



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

December 2013

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Editor's Notice

The ILCMA Secretariat's Office will close from December 23, 2013 thru January 1, 2014. Therefore, there will be no January newsletter.

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

Calendar of Events

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

December 6, 2013
SWICMA Meeting

December 4, 2013
Legacy Luncheon
Woodridge, IL

December 6, 2013
Legacy Book Club
Warrenville, IL

December 11, 2013
IAMMA/Metro Holiday Luncheon
Angel Tree Program
Lombard, IL

January 2014
IAMMA Regional Meetings

January 16, 2014
Metro Manager Luncheon
Lombard, IL

January 16, 2014
ILCMA Professional Development
Lombard, IL

January 31, 2014
Illinois Financial Forecast Forum
Naperville, IL

February 26 – 28, 2014
ILCMA Winter Conference
Springfield, IL

**WE WISH YOU HAPPY HOLIDAYS AND
A VERY HAPPY, HEALTHY NEW YEAR!**

Dawn S. Peters
Alex Galindo



President's Column

Theme: Optimize Your Optimism: Inspiration in the Land of Lincoln

NOTE: As I sit down to write this, many of our Illinois towns and colleagues have been hit by the November tornadoes. Their optimism will most likely be tested during these trying times; however I am sure they will INSPIRE us all! "Whatever you are, be a good one."- Abraham Lincoln

This is the theme of our upcoming Winter Conference—Optimism and Inspiration in the Land of Lincoln to be held on February 26-28th in Springfield. The planned sessions aim to reaffirm your optimism and inspiration as you take a few days away from the office for this exciting professional development opportunity. The location in our State capital isn't always the most positive place to be, however with the planned sessions and one of history's greatest leaders as our inspiration this year's Winter Conference will be a great experience. Some of the highlights include:

Keynote Speakers:

- John Krubski: Persuasion and Motivation 2.0 – New Tools to Get People to Do What You Want
John will uncover a set of motivating factors that will equip us to do our job more effectively and explain how these insights can then be used across a wide spectrum of practical applications.
- Luncheon Keynote: When in Springfield...
Joe McCoy will update us on current issues and provide a Legislative update.
- Dale Spencer: Don't Fear It Embracing Life's Journey –
Dale has determined that there are four key areas where FEAR dwells-Professional, Social, Mental, and Physical. Dale will help you identify ways you can overcome fear and be more successful in all aspects of your life.

Sessions:

- Pre-Conference Session – ICMA University Workshop: Your Leadership Playbook
- ILCMA Range Riders-Tales from the Range
- Challenges of Infill Development-How do you redevelop when a big box leaves
- Citizens/Government: Access to One Another-How do you engage your community using technology
- Creating Positive Media Relations-NBC 5 Anchor Dick Johnson will explain how to establish positive relationships with the media
- The Wild, Wild Internet: Cyber Security-How do you improve security in your office
- Rapid Fire-Positive Community Interaction through Special Events
- Vacant Buildings, More than just a nuisance in the Neighborhood-a unique new challenge
- Q & A for Aspiring Managers
- Guns, Drugs & E-Cigs-Reality Today for Illinois
- Mission Based Collaboration: Public-Private Partnerships with Community Based Non-Profits

Social Events:

- Welcome Reception hosted by Downstate/SWICMA
- Welcome First Time Attendees, Scholarship Winners and New to the Profession
- Dinner at the Abraham Lincoln Library and Museum
- IAMMA Euchre/Bags Tournament
- Frozen Abe 5K Run/Walk and Yoga, too

Special thanks to the Winter Conference Committee members who have worked hard to get this program together. We look forward to seeing you in Springfield!

Committee Members:

Kelly Amidei, Chair, Assistant Village Administrator, Libertyville
Moses Amidei, Village Administrator, Wadsworth
Mike Cassidy, Village Manager, Bensenville
Rick Boehm, Village Manager, Palos Park
David Hulseberg, Village Manager, Lombard
Greg Seefeldt, MIT
Annie Tierney, Management Analyst, Hoffman Estates
Scott Skrycki, Management Analyst, Bartlett
Ben McCreedy, Assistant to the City Manager, Rock Island
Paul LaLonde, Program Director, Kendall Area Transit
Paula Schumacher, Assistant Village Administrator, Bartlett
Michael Strong, Management Analyst, Northbrook
Randy Bukas, City Administrator, Flora
Jenny Maltas, Deputy Village Manager, Buffalo Grove
David Van Camp, Senior Project Manager, HR Green
Sean Widener, Department Manager Clark Dietz
David Cook, Executive Director, IPBC
Robin Weaver, Public Works Director, Normal
Dawn Peters, Executive Director, ILCMA

Tornado Relief Fund Established for Washington, IL

A Washington Tornado Relief Fund has been set up at Morton Community Bank to provide aid to victims of the tornado and disaster recovery and relief efforts in the City of Washington. Donations can be made at any of the 33 branches state-wide or at Washington Community Bank, 1895 Washington Road, Washington, IL 61571. Credit Card payments will be accepted 8:00 a.m. to 5:00 p.m. Mon-Fri and 8:00 a.m. to 12:00 p.m. on Saturday by calling 309-284-1365 or 309-266-5337. If you donate through the Red Cross please make sure it says specifically for the Washington Tornado Relief Fund.

Who's Who Directory Update

Congratulations to **Robin Weaver** on her retirement from the Town of Normal. She most recently served as the public works director in Normal. She had been in professional local government management for over thirty-three years.

David Nord has been appointed as the first administrator for the city of Dixon. His new contact information is as follows:

David Nord; City Administrator
City of Dixon
121 W. 2nd Street
Dixon, Illinois 61021-1699
Office Phone: 815-288-1481 (direct line)

Kate Andris, formerly in New Lenox, is the human resources generalist in Oak Brook. Her new contact information is as follows:

Kate Andris
Human Resource Generalist
Village of Oak Brook
1200 Oak Brook Road
Oak Brook, IL 60523
Phone: 630-368-5024
Fax: 630-368-5025
Email: kandris@oak-brook.org

Scott Niehaus, village manager in Tinley Park, has accepted the position of village manager in Lombard. He will start his new position in mid-January.

Welcome New Members!

Floyd Allsop, City Manager, Monticello
Max Bosso, Director of Engineering & Public Works, Elwood
Peter D'Agostino, Management Analyst, Glenview
Barry Dykhuizen, City Administrator, Morrison
Tonya Flannery, City Administrator, Litchfield
Julie Gray, Senior Analyst, Glenview
Matthew Havlik, Management Intern/Student, Lake Forest
Jared Heyn, Management Intern, DeKalb
JoAnn Hollenkamp, City Administrator, Carlye
Sean Jacobs
Amy Marrero, Finance Director, Oakbrook Terrace
Cory Poris, Administrative Intern/Student, Bannockburn
Kyle Swalls, Intern, Illinois Department of Transportation
Edward Teelucksingh, Administrative Intern, La Grange Park
Michael Tilton, Village Administrator, Steger
Amanda Williams, Management Analyst, Lincolnwood

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2013 Angel Tree Program

Presented by IAMMA and Metro Managers
In partnership with The Salvation Army

It's that time of year again that we turn our attention to those who are in need during the holiday season.

Angel Tree tags may be obtained at:

November 13- IAMMA luncheon
November 21 - Metro Managers luncheon
or
By contacting Kate Andris at
Kandris@oak-brook.org or (630)368-5024

Gifts (unwrapped) must be dropped off at the
December 11 IAMMA/Metro Managers
Luncheon at Harry Caray's in Lombard

Thank you for your continued support of this
important program!

Our goal this year is 200 Angel Tree tags!



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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.

Buildings of the Future through Building Information Modeling

by Craig Carter, AIA, LEED AP BD+C, BKV Group

Building Information Modeling (BIM) is a new technology-driven process used by project teams (owners, architects and engineers, contractors, facilities managers) to visualize and evaluate building design and construction outcomes using building science. The process results in a "life-sized" electronic model of your building that comprehensively incorporates dimensional, aesthetic, performance and economic characteristics. Because this methodology crosses all design disciplines and several different software platforms, it can become a shared knowledge resource that provides reliable information throughout the entire lifecycle of your building. Essentially, BIM allows the project team to build the building in the computer before they build the building on the site, and to thoroughly assess all aspects of the project before breaking ground.

BENEFITS TO THE MUNICIPALITY

BIM offers a host of benefits to the project team. Perhaps most importantly, it facilitates better comprehension by all stakeholders because they can see a three dimensional product instead of imagining it. A direct corollary to that is the ability for the project team to immediately see the implications of their decisions in 3D and to easily coordinate the various disciplines so ducts and steel beams aren't occupying the space, for instance. This visualization benefit helps the design team communicate their concept to the client and the public. The project can be instantly examined in three dimensions from any angle and inside any room, rather than only from the selected vantage points that architects have traditionally been able to sketch or render. The result is that the project team has a much better opportunity to understand the project, weigh its pros and cons and evaluate the design.

While the tool has been embraced by the design community because it aids communication and visualization, it has many other direct benefits for clients. Municipalities should require their architects and engineers to use building information modeling because it allows precise extraction of cost and energy performance data and it results in a reduction of uncertainty during the construction phase, which in turn reduces the risk of change orders and schedule delays.

Cost estimating data can be directly exported from the BIM model, supporting either a systems-based or straight quantities-based project costing approach. Because the building is modeled at real size in the computer, square footage and linear footage numbers can be precisely determined and accurate quantities of accessories and equipment can be obtained. This tool is especially strong if it functions as a quality assurance "double-check" to the estimate quantities pulled from the drawings by the construction estimator. If discrepancies arise, the project team can find a better way to communicate the design intent on the drawings to make sure the bidder's takeoffs are accurate.

All BIM software is designed to include (or easily tie into) green building analysis tools that model energy usage against standard benchmarks, providing an early estimate of energy costs. By factoring in latitude and longitude and incorporating "typical meteorological year" data for weather estimates, these kinds of analyses provide energy use estimates precise down to the hour for the selection of mechanical equipment, baseline code approval, and verification for third-party certification organizations. These

tools also allow the design team a way to "tune" the building for lifecycle optimization of strategies like shading devices or window transparency that have a positive effect during the cooling season but a negative effect during the winter.

As far as benefits during the construction phase go, the BIM process has been proven successful at construction conflict reduction, with studies indicating that BIM projects have only 10% of the Requests for Information that traditional projects have. This comes from a feature that allows the design team to overlay models from different disciplines and see where elements occupy the same space. Once identified, these "clashes" can be resolved by moving one object or the other. This reduces the time the trades spend in the field determining how to route their pipes/ducts/conduits and reduces the rework that is normally needed when more than one trade expects to use the space. The fact that these systems are coordinated during design also permits a greater level of off-site prefabrication, which can increase quality, reduce cost and reduce schedule duration. In addition to the savings from reducing clashes, general contractors can use the BIM information to work through building phasing to understand schedule concerns; minimize trade crew conflicts; optimize lay-down space, trailer locations and parking; and better coordinate their subcontractors.

A LIFECYCLE SOLUTION

While almost all architecture firms are using the building information modeling process for the items discussed above, some architecture firms are at the vanguard of the BIM revolution and can help you turn the tool into a lifecycle management solution for your building. A variety of software tools such as Ecodomus, FM Systems, and Navistools directly tie into the BIM database provided by your architect and provide a system for running a Building Automation System, which will adjust the HVAC system based on temperature, CO2 levels and occupancy; coordinate light levels where daylight sensors are present; lock and unlock doors based on when the building or room is open to the public; raise and lower blinds to reduce glare; etc. These data points can be easily incorporated in an employee incentive program to help the municipality become more sustainable, or can even be published on a website to allow citizens or researchers access to building performance metrics.

These software packages can also be used to handle maintenance needs in a data-driven, proactive manner by alerting staff that it is time to change air filters or re-lamp the light fixtures, for instance. Tracking maintenance requests is another tool the software provides, and they can provide a one-stop repository for operations and maintenance data as well as manufacturer and warranty information. Tasks that have traditionally been accomplished through a series of Excel spreadsheets and countless binders full of paper, combined with an expert staff person to navigate the filing system and remember the hard-won understanding of the nuances of the buildings he/she runs, become automated and standardized, allowing staff to work more efficiently. Ultimately, these software packages allow accurate forecasting of maintenance and replacement funding needs and priorities that can tie into capital planning efforts.

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Corporate Partner Spotlight

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The *Wall Street Journal* ran a great six part series the last week of October on the financial issues impacting local governments. The series focused on weak property values, pension liabilities, lack of cash reserves, cuts in state and federal aid and general fund imbalances driven by lower revenues from previous years. It was informative and made complex issues understandable in a way that could really help cities and counties start tough budget conversations with citizens.

As someone who participates in the "local government industry," the articles did not provide me with new information but they gave shape to the breadth and depth of the problem in our country. There have been other interesting surveys and studies this year that are worth noting. These provide some interesting data points that can be useful to local government decision-makers. In case you missed their release, we wanted to make you aware of some different but very interesting papers:

- ***The Future of Government***, Price Waterhouse Cooper - walks through some of the changes we have seen in government since the financial crisis that began in 2007. The research has a global perspective, but the information is still engaging and informative for those of us at the local level. Much of the information and observations echoes that found in the **2010 IBM CEO Survey**. While the IBM study focused on recommendations for private sector agencies, *The Future of Government* is completely written from the perspective of impact on public sector agencies. This 48-page report provides governments with excellent questions for organizational self-reflection as well as recommendations for an "agenda for action."
- ***Are public pensions keeping up with the times?***, Brookings Institute. There have been multiple news articles lately about the liabilities of specific pension plans (WSJ included), but this paper provides an informative review of how public pension programs are structured and how they differ from private programs. There is a review of how these programs have been impacted by the financial crisis as well as the impact of the new GASB standards for reporting.
- ***Housing Market Index: Special Questions on Inspections during construction of a single family home***, National Association of Home Builders. The NAHB/Wells Fargo Housing Market Index (HMI) Housing Market Index is a monthly survey of market conditions surrounding new single family homes. In September, the NAHB included special questions in the survey related to the inspection process employed by local governments. The questions are interesting and the data provides a useful snapshot of what is occurring to the inspection process. It provides a useful baseline for communities to consider when changes are proposed to the construction inspection process.



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- In October, Pew Research gave a comprehensive review of trust in federal government with **Trust in Government Nears Record Low, But Most Federal Agencies Are Viewed Favorably**. The federal government shutdown not surprisingly impacted citizen's trust in government in 2013. However, the twist is that 62% surveyed have a positive view of federal workers, with most federal agencies also being viewed favorably. Congress did not fare as well, with 73% of those surveyed saying they had an unfavorable view of Congress. According to the **Gallup Poll** conducted every September, American's trust in local and state government fell around 3% in 2013 compared to 2012. Although it should be noted that local government still receives the highest trust rating of any level of government. According to the survey, 71% of Americans have either a great deal or fair amount of trust in local government. According to the survey, "Trust in local government has largely been stable over the years, ranging from a low of 63% in 1972 to a high of 77% in 1998, averaging 70%."

Charting a course for the future during a time of rapid change, reduced resources and increasing demands can challenge everyone involved in providing public services. Information from the articles and research above can prove useful to beginning conversations with local community stakeholders.

Tap Best Practices and Boost Skills – Special Member Benefit – Available 24/7

As an ICMA State Association Coaching Partner, we are supporting our members' access to live and recorded webinars, Career Compass newsletters, speed coaching templates, and more. You can tap these resources 24/7 at:

<http://www.cal-icma.org/coaching>

Here are just some of the resources you will find:

* Webinars on key topics for local government with presenters sharing best practices from across the country.

When you reach www.cal-icma.org/coaching, click on the "Live Audio & Archives" tab on the right. There you'll find registration for upcoming webinars and digital recordings and presentation materials from past webinars. These are the 2013 topics:

- + Navigating Staff-Board Relationships
- + Managing Employee Compensation
- + Resiliency and Renewal
- + Economic Development
- + Managing Human Capital
- + Key Skill Sets for the 21st Century

Want to listen on the go? You can subscribe to podcasts – search "Cal-ICMA" on iTunes or your favorite service and click on "Cal-ICMA: streaming media archive audio podcast."

Share your ideas for future topics and presenters.

As a Coaching Partner, our association has important opportunities to identify topics and suggest presenters for the webinars. Please send suggestions to our association or to the Director of the Coaching Program at Cal-ICMA@donmaruska.com.

* Career Compass newsletters with advice that you can share with your staff.

Recent newsletters from ICMA's Senior Advisor for Next Generation Initiatives, Frank Benest, include: "Making Presentations Like a Pro," "Making the Move Up and Out-What's the Fit?," "The Power of Vulnerability," and dozens more.

Visit http://icma.org/en/Page/100239/Career_Compass

These services are made possible in part with a matching grant from ICMA to support participation of ICMA State Association Coaching Partners.



The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. Managers are recognized by ICMA through a peer review credentialing process, and this self-directed program offers an opportunity for interested ICMA members to quantify the unique expertise they bring to their communities. The program also assists ICMA members in focusing and reflecting upon their lifelong professional development experience. Members who participate in the program may earn the designation of ICMA Credentialed Manager granted by the ICMA Executive Board. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.

What Are the Benefits?

- Recognition as a professional local government manager
- Quantification of the unique expertise you offer
- Demonstration of adherence to high standards of integrity
- Demonstration of commitment to lifelong learning
- Structured and focused professional development plan
- Peer review of professional development activities and learning
- Eligibility for Legacy Leaders Program
- Access to special workshops and other training for ICMA Credentialed Managers and Candidates, such as the ICMA Gettysburg and ICMA SEI Leadership Institutes

All of us know the importance of continuous learning. ICMA's Credentialing Program gives us an easy way to focus and structure that learning, as well as become involved in coaching younger managers. As members of ICMA, we are already required by Tenet 8 of the Code of Ethics to commit to at least 40 hours of professional development every year. This program encourages you to reflect on your learning, and receive feedback and recognition. Please consider beginning the process today and join your colleagues who are already credentialed.

Announcing our new team.

Please visit our Website to learn more about how we can assist you.

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Legacy Project Book Club

Lean In

Join your fellow leaders to discuss Sheryl Sandberg's much talked-about book, *Lean In*. Discussion will be facilitated by Dr. Schatteman from Northern Illinois University.

October 25

**Itasca Village Hall
550 W. Irving Park Road, Itasca**

December 6

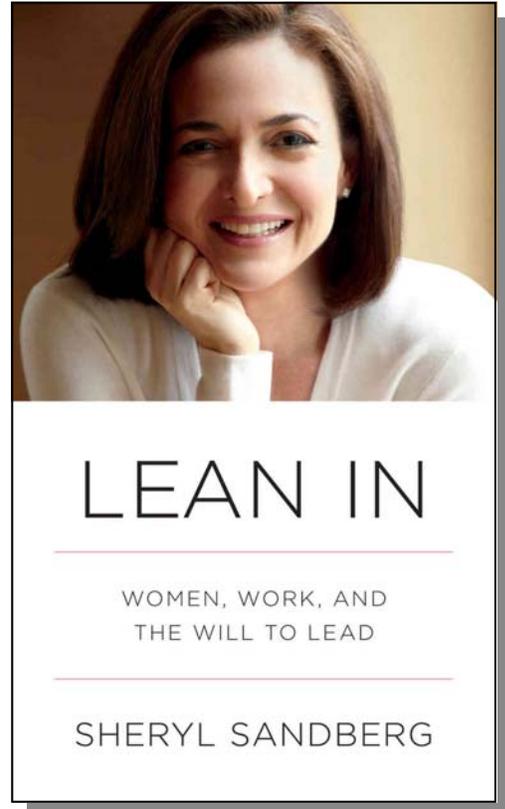
**Warrenville City Hall
28W701 Stafford Pl., Warrenville**

Time for both events:

Registration: 8:30 a.m.

Discussion from 9 a.m. to noon

Registration is required as each session will be limited to 25 participants. Please e-mail leanin@itasca.com or call Nancy at 630-228-5621. Please register no later than Oct. 18.





Educate. Advocate. Empower.

Wanted: Perfect City Manager/Village Administrator

By: *Thomas A. Thanas, Former City Manager of the City of Joliet*

The Town of Perfect Place, Illinois, is seeking to fill its chief administrator position and needs the following:

- **Financial Whiz:** Must be able to achieve AAA rating without raising taxes or cutting favored spending programs and services.
 - **Economic Development Ace:** Must be able to attract a Costco, an IKEA, and an Olive Garden without giving a single tax incentive and must be able to out maneuver all other nearby towns for any kind of new business that comes to the area.
 - **Collective Bargaining Super Negotiator:** Must be able to win every labor negotiating session and reach agreement on new contracts, grievances, and disciplinary matters that makes the town look good but does not spend any political capital with the labor unions.
 - **Human Resources Pro:** Must be able to recruit and hire perfect department heads and underlings who make the correct decisions all of the time but make sure friends, relatives, and campaign contributors are interviewed.
 - **Media Expert:** Must be able to handle all media inquiries on negative news stories with the credibility of Walter Cronkite and the savvy of Katie Couric, and must be willing to be the main target of all anonymous bloggers who bang away on their laptops on every news story from the comfort of their mother's basement.
 - **High Profile in the Community:** Must be involved in charitable activities, attend all high priced galas, and participate in the largest social service club . . . all at your own expense.
 - **Intergovernmental Relations Expert:** Must be able to make the elected officials heading the county, school districts, park districts, fire protection districts, and the mosquito abatement district happy without spending too much municipal capital on them but extracting as much as you can from them.
 - **Crime Fighter:** Must supervise the police department and achieve the crime fighting reputation of an Elliot Ness and have the success of a Patrick Fitzgerald and make sure that the annual stats show that crime is not a factor in your town.
 - **Road Builder:** Must know every federal and state grant program acronym by heart, apply for every infrastructure grant and receive it, build new roads and rebuild old roads without spending any local tax dollars, and make sure that none of that funding goes to another town.
- **Pension Miracle Worker:** Make underfunded pensions go away . . . in the State of Illinois.
 - **Fire Department Pro:** Make sure the paramedics have the training of an ER doctor, have the latest models in fire trucks and ambulances, have every piece of equipment that will be needed to be used in the rarest of accidents, build award winning fire stations using grant money, and do all of that by keeping spending within budgeted amounts, reducing overtime, and protecting Kelly Days.
 - **Well Educated with Credentials:** Participate in all IML meetings and conferences, be active in ILCMA, get ICMA credentialed, represent the town at local COG meetings, and don't miss any time from the office or garner any attention for attending those meetings.
 - **Litigation Bulldog:** Must know the law, be as smart as a judge on Law and Order, keep up with all decisions of the U.S. Supreme Court, and keep the town out of court, and if the town goes to court, win and don't pay the other side's attorney's fees.
 - **Water and Sewer Specialist:** Must know how a sewage treatment plant works, replace 100-year old pipes, maintain compliance with arbitrary regulations of the EPA (federal and state), make tap water test better than a bottle of Pellegrino . . . without raising water and sewer rates.
 - **Open and Transparent Government Guru:** Make sure the public gets to see every meeting you attend on the local cable access channel, have the new website contain every single shred of information on the front page, outfox the serial FOIA filers without upsetting the AG's PAC, and use the words "open and transparent" every time you talk about any topic at a board meeting.
 - **Compensation:** Make sure your salary is low enough so it doesn't make any of the hit pieces in a blog, is way below the salaries of school superintendents, and is not comparable to that of a CEO of a similarly sized private company.
 - **Family and Personal Life:** Must live a well-balanced family life, have "13.1" and "26.2" stickers on the back of your modest drive-to-work vehicle, and take no vacations longer than three days.

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Four Things Your Website Needs Before Citizens Will Use It

By Mike Wolfe, CivicPlus

Most local governments have a website. However, many aren't current, are poorly designed, or waste the opportunity to build public trust and increase public satisfaction with local government. Websites that citizens will actually use must provide:

- Responsiveness
- Transparency
- Currency
- Engagement

RESPONSIVENESS

Local government, perhaps more than any other level, is expected to respond quickly to citizen requests and input, and to serve as a reliable and trustworthy source of information. Attentive local governments provide websites that focus on what residents most need to do, or most want to know. While one size does not fit all, one universal requirement is reliability. Citizens won't trust a website that isn't up virtually all of the time, so redundant power sources, regular hardware upgrades, and general system robustness are critical.

With specialized modules and features, a local government can, depending on budget and demand, offer many online services that will build citizen satisfaction and turn them into repeat customers.

- Online bill payment center. Local governments can create forms and take fees for permits, registrations, pool passes and so forth. Citizens (and the appropriate department) get an email notification, and they can conduct business with the municipality on their own time frame, at their convenience.
- Citizen requests. People appreciate the ability to report problems or make requests online. Request systems can generate internal documents and facilitate workflow among departments. Citizens can get up to speed on pending issues, reopen closed issues, or request more information about a particular matter.
- Emergency alerts and notifications. Few services will endear residents to local government better than emergency alerts and other notifications. With the right website capabilities, local governments can text or email constituents in the event of public danger, natural disaster, traffic back-ups, cancellations and so forth.
- Licenses and permits. With a flexible form builder, local governments can tailor licenses and permit applications, issue paper versions immediately, and let citizens pay fees online.

TRANSPARENCY

When we talk about "transparency" in government, we're talking financial openness and access to information about government activities such as meetings, bids, budget deliberations and so on. What are some characteristics of a local government website that promotes transparency?

Access to documents. Effective local government websites make it easy for citizens to find all the documents they need. With the right system, government staff can create, publish, email or text meeting agendas, then immediately post and index them — along with the applicable minutes. Bid postings, RFPs and RFQs — along with all the amendments, cancellations, and so forth — can be instantly updated and made public.

Live streaming of meetings and events. Probably no government communication effort fosters more transparency than the ability to watch government proceedings in real-time, or to view them later on a website.

CURRENCY

Citizens aren't well served when local governments treat websites like a static, unchanging monolith. Conversely, when a site is kept current and fresh, residents come to rely on it as a source of solid information, which encourages repeat business.

Several features can help a local government keep its site current: Content management system. This is the mechanism by which government employees can easily keep the site updated, with no special knowledge of HTML needed. Oversight by an administrator ensures that content is appropriate.

Responsive design. According to a 2013 Pew Research Center study, as of April 2012, 55% of adult cell phone owners use the Internet on their mobile phones; nearly double what we found three years ago." It's now crucial that websites be built with "responsive design," which means that the site can detect the browser or device screen dimensions — whether that's for a smartphone, tablet, or computer — and can display the content in the appropriate format. Calendars, job postings and news updates. A large part of keeping the public current about local government is simply letting people know what's happening, and when. Dynamic calendars can be set to preview upcoming events and delete past ones. Press releases, schedule changes, election results, rainout announcements and other updates help ensure that the public can get accurate information straight from the source.

ENGAGEMENT

According to a 2010 report by the Pew Research Center, "nearly a quarter (23%) of Internet users participate in the online debate around government policies or issues, with much of this discussion outside of official government channels [emphasis added]." Citizens will find a way to talk about their local government, even if the local government doesn't make it easy...or doesn't participate. In forward-thinking communities, a social media presence and dynamic, interactive features on the local government website are the rule, not the exception.

Community forum and opinion polls. If they have the forum to do so, citizens will submit ideas, discussion topics, and comments on the site, with the expectation that other residents, government employees and officials will participate. The local government can hold unofficial opinion polls, showcase new events and initiatives, gather opinions, and explain decisions or policies.



IAMMA/Metro Managers Angel Tree Luncheon
11:30a.m. Wednesday, December 11, 2013

Location: Harry Caray's Italian Steakhouse,
 70 Yorktown Shopping Center, Lombard, IL 60148

Cost: \$25 (Cash or Check Only)

Checks made payable to IAMMA (Please see payment policy below)

Please RSVP by Friday, December 6 via the link below:
<https://www.surveymonkey.com/s/IAMMAdecemberluncheon>

Questions can be directed to: Becky Suhajda - bsuhajda@glenview.il.us

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

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

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

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

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

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

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

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

Marian Gibson
rlgmtg@yahoo.com
815-478-5293
Cell: 815-509-2282

David Strohl
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309-266-7135
Cell: 309-253-3923

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815-904-9576

Kathy Katz
kselake@gmail.com
847-721-7602

Marc Huber
marc_h22@yahoo.com
Cell: 224-303-8813

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

Tim Neubeck
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630-464-1738

Art Osten, Jr.
artosten@sbcglobal.net
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*The ILCMA Professional
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Presents*
**Best Practices in
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Governor’s Sustainability
Award Winners**

Each year the Illinois Sustainable Technology Center and the Office of the Governor honor Illinois companies and organizations for their significant achievements in energy efficiency, waste reduction, pollution prevention, and environmental programming. In 2013 six of the honored organizations were represented by ILCMA: Arlington Heights, Bolingbrook, Downers Grove, Evanston, Joliet, and Will County. The best practices of these organizations include:

- Public/private partnerships
- The best use of grant programs
- Reduction of road salt use
- Modernization of codes
- Lighting and HVAC retrofits
- Alternative fuels
- Sustainable stormwater approaches
- Electrical aggregation/clean energy
- Green teams
- Alternative roofing products
- Cost-benefit analyses

Join us to hear from these organizations and learn more about how to implement best practices, how to measure the costs and results of these practices and how to position your community to save money and be recognized in this prestigious program.

Date:	Thursday, January 16, 2014	
Time:	9:00 a.m.	Registration and Continental Breakfast
	9:30 – 11:30 a.m.	Presentation
Location:	Harry Caray’s 70 Yorktown Dr. Lombard, IL	Addresses ICMA Practice Area 3: Functional and Operational Expertise and Planning
Cost:	\$30 for Professional Development Only \$50 if also attending the Metro Manager Luncheon (\$5 discount) \$20 for Downstate Member Video Stream Members in Transition – please email or call Alex below to register	
RSVP:	Phone-in Registration 815-753-5424	
By Jan. 10	Email registration to Alex Galindo at agalindo@niu.edu Online Registration with Credit Card: https://www.ilcma.org/forms.aspx?FID=79	
	<i>Cancellations must be made by Jan. 10. Any cancellations after that date will require full payment.</i>	



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REGISTER TODAY!

The Northern Illinois University Center for Governmental Studies Civic Leadership Academy and Illinois City/County Management Association invite you to attend the sixth annual **Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector** on January 31, 2014 to discuss pertinent economic and financial issues affecting local governments in Illinois. Join us to explore economic conditions and the pressures each exerts on local government fiscal health and gather information to incorporate in your strategic planning, financial forecasts, budget development, and economic development plans. Speakers include **Rick Mattoon**, Senior Economist, Chicago Federal Reserve, **C. Kelly Cofer**, retail expert, residential housing and commercial real estate expert **Aaron Gruen**, Principal, Gruen and Gruen, manufacturing and logistics expert **Scott Watkins**, Anderson Economic Group, automotive expert, **Carl Woodward**, CPA, Woodward and Associates, municipal finance experts **Jennifer Boyd**, Associate, Standard & Poors and **Stephen B. Friedman**, SB Friedman and Company, finance professor, **Rebecca Hendrick**, PhD, University of Illinois, Chicago, as well as **Dan R. Long**, Executive Director, Commission on Government Finance and Accountability who will provide a State of the State of Illinois outlook.

Date: Friday, January 31, 2014
Time: 8:30 AM – 4:00 PM
Location: NIU Naperville, 1120 East Diehl Road, Naperville, IL 60563
Cost before Jan. 14: \$95 for first attendee
\$65 for 2nd attendee from same organization
\$35 for students
Cost after Jan. 14: \$120 for first attendee
\$95 for 2nd attendee from same organization
\$45 for students

Link to Registration:

http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4013369

Link to Flyer: <http://www.ilcma.org/DocumentCenter/View/2312>

ILCMA and NIU CGS would like to thank  and 
for providing sponsorship support for the Illinois Financial Forecast Forum

Professional Administration Highly Beneficial in State's Third Largest County

County Administrator Form of Government Helps Lake County to Preserve Character and Manage Growth, While Addressing 21st Century Challenges

By Illinois City/County Management Association Promote the Profession Committee

Introduction

Lake County, Illinois, with a population of 703,462, is the third most populous county in the State of Illinois (following Cook and DuPage), and is the largest county in the state that is professionally managed. Located in the far northeast corner of the state and bordered by the State of Wisconsin to the north, Lake Michigan to the east, Cook County to the south and McHenry County to the west, Lake County was formally established by an Act of the State Legislature in 1839. The City of Waukegan has remained the county seat since 1841, and today, Lake County is separated into 18 townships which contain more than 50 cities, villages, and unincorporated communities. Lake County encompasses nearly 448 square miles, and its residents enjoy diverse backgrounds and lifestyles, as many live in highly developed urban centers while others live in scenic rural communities.

Traditionally, county government has served as a subdivision of state government. Counties have responsibility for operating circuit courts; administering all national, state, and local elections; overseeing the provision of social services; providing health protection services, including medical care to the indigent; maintaining and patrolling county roads and highways; and maintaining real estate title records. All services are county-wide except planning and zoning (for unincorporated areas only) and sheriff's patrol. Additionally, county governments provide services to other local governments, including the administration and collection of property taxes and the provision of secure detention facilities.

In addition to being the largest professionally managed county in Illinois, Lake County was also the first county in Illinois to hire a county administrator. Today, nearly 25% of Illinois' 102 counties operate with a chief administrative officer. The county administrator form of government is an informal modification of county government designed primarily to improve governance by consolidating critical administrative functions in a single office responsible to the county board. That office, in turn, is filled by a person – preferably with professional education and experience in local government management – who is appointed by, and serves at the pleasure of, the county board. The scope of responsibility assigned to the county administrator's office is controlled entirely by the County Board and is not defined by statute.

In Lake County, Dwight "Ike" Magalis was appointed as Illinois' first county administrator in 1979, and served nearly two decades in the position, until his retirement in 1997. Thereafter, Karl Nollenberger served as Lake County's second administrator from 1998 until 2001, and today, the county is managed under the direction of Barry Burton, who was appointed in 2002. Just prior to Mr. Burton's appointment, the county was recognized as a professionally managed unit of government by the International City/County Management Association (ICMA) in 2001.

Organizational Structure

In Lake County, the county administrator serves as the chief administrative officer for an organization that employs approximately 2,700 employees and that is funded by an annual budget of nearly \$485 million. The County Administrator's primary responsibilities include overseeing the day-to-day management and operation of county government, implementing policies approved by the Lake County Board, directing the County's legislative, communication and outreach efforts, overseeing emergency management operations and coordinating the functions of more than 25 departments and agencies that comprise county government. The County Administrator is also charged with preparing and presenting a recommended annual budget for consideration by the Lake County Board and for providing oversight on many of the special projects and initiatives undertaken by various County departments. At present, the County Administrator's Office is staffed by 19 full-time and 5 part-time employees. Conversely, the County Board is comprised of officials who are elected from each of the county's 21 single-member districts.

The county administrator has no direct responsibility for the daily management of the offices of elected county officeholders (e.g., County Clerk, Recorder of Deeds, Sheriff, State's Attorney, etc.) or for managing the circuit court offices housed in county government. However, the administrator's responsibility for the budget does necessitate that a good working relationship be maintained with elected officers in charge of county-wide offices.

Managing Growth While Preserving Character

Over the past 60 years, Lake County's population has increased nearly fourfold, from 179,097 in 1950 to more than 700,000 in 2010. Since 1980, when the county administrator form of government was adopted, the County's population has increased by more than a quarter million residents, or 60%. In turn, such rapid growth has led to an increase in both the demand for existing services traditionally provided by the County (e.g., public health, elections) as well as new services that the general public has come to expect (e.g., digital mapping, stormwater management). Establishing and maintaining the county administrator form of government within the past 40 years has allowed the County to successfully manage such growth in a manner that balances the delivery of exceptional public services with the desire to preserve the County's unique character.

In recent years, the balance between expansion and preservation has been marked by the incorporation and growth of many communities throughout the County, as well as larger, more organized efforts to preserve the County's rural heritage. Since 1993, voters in Lake County have approved four (4) separate county-wide referenda totaling \$355 million through the Forest Preserve District for the acquisition, protection, and restoration of thousands of acres of natural habitat. This amount is rather remarkable in that it is equivalent to more than 25% of the \$1.3 billion that has been raised for all public open-space acquisition that has occurred throughout northeastern Illinois since 1988.

And though such efforts have helped to preserve much of the character that has attracted new residents to Lake County and fueled much of the area's population surge, simultaneous efforts have also been initiated to ensure that Lake County is well-positioned to address the challenges of the 21st century. In 2008,

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the County Administrator's Office and the County Board used input obtained through several community forums to develop a mission, vision, values, and strategic goals as part of its strategic planning process. Subsequently, the initial five-year plan was updated earlier this year, as County departments shared input on issues, trends, challenges, and opportunities with members of the public and key stakeholders, and identified what the County could do to address these factors. The 2013 Plan Update, which contains an updated values statement and strategic goals with associated strategies and actions, will serve as a guide for important budget and policy decisions over the next several years. In addition, the 2013 Plan Update endeavors to sustain key initiatives in the areas of fiscal responsibility, environmental sustainability, and information technology that have been previously supported under the county administrator form of government, and furthered across all departments and agencies in recent years.

Addressing 21st Century Challenges

Fiscal Responsibility

As outlined in the County's 2013 Strategic Plan, and as evidenced through more recent action, Lake County's strong commitment to, and demonstrated record of fiscal responsibility is largely attributable to the level of coordination and management that occurs under the county administrator form of government. In recent years, as many large units of government throughout the country have struggled with the effects of the economic recession, the County has maintained a balanced budget with stable reserves, resulting in its continued AAA rating. This strong financial position has been maintained through careful management of the County's personnel expenditures, as more than 275 positions have been eliminated since 2009. As Mr. Burton explains, although such staffing reductions were not popular, they were essential in order to protect the County's long-term finances. Maintaining a structurally balanced budget will continue to require a close working relationship between Mr. Burton and the departments, as well as the County's elected officials.

Environmental Sustainability

The county administrator system of government has also played a key role in furthering Lake County's longstanding commitment to promoting a sustainable environment, and the Administrator's Office will continue to play a key role in facilitating the achievement of many such objectives that are identified in the County's 2013 Strategic Plan. Most recently, the County led the creation of the 60% Recycling Task Force consisting of representatives from municipalities and the private sector to develop goals and best practices aimed at reducing the amount of waste being sent to Lake County landfills. The majority of Lake County's communities have adopted the recommendations outlined by the task force and are now implementing strategies most impactful to their individual communities. Additionally, Lake County led a multi-faceted, collaborative effort to plan for the future water supply needs of the county and the region through research, identification of alternatives, and establishment of water conservation, and quality best practices.

Looking ahead, the 2013 Strategic Plan also charges the Administrator's Office with ensuring that departments pursue strategies to utilize green products and incorporate environmentally friendly practices in the delivery of all County programs and

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services. Attaining such goals will likely include introducing revisions to existing purchasing policies, collecting and distributing information on contractors and vendors that utilize green practices, and coordinating the adoption of policies and ordinances that support the use of renewable energy.

Information Technology

In today's world, all units of government are challenged to remain current with technology while identifying and implementing new such advances to improve both service delivery and efficiency. As an organization that employs over 2,500 employees across more than 25 departments, Lake County is well-served from a technology perspective by the county administrator system, in that such investments can be leveraged on a county-wide basis to ensure that efficiencies are both identified and maximized. In recent years, the County's widespread use of technology has been readily apparent through its extensive integration of a Geographic Information System (GIS) that is available to both County staff and the public at-large. Additionally, many traditional county functions have been or are in the process of being streamlined, including implementation of a new court case management system and migration to an integrated justice information system. The 2013 Strategic Plan also makes numerous references to the continued integration of technology throughout the County's operations, including the use of emerging renewable energy technologies and the continued deployment of technological advances to enhance the capability of the County's intelligent transportation system.

Conclusion

Since its adoption in Lake County nearly 35 years ago, the county administrator form of government has played an instrumental role towards ensuring that public services provided by the County are delivered in a manner that is professional, coordinated, strategic, and efficient. This still budding approach to managing county government has been particularly beneficial as Lake County in recent years has worked to achieve an appropriate balance between growth and preservation, and it will continue to provide long-lasting benefits well into the future as local governments work to address the present and emerging challenges of the 21st century.

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ICMA RULES ON McCAMPBELL ETHICS CASE

The ICMA Executive Board upheld recommendations of the ICMA Committee on Professional Conduct to censure two members. The board's decision came after review of the facts presented to the committee.

The board publicly censured Roy McCampbell, former village administrator, Bellwood, Illinois, and voted to permanently bar him from future membership in ICMA for conduct that violated the integrity and political neutrality standards of the profession.

The board concluded that McCampbell accepted excessive compensation and benefits while serving a community of 20,000 residents. McCampbell received \$450,000 in compensation in 2009. His benefits package included 534 days of leave; a \$56,000 pension stipend for serving multiple positions in the organization; and a \$56,000 stipend for serving as the village administrator in addition to his regular salary.

In reaching its decision, the board noted that ICMA members have an obligation to be fair and reasonable in negotiating compensation. As outlined in ICMA's Guidelines on Compensation, compensation and personnel matters should be guided by the core principles of the ICMA Code of Ethics. ICMA affirms that the standard practice for establishing the compensation of local government managers be fair, reasonable, transparent, and based on comparable public salaries nationally and regionally. Accepting excessive compensation erodes public confidence in the local government management profession.

In addition, McCampbell engaged in efforts to support candidates for elected office on at least 20 occasions. McCampbell contributed a total of \$8,520 to five candidates seeking elected office and two political organizations. Engaging in partisan political activity on behalf of candidates for elected office, while serving as a local government administrator, violates the profession's standard for political neutrality outlined in Tenet 7.

The board also publicly censured Alexander Diaz, town manager, Golden Beach, Florida, for conduct that failed to uphold the standards set by the profession. Diaz created a conflict of interest when he invested \$50,000 in a restaurant with the mayor of his employing jurisdiction. While Diaz later sold his shares, he breached his ethical duty to avoid the conflict in the first place and to publicly disclose the investment. In addition, Diaz had been arrested for driving under the influence in December 2009 and February 2012; had his driver's license suspended twice; and had received six speeding tickets among other driving infractions. The board concluded that Diaz established a pattern of extremely inappropriate behavior and poor judgment.

Members with questions about whether a matter warrants formal review by ICMA or who need confidential advice on an ethics issue are encouraged to contact Martha Perego, ICMA director of Ethics (202-962-3668 / mperego@icma.org) or Jared Dailey, program manager (202-962-3557 / jdailey@icma.org).

Metro Chicago Region Range Rider Position Open

After 5.5 years of service to the ICMA Range Rider program, Glenn Spachman has announced that he is retiring as of February 28, 2014 as an ICMA Range Rider for ILCMA and the Chicago Metro region. Glenn noted in his resignation letter "Serving as a Range Rider has been wonderful! It has allowed me to maintain my professional relationships beyond the many years I worked in Illinois and to enjoy new relationships. It has also allowed me to continue to be a part of a wonderful profession and to maintain and enhance my knowledge base." He also said, "I am proud to have been a municipal manager; and if I were granted a second life, without hesitation, I would do all over again." Glenn has mattered as an ICMA/ ILCMA Range Rider! Glenn – YOU WILL BE MISSED! ILCMA cannot thank you enough for your years of service to ICMA and ILCMA!

The ILCMA Range Riders provide a valuable, volunteer service to our membership. It is interesting to note that in 2012 the five Range Riders combined clocked almost 600 hours and made over 1500 contacts. A contact can be a phone call, letter/fax/mail, meetings, or personal contacts. They traveled over 6500 miles to provide their services.

Because the demands on the Range Riders continue to increase, ILCMA is seeking a replacement for Glenn. This Range Rider will join Greg Bielawski in serving the Chicago Metro region. If you are a retired, or soon to be retired, manager and are interested in being considered for this position please send a letter of interest and resume to the Dawn Peters, ILCMA Secretariat by January 30, 2014. The current Range Riders will review the letters of interest and present a recommendation to the ILCMA Board. The Board will then act on their recommendation at the February board meeting. Interested parties can view information on the ICMA Range Rider program at http://icma.org/en/ca/programs/range_riders. You can also contact Dawn Peters at dpeters@niu.edu or 815-753-0923 or any of the existing ILCMA Range Riders with any questions about the program.

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Announcements: Don't miss this unique professional development opportunity! Online registration opens December 1.

The ICMA Midwest Regional Summit is a networking and professional development opportunity for members and state officers in the Midwest. All ICMA members and state officers in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin are invited to attend the ICMA Midwest Regional Summit.

2014 Featured Workshop

THE FUTURE OF THE PROFESSION AND THE CHALLENGE OF CULTURE CHANGE

In a new format, modeled after the popular TED Talks, Bob O'Neill, executive director, ICMA will host a conversation featuring local government managers who are involved in significant culture change. Each speaker will present a brief overview of the issues and processes they have engaged to effect change and Bob will lead a Q&A sessions that connects the presentations to the issues that are the future of the profession.

Regional presenters TBA

The [Young Professionals Leadership Institute](#) precedes each regional summit. **Managers are encouraged to invite young professionals to attend this leadership institute.**

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continue on next page

Registration opens: December 1

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VENUE DETAILS

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Questions about the Summit: Contact Donna-Renee Arrington via email darrington@icma.org or at 202-962-3691.

SUMMIT TENTATIVE AGENDA

Thursday

Mid Career Managers Institute

REGIONAL SUMMIT BEGINS

- 1:30-4:30 ICMA University Workshop
- 5:30-6:30 Reception - sponsored by ICMA-RC
- 6:30-8:30 Dinner - "Celebrating the Profession"

Friday

- 7:30-8:15 Breakfast
- 8:15-10:00 Meet with your ICMA Executive Board
- 10:15-12:00 Regional Meeting of State Officers and Members

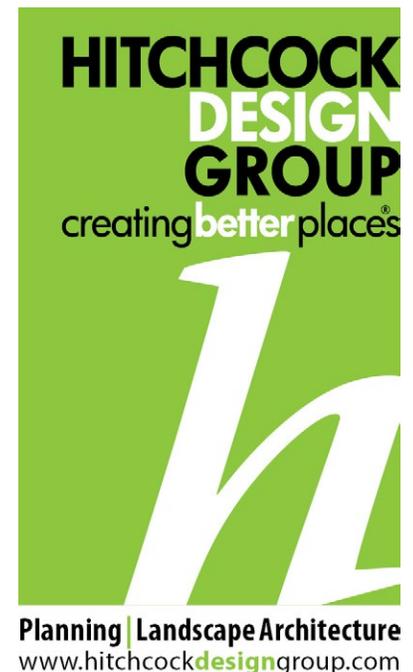
continued from page 5

THE FUTURE OF SMART BUILDINGS

As the next generation of building controls and technology comes on board, building occupants will be able to track and shape performance data in real time. Efficiency in resource usage can be gained, for instance, by the management of the flow of electricity from solar panels back into the public grid versus a battery or hydrogen fuel cell array based on the forecast of sunny days; by optimizing or delaying irrigation timing based on expected rainfall rate, humidity levels, and solar intensity; by delaying the flow of supplemental water into a rainwater cistern in response to a call for reduced water use because of drought conditions; or even by staggering the energy use of each piece of mechanical equipment throughout the City or Village's buildings to reduce electricity usage during peak hours, lowering bills and easing strain on the grid.

Traditionally, buildings have not been "smart" or flexible. Rather, they are static objects that have difficulty adapting to changing economic, social and environmental conditions, not to mention the expectations of their occupants, without a large investment of time and capital. Using a BIM process effectively reverses this issue and leads us directly to the Smart Building revolution. Software updates to the BIM model combined with up-to-date climate prediction information and discrete construction interventions (taking advantage of prefabricated components) that have been payback-proven by the software will allow buildings to be incrementally improved according to the just-in-time method that has become standard in every other industry. The ability of buildings to evolve and stay current will eliminate the forty year demolish-and-rebuild cycle, which is of tremendous benefit to the environment and the bottom line.

In short, building information modeling results in smarter design, smarter construction, smarter buildings, and more value for your community. As architects, our goal must be to not only to deliver a successfully designed and constructed building, but a high-performing asset that performs and can be optimized during the entire lifecycle of your investment. By using the building information modeling process, all the resources and knowledge that contribute to the development of your project — whether physical, performance or operationally based — are maintained from design through construction and into occupancy, assuring the smartest possible design and preparing your building for a smart, sustainable, long-lived future.



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Young Professionals Leadership Institute

ICMA UNIVERSITY



For Assistants, Assistant Managers, and those who are beginning their career path

BUILDING YOUR LEADERSHIP SKILL SET THROUGH THE ART AND PRACTICE OF LEADERSHIP

A special ICMA University leadership program that offers young professionals a way to build their leadership skill set through the art and practice of leadership. ICMA University workshops are being presented as a special offering to young professionals, preceding the ICMA Regional Summits that are scheduled for March, April, and May in the Southeast, Northeast, Midwest, Mountain Plains, and West Coast regions.

GREAT VALUE! The cost of this special leadership skill building offering is \$99! This fee does not include lodging.

Who Should Attend

- Assistants
- Assistant Managers
- Those who are beginning their career path in local government

Managers, you are encouraged to invite young professionals to attend this leadership institute.



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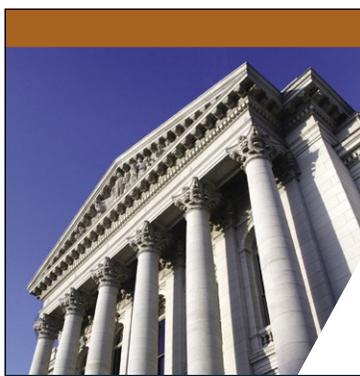
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Village of Oak Brook, Fire Chief

SALARY: (\$99,474 to \$134,582) depends upon qualifications

APPLY BY: Online applications are open until further notice. Submit cover letter, resume and three (3) professional references to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. Additional position information may be found online at: www.oak-brook.org/jobs. Position is open until filled.

COMMUNITY PROFILE:

The Village of Oak Brook, Illinois, (residential population of 7,883 and daytime population of 90,000), a suburban community located 15 miles west of downtown Chicago, 20 minutes from O'Hare International Airport, on the eastern edge of DuPage County, is seeking to fill the position of Fire Chief. The Fire Chief is appointed by the Village President, approved by the Village Board and under the direct supervision of the Village Manager.

JOB SUMMARY:

As Fire Chief, you will lead the Fire Department in order to provide quality services in the areas of: Fire Service Management, Fire Suppression, Fire Prevention and inspection services, Emergency Medical Services and Public Education and Training.



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This individual will be responsible for providing leadership to a department consisting of twenty-eight sworn members, including, three Battalion chiefs and a non-sworn Senior Administrative Assistant. The department also employs 6 contract firefighter/paramedics. Currently the position of Deputy Chief is not budgeted. **ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:** The primary responsibility of the Fire Chief is to serve as a strategic leader assuming management responsibility for all department activities. The successful candidate must demonstrate innovation, professionalism and skills in public speaking, emergency response management, risk management, process improvement, decision-making and labor relations. The must also possess effective written and interpersonal skills, a strong focus on customer service as well as an ability to build effective working relationships with diverse audiences. The selected candidate will regularly interact with the Village President, Village Board of Trustees, Board of Fire and Police Commissioners, Village Manager, Department Directors, front line personnel and other governmental agencies. In addition, the selected candidate must possess strong analytical abilities and the ability to carry out strategic goals.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in fire administration, fire technology, public administration or related field, with at least ten years of municipal or district fire administrative experience at a senior management level; or an equivalent combination of experience and training, Fire Officer III designation by the Office of the State Fire Marshal, or the ability to attain such designation. The successful candidate must have a valid State of Illinois license, Class D.

SELECTION:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

Village of Oak Brook
 Attention: Human Resource Generalist
 kandris@oak-brook.org
 1200 Oak Brook Rd.
 Oak Brook, IL 60523
 E.O.E.

Village of Itasca, Planner III (Mid-level Position)

The Village of Itasca seeks a highly qualified person to fill the Planner III position in the Community Development Department. This is a mid-level position which is responsible for a wide range of planning and economic development-related activities, including implementation of the Village's Comprehensive and strategic plans. Planning work involves day-to-day zoning activities such as enforcing zoning rules and regulations; review of proposed development projects; and meeting with property owners, developers, attorneys, and other professionals to discuss development proposals and the regulations and policies of the Village of Itasca. This position also manages and assists with the Plan Commission process, long-range planning activities, grant writing and administration, and a variety of special projects. Economic development activities consist of assisting Community Development Director with the preparation of

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marketing materials, monitoring market trends, utilization of social media, and participation in business prospecting, recruitment, and retention. This position also serves as a staff liaison to several Village Board and staff committees and represents the Village at other events and meetings. Attendance at and participation in evening meetings on a regular basis is required.

This position requires a Bachelor's degree in Planning or closely related field, Master's preferred, and a minimum of five years of municipal land use planning experience. Applicants must possess a thorough understanding of the land use planning and the development processes, as well as the ability to manage complex development reviews and projects. Applicants should excel in working with the public and development professionals and possess computer, GIS, organizational, and presentation skills. Ability to supervise and manage projects and superior communication skills are critical. AICP or similar certification is preferred. A valid driver's license with a good driving record is required.

Salary range is \$55,217.39 - \$71,782.61, plus benefits. To be considered, submit your cover letter and resume to Cristina Petitti at cpetitti@itasca.com. Resumes will be accepted until December 20, 2013 or until position is filled.

Intergovernmental Risk Management Agency, Executive Director
Westchester, IL - Highly respected intergovernmental agency consisting of 70 Northeastern Illinois public entities seeks an experienced risk pool insurance executive to lead premier agency. The current Executive Director is retiring after 12 years of service. IRMA was founded in 1979 and provides high quality risk management services to Illinois municipalities. These services include customized public entity coverage that is considered one of the most comprehensive programs available anywhere; long term stability in pricing and membership; flexible deductibles; exceptional in house claims department; litigation team of proven trial attorneys; and extensive consulting services including a comprehensive risk management evaluation, onsite inspections and training and expansive regional training. IRMA employs 17 full-time and 3 part-time employees and has a \$32 million budget much of which is claims. The Executive Director reports to the IRMA Board of Directors and represents IRMA in the market, ensuring that IRMA's prospects and customers receive the highest appropriate level of service through each interaction with IRMA. The Executive Director also provides leadership and management over all functions and programs by managing IRMA staff. Candidates will be expected to have extensive experience in claims management, risk management, insurance administration or related field. Familiarity with public sector risk management is preferred. The

position requires knowledge and skill equivalent to the completion of a master's degree in risk management, public administration, business administration or related field. Candidates must possess excellent interpersonal skills with an ability to think strategically, and effectively interact with members. Competitive salary depending on qualifications and experience, plus an excellent benefits package. IRMA participates in the Illinois Municipal Retirement Fund. Candidates should apply by December 31, 2013 with resumé, cover letter, and contact information for five professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-256-7299. Equal Opportunity Employer.

City of Park Ridge, Accountant

The City of Park Ridge is seeking qualified applicants for a full-time Accountant. The Accountant will maintain the general ledger through reviewing transactions, reconciling accounts, and preparing journal entries. Additional responsibilities include, but are not limited to, fixed asset accounting, payroll accounting, preparing monthly cash position statements for all City funds, providing technical evaluations and procedural recommendations for resolving accounting/financial issues, and serving as a liaison with external accounting firms for Police and Fire pension funds.

Bachelor's degree in Accounting, Finance, or other related field is required. A minimum of 3 years of accounting experience, including 2 years working with fund accounting is required. Work experience in a municipal setting is preferred, but not required. Experience with mutli fund bank reconciliations, pension accounting, payroll accounting and fixed asset accounting is preferred. Applicant must have a thorough knowledge of municipal accounting GAAP and laws, as well as advanced knowledge of Excel. CPA and/or CPFO designation is preferred. Experience with Munis ERP Software is also preferred. Starting annual salary ranges from \$53,858 to \$65,000, with full-benefits, depending on qualifications. Position is available until filled. EOE M/F/D/V

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aerikso@parkridge.us or by U.S. mail to:

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

Village of Deerfield, IT Systems Specialist

DEPARTMENT: Administration
REPORTS TO: Computer Systems Coordinator
SUPERVISORY: No
FLSA STATUS: Exempt
PAY RANGE: \$65,123 - \$84,277

JOB SUMMARY:

Under direction of the Computer Systems Coordinator, assist in the day-to-day operation and management of the Village's information technology systems, provide input for planning and product selection, and respond to users' needs.

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ESSENTIAL FUNCTIONS / MAJOR DUTIES:

Provide technical support and training to end users. Troubleshoot PC/LAN/WAN/WLAN/software/peripheral issues.

Assist in management of user accounts and profiles. Assist in maintenance of Microsoft Active Directory infrastructure and Windows Server environment. Assist in maintenance of VMware virtualization environment. Assist in maintenance of security, backup, and disaster recovery systems. Assist in maintenance of telephone systems. Assist in maintenance of public safety technology systems.

Provide input and assist in research for acquisition/implementation of new technology systems. Consider opportunities for improvement.

Related duties as assigned. Provide after-hours on-call support on a scheduled basis.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

Technical

Demonstrated proficiency in all recent and current Microsoft operating systems, Active Directory and Group Policy, and Office. Hands-on experience in Cisco IOS and general networking. Knowledge of office telephone and voicemail systems. Knowledge of monitoring, antivirus, and backup technologies. Knowledge of email systems including Lotus and/or Exchange. Knowledge of SQL and of GIS systems. Knowledge of VMware.

Ability to work with vendors to open, follow up on, and resolve trouble tickets. Ability to provide basic physical maintenance of computer and server systems and peripherals including printers and copiers.

Interpersonal

Customer service orientation. Self-starter, eager, and quick learner. Strong verbal and written communication skills, both technical and non-technical.

General

Strong analytical and problem-solving skills. Ability to work under pressure or time constraints. Ability to manage time and assigned projects/tasks.

Ability to lift and/or move equipment weighing up to sixty pounds. Ability to work on equipment at floor level and/or under desks. Basic understanding of electrical and low-voltage systems and wiring.

EQUIPMENT USED:

Includes, but not limited to: personal computers including desktops, laptops, and tablets; peripherals including printers, copiers, and faxes; network servers; software appliances; network operating equipment including wired, wireless, and cellular; telephones including analog, IP, cellular and smart phones; battery and cooling systems; equipment racks; televisions, monitors, and various camera and audio-visual systems and equipment; keys and keycards. Must be experienced in use of hand tools to assemble/repair equipment and use of telecom testing and wiring tools.



ENVIRONMENT:

General office environment with limited but regular work in enclosed areas around computer systems, server racks, and in network/wiring closets, as well as in public works facilities, public safety facilities, and public works/safety vehicles.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science or equivalent/related area and relative work experience. Fundamental understanding and working knowledge of PC hardware and software, local area networks, wide area networks, and wireless technologies. Fundamental understanding and working knowledge of email and the Internet. Fundamental understanding and working knowledge of current Microsoft desktop and server operating systems, Microsoft Active Directory and Group Policies, and Microsoft Office. Fundamental understanding of virtualization technologies. Fundamental understanding and working knowledge of system and data backup technologies. 2 - 4 years of experience with local government IT preferred.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to Human Resources Coordinator, Dan Elsass at delsass@deerfield.il.us
2. Applicants must indicate IT Systems Specialist in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen and polygraph test.
4. The Village is accepting applications until December 13, 2013.

THE VILLAGE OF DEERFIELD IS AN EQUAL OPPORTUNITY EMPLOYER

City of Park Ridge, Administrative Assistant

The City of Park Ridge is seeking qualified applicants for the position of a full-time Administrative Assistant. HS diploma/GED, 3-4 years exp., advanced knowledge of Word, Access, and Excel, required. Excellent customer service as well as strong communication, writing and organizational skills required. Responsibilities include, but are not limited to, work of moderate to complex difficulty involving typing, filing, data entry, interacting with the general public, answering/direction phone lines, scheduling, developing and preparing reports. Position requires evening hours to attend

and to take minutes for City Commissions and Committees. Starting salary is \$41,794, with full benefits. Position is open until filled. EOE M/F/D/V

Submit Application for Employment and resumes to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.us or by U.S. mail to:

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

Park District of Highland Park, Capital Construction Manager

Agency
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

Primary Functions

- Creation, coordination and management of assigned project contracts and full range of construction management duties.
- Assembly of bidding documents including project specifications.
- Creation of project budgets using justified and accurate budget estimating methods. Prepare and submit progress and cost tracking reports.
- Inspect and field review projects to monitor compliance with project objectives, building and safety codes, and other regulations. Develop and implement quality control.
- Presentation of project design, budget and progress at public meetings.
- Assist Planning Department in short and long-term capital planning

Education and/or Experience

Bachelor's degree (B. A.) in Civil or appropriate Engineering, Construction Management, Architecture or approved equal and State licensure. Seven years extensive related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Valid Driver's License
See above

Classification:

Full-time non-exempt with attractive benefits
Position pay range - \$53,252 - \$79,878/year

Availability: Open until filled

Contact

Richard Stumpf, Director of Planning and Projects
Submit application materials at:
<http://www.applitrack.com/pdhp/onlineapp/default.aspx>

The Park District of Highland Park is an Equal Opportunity Employer

Village of Schiller Park, Finance Director

The Village of Schiller Park (pop. 11,800) is seeking an energetic, hardworking person to fill a professional position in municipal finance. The Village's FY 2014 combined budget is in excess of \$28 million. This position is a Department Head level position with responsibility for all financial matters including coordination of annual audit and budget preparation, preparation of finance reports, investment management, coordination of water billing process and short and long range fiscal planning. This position reports directly to Village Manager. Position requires regular presentation to Village Board and other public bodies.

Qualifications include bachelor's degree in accounting, finance, business administration or related field; a CPA, MPA, CPFO, or similar advanced degree is strongly preferred. Candidate should have a minimum of 3-5 years responsible experience in public finance or closely related field with comprehensive knowledge of progressive public finance practices. Knowledge of TIF procedures and other economic development funding mechanisms a plus. Candidate must be able to maintain effective working relationships with Village Officials and the public, communicate effectively both orally and in writing and work in a team oriented approach. Knowledge of LOCIS accounting systems a plus. Residency not required.

Submit resume and cover letter, with current salary, to Village Manager, Village of Schiller Park, 9526 W. Irving Park Road, Schiller Park, IL 60176. You may also submit materials electronically to kbarr@villageofschillerpark.com. Starting compensation high 80's, DOQ, with excellent benefits package. Position open until filled. EOE.

City of Peoria, Corporation Counsel

Corporation Counsel - Peoria, Illinois (pop. 115,007) seeks dynamic legal counsel to lead the Legal Department (7 FTE) providing legal services for the municipal organization in an established, diverse, full service city located in the heart of the Midwest. Serves as legal counsel for the City of Peoria. Bachelor's degree from an accredited four-year college or university in a related field, supplemented by a Juris Doctorate and state license to practice law. A minimum of 10 years of progressively responsible related experience is required. Strong interpersonal leadership and administrative skills required. Open, accessible, participatory management style with excellent communication skills essential. Appointed by City Manager. Salary is \$140,000 +/- DOQ, with excellent benefits. City residency is required within one year of appointment. Additional information regarding the position can be found at the Consultant's website: www.voorheesassociates.com. Candidates should apply by December 6, 2013 with résumé, cover letter, and contact information for five professional references to Gregory F. Ford, at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

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Executive Director/Editor

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