, and establish effective working relationships with staff and officials of the Village.

This position will also support the various departments of the Village, Accounts Receivable, Accounts Payable, Payroll, and Utility Billing, and act as the front line supervisor for Customer Service Staff.

Position Requirements: BS/BA Accounting, Finance and at least 3 years of municipal accounting experience.

Position is open until filled. Salary range \$52,788-70,213 DOQ, full position with benefits

Send cover letter, resume, and three professional references to:  
Donna Epstein, Village of Lake Zurich  
70 E. Main Street  
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## City/County Management in ILLINOIS

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### ICMA Range Riders in IL

Ready to serve you in times of need.  
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### The Communication Tool for ILCMA & IAMMA

Have you joined the ILCMA and IAMMA web portal for knowledge and information sharing? This system will allow ILCMA & IAMMA members to ask questions as you did in the past using the IAMMA listserv. ILGNET provides the following features:

- Displays the most current 10 questions asked
- Enables you to search question and answer history
- Allows you to build your own profile so that it is personalized to your interests
- 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 e-mailed 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 on the homepage.