



City/County Management *in* ILLINOIS

December
2009

Strengthening the quality of local governance through professional management

*We Wish You
Happy Holidays
and a Very Happy
Healthy New
Year!*

*Dawn S. Peters
Tami M. Bombich*



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Editor's Notice

The ILCMA Secretariat's Office will close from December 21, 2009 thru January 3, 2010. Therefore, there will be no January newsletter.

CALENDAR OF EVENTS

For complete details on events please visit the ILCMA calendar at www.ilcma.org/currentevents.aspx

December 3, 2009

ILCMA/Alliance for Innovation Webinar
Topic: Public Involvement in Budgeting – What's New

December 9, 2009

IAMMA/Metro Manager Holiday Luncheon
Topic: Angel Tree Program
Location: Harry Caray's, Lombard

January 21, 2010

Metro Manager Luncheon
Topic: A Behind the Scenes Look at Springfield and the Role of Lobbyists
Location: Deerfield

January 29, 2010

ILCMA/IGFOA/CGS Financial Forecast Forum
Location: NIU Naperville

February 4, 2010

ILCMA/Alliance for Innovation Webinar
Topic: Employee Morale in the Face of Economic Turmoil

February 24- 26, 2010

ILCMA Winter Conference
Location: Normal, IL

March 10, 2010

IAMMA Professional Development
Topic: Public Works 101
Location: Oak Brook Village Hall

March 18, 2010

Metro Manager Luncheon
Topic: Municipal Economic Development in the New Economy
Location: Harry Caray's, Lombard

April 1, 2010

ILCMA/Alliance for Innovation Webinar
Topic: TBA – please send your suggestions

April 8 – 9, 2010

ICMA Midwest Regional Meeting
Location: Oak Brook, IL

April 15, 2010

ILCMA Professional Development Workshop
Topic: Intergenerational Communication
Location: Harry Caray's, Lombard

April 15, 2010

Metro Manager Luncheon
Topic: External Use of Technology to Communicate with Residents
Location: Harry Caray's, Lombard

WELCOME NEW MEMBERS

Ronald A. Moser, Village Manager, Village of Hanover Park

Teresa Savage, City Administrator, City of Geneseo

Linda Ciaglia, Vice President, First Trust Public Finance

John Wick, Clerestory Consulting, LLC

Nina Vetter, Administrative Intern, Village of Wilmette,

Who's Who DIRECTORY UPDATE

The Who's Who Membership Directory was recently posted online in a printable format. If you have not checked your information, please do so ASAP so that we can update your record in the membership database!

Please contact Tami Bombich at 815-753-5424 or tbombich@niu.edu with changes.



ILLINOIS VIRTUAL FORUM DATES

Dec 3, 2009: Public Involvement in Budgeting – What's New

Feb 4, 2010: Employee Morale in the Face of Economic Turmoil

Apr 1, 2010: We want to hear from you! Submit your ideas on learning topics to Dawn Peters, dpeters@niu.edu or Regan Gerlt, rgerlt@transformgov.org.

For more information, visit the Alliance for Innovation at www.transformgov.org or visit the Illinois City/County Management Association at www.ilcma.org.

CREATIVE FINANCING TOOLS IDEA COMPOSITE

On October 15, 2009 the ILCMA Professional Development Committee held a Creative Financing Round Table discussion. The Committee has put together a summary of the ideas that were shared by participants. In addition to the ideas below, ICMA offers a list of ideas that were generated at past ICMA conferences. Here are the links:

<http://www.icma.org/pm/8602/private/borak.cfm>

<http://www.icma.org/pm/8603/private/borak.cfm>

Link to the ILCMA Creative Financing Tools Idea Composite:

<http://il-ilcma.civicplus.com/DocumentView.aspx?DID=570>

ICMA is in the process of revising its First-Time Administrators Handbook. The handbook was first printed in 2000. The handbook is full of advice from managers about their experiences starting out in their first manager or administrator position. Topics addressed in the handbook are: Tips from the Trenches from the First Interview to the First Year, Handling a Promotion from within an Organization, and Handling a Newly Created Position. If you would be willing to share some of the lessons you have learned along your career path for inclusion in this handbook, please contact Paula Schumacher, Assistant Village Administrator, Village of Bartlett at pschumacher@vbartlett.org or (630) 837-0800.

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 http://netqa.org/ILGNET/_cs/GNSplash.aspx or www.ILCMA.org and follow the instructions on the homepage.





PRESIDENT'S COLUMN

Each month the President's Column will be used by ILCMA's affiliate organizations and committees to update the membership on what is happening.

ILCMA 2010 Winter Conference

Are you ready to have things get back to normal? What is normal these days? Well, you are invited to join the ILCMA Winter Conference Committee and your peers in Normal, IL February 24-26, 2010 to REDISCOVER NORMAL! The Committee has planned a conference full of high quality educational sessions, fabulous networking opportunities and an opportunity to reenergize in the wonderful setting of the brand new Marriott Hotel and Conference Center, in Normal, IL.

The Professional Development Committee will start us off with a pre-conference session on Wednesday afternoon titled "From Color Blind to Color Rich Community" with Professor Deborah Roberts, University of Virginia's Weldon Cooper Center for Public Service. Given that localities today are far more culturally diverse than ever before, Ms. Roberts will lead us in a discussion on how local government managers have a new role – that of astute ambassador who can build relationships across cultural lines.

Two Keynote sessions with book signings will anchor Thursday and Friday's conference schedules.

- Howard Fineman, political speaker and Washington insider, will kick off the conference on Thursday. Mr. Fineman will discuss current national and political affairs for ILCMA. He will break down the latest developments from Washington and address their impact. With humor and insight, he leads audiences through an animated discussion of the most pressing issues affecting our nation today, answers questions about current political concerns, and offers predictions for what's next on Capital Hill.
- Mike Veeck will bring the conference to a close on Friday with his "Fun is Good" philosophy. Mr. Veeck uses his experiences as part owner of six baseball teams, as a national speaker, and author to describe how the simple approach of putting "fun" back into the workplace brings out the best in your employees and keeps your customers coming back for more. This keynote session promises to be both inspirational and entertaining.

The Conference will feature a variety of educational sessions in three sets of breakout sessions over the course of Thursday. You will be brought up to speed on the "new normal" with sessions including a follow-up session with Deborah Roberts, "Keep Your Cool, Trust Your Gut, and Balance Your Life"; a panel discussion on Local Government Success Stories and how you can implement them; a session titled "Wind is Normal: Wind Alternative Energy from Large to Small"; and a session that will introduce us to Social Networking. John Wick from Clerestory Consulting will present a session on "Moving from Crisis to Opportunity" and there will be a panel discussion of various bonding and financing opportunities available to communities today. Given these choices, you are sure to find a vast array of new information and educational opportunities.

The Conference Committee, with the support of Downstate/SWICMA has planned a very special reception on Wednesday evening at the Historic Normal Theater. The Illinois Film Office will make a very brief presentation on the impact of film production on local communities and film clips at famous Illinois locations will be shown throughout the reception. Also, a new addition to this year's social agenda will be a wine tasting presentation during the Thursday evening dinner to be held on site at the Marriott. This will be followed by the annual IAMMA Pool & Euchre tournament. This year IAMMA is also holding a bags tournament in conjunction with the pool and euchre tournament.

Back by popular demand will be an IML Legislative Update and "Tales from the Range." There will be an ILCMA Business Meeting on Friday morning to provide members with the latest news of the Association.

David Parks from ICMA-RC will present a session on Thursday morning on personal finances. David will also be available for one-on-one financial consultations by appointment throughout the conference. There will also be a session for Women in Professional Local Government Management on Thursday afternoon.

Looking forward to seeing you in Normal February 24-26, 2010. Registration information is scheduled to arrive in mid-December.

Juliana Maller
Winter Conference Committee Chair

Save \$50 on your

- **Conference Registration OR**
- **Hotel reservation**

You choose when you register.

More information on page 10

CORPORATE PARTNER SPOTLIGHT

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

What Is Government Transparency?

Sherman Jacobson, Granicus

On January 20th, 2009, President Obama gave an inauguration speech that included the following:

"The question we ask today is not whether our government is too big or too small, but whether it works--whether it helps families find jobs at a decent wage, care they can afford, a retirement that is dignified. Where the answer is yes, we intend to move forward. And those of us who manage the public's dollars will be held to account--to spend wisely, reform bad habits, and do our business in the light of day--because only then can we restore the vital trust between a people and their government."

The President was speaking of a transparency and an accountability that will restore and revitalize the trust between citizens and their government. In order to do business in this way, two things must happen. One, the government's critical decisions must be deliberated on and made during public meetings or hearings. Two, these public meetings must be accessible to anyone and everyone, live and on-demand.

Until recently, however, attending and participating in public meetings was challenging for constituents. But low levels of attendance should not be mistaken for a lack of interest; as the convenience of accessing meetings improves, participation increases dramatically. For example, over 1,400 citizens watched and listened live to a recent meeting of the Tennessee State Legislature through its website; thousands more watched segments of the meeting on-demand. But fewer than one hundred citizens attended this meeting in person.

Public meetings must be available to the public in order for citizens to understand the "why" behind government decisions and actions. The reasoning and intentions of government leaders is just as important as the final decision and providing constituents with this insight will engage citizens and help the government make better decisions. As the President noted, engaging the public will benefit government leaders by improving their effectiveness and the decisions they make.

Technology makes it possible to observe government as it works, balances priorities, determines tradeoffs, and makes decisions. Transparency and government openness begin with public meetings, which should be conveniently available to all citizens online.

Best Practices Online

The following are best practices that have been established through nearly a decade of work with hundreds of government agencies to create unprecedented transparency at the state and local level:

1. **Real Time** – All government proceedings, meetings and hearings should be available through a live webcast.
2. **On Demand** – In order to improve convenience for citizens who cannot view meetings live, all proceedings should be archived within twelve hours of the conclusion of any meeting.



3. **Integrated Public Records** – An integrated public record is comprised of agendas, minutes, audio/video recordings, and any related digital documents—all archived, cross-linked, and searchable by keyword.
4. **ADA Compliance and Closed Captioning** – Accessibility for all citizens is critical when considering government transparency. All audio/video content should be closed caption at 98% or greater accuracy level and all Web applications must meet ADA compliance standards.
5. **Searchable** – All records should be as searchable as possible, including all of the meta data in the public record as well as meeting transcripts or closed captioning.
6. **Downloading and/or Syndication** – The ability for citizens to download and store any and all of the integrated public record elements is easy to implement and critical in providing the best transparency services to the public.
7. **Sharing** – The ability for citizens to quickly and easily share elements of the integrated public record with others, including through their preferred social networks.
8. **Protected and Authenticated Records** – It is important that government agencies publish and store their meeting records on their own websites in order to ensure a protected and authentic record.
9. **Formats and Data Standards** – The government should be cautious when trying to dictate video formats because technology innovation moves more quickly than government legislation or mandates can be updated. It is important to set open data standards and requirements for widely used, non-proprietary formats.
10. **Free** – Unprecedented transparency is created by increasing convenience for citizens. Anytime those public records are available only through paid services, convenience and access are dramatically decreased.

Transparency at What Cost?

Government agencies have always considered making public records accessible as an extra step or job to be done, but this paradigm has shifted recently. Now transparency can be and is created as part of the public meeting process, making staff time much more efficient and the public record much more accurate. Transparency is created through the tools the government uses to do its work with no room for interpretation, delay, or corruption and without creating additional work. In fact, in most cases these new government automation tools decrease the cost for government agencies to do their existing work. By providing the complete integrated public record online, on demand, and free of charge, the government can increase operational efficiency and improve its public services dramatically.

We have the greatest opportunity in history to change the way government interacts with its citizens and makes decisions.



CORPORATE PARTNER SPOTLIGHT

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

Maintenance Issues: "Why Do We Need an Architect"

By Ronald McGrath, AIA, LEED AP, Principal, Tria Architecture, Inc.

Case Study: When a suburban fire station had multiple roof leaks they did what most people would do, they called a roofing contractor for help. After several trips and numerous repairs, the leaks persisted. The contractor had done everything he could imagine to solve the problem. His only recommendation was to replace the entire roof.

An architect was brought in to assist with the bidding of the roof replacement, but what the Village got was a more accurate diagnosis of the problem. There was a good reason why the roofing contractor was not able to fix the leaks. The water was not coming through the roof at all but was penetrating the tops of the masonry walls and entering the building just below the roof deck. With this knowledge a cost effective solution was reached and the repairs were completed without replacing the entire roofing system saving the Village a lot of money.

What can we learn from this incident? First we must understand that most quality contractors are very knowledgeable about their particular craft, but are not able to assess all of a building's components. Second, it often takes someone with the ability to look at a building as a whole in order to accurately and cost effectively solve a problem. That is why it is wise to involve an architect or an engineer in the repairs and maintenance of buildings.

Holistic Approach

If the Village had replaced the entire roof as the contractor recommended in the example above, they would have spent a lot of money and the leaks would have continued. Architects are trained to understand

all of a building's components from the exterior envelope and structural framing to the mechanical, electrical, and plumbing systems. In most cases the cause of a problem is not isolated to just one component. An incorrect diagnosis can cause money to be wastefully spent on the wrong solution while allowing the problem to persist.

Staff Impact

Coordination of contractors during bid solicitation and construction can be very time consuming. Most municipalities can't afford to dedicate a staff member to these full time tasks. One of the advantages of enlisting architects is their knowledge and ability to represent the owner during bidding and construction.

Architects who regularly work with municipalities are well versed in the rules and regulations required to fairly and legally solicit bids from contractors. They also are more knowledgeable about the reputations of the contractors and can make more informed recommendations on awarding projects. In today's economy there is no shortage of contractors willing to submit a bid on any project. For this reason it is more important now than ever to know which contractors are truly qualified to perform the work necessary. It is equally as important to make sure that each contractor is including products and services of equal quality in their bids. This ability to compare "apples to apples" is much more easily obtained when a very detailed set of bid documents is issued to the bidders. Most architects are very comfortable creating these documents for their clients.

The most important task during construction is to make sure that the specifications are being followed by the awarded contractor. Regular meetings and site visits are common to observe the work being installed and to answer questions as construction proceeds. Architects are well suited to observing the work being installed and keeping the owner well informed about the progress of the project.

Proactive versus Reactive

The typical method of addressing maintenance issues is to fix problems as they arise. This reactive approach can cause repairs to be more costly and have a greater impact on staff then a more proactive approach would. The proactive approach consists of first reviewing and analyzing all buildings and their systems. Then any problems that require immediate attention would be identified. Next, the expected remaining life cycle of each major component and system would be estimated. Finally, a plan for maintenance and replacement of these components and systems would be organized.

The proactive approach can benefit the municipality in several ways. Issues can be addressed while they are still minor in nature and can be repaired more cost effectively. By analyzing all of a building's components up front, these minor repairs can be identified and then dealt with quickly and efficiently. Also, by planning maintenance in advance the impact on staff can be minimized. Projects can be phased to allow staff to continue working or can be performed during a particularly slow time of year. Finally, by having a long-term maintenance plan in place the municipality is able to more accurately budget the work each year.

Including an architect on the building maintenance team can save the municipality money, help them avoid unqualified contractors, and assure that the work is completed according to specifications. The architect represents the owner on building issues and always keeps the municipality's best interests in mind. Make sure to contact your architect to help with any maintenance issues.

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CORPORATE PARTNER SPOTLIGHT

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Technology Ideas to Save Municipalities Money.

by Chris Sosnowski, PE, M.C.P. and General Manager/Vice President of BWCSI, a wholly owned subsidiary of Baxter & Woodman, Inc.

With the economy struggling, municipalities are looking for ways to save money and cut costs. Chris Sosnowski of BWCSI (a subsidiary of Baxter & Woodman, Inc. that specializes in municipal technology) suggests examining some often overlooked areas for cutting technology costs.

Hardware

Over a computer's lifetime, the actual total cost of ownership (TCO) can be anywhere between five to ten times the cost of the computer itself! You don't need to be a TCO expert to consider some TCO lowering tactics that will pay you hard dollars in saved time and lower support costs. Many "hidden" indirect costs such as acquisition, licensing, patching, training, maintenance/repairing, accounting, and even disposing, add up over the typical 3-5 year life of a computer. These indirect costs are usually buried in other costs such as spending more time than necessary "maintaining" technology or worse yet; sometimes the costs are neglected by unintentionally violating license agreements. The following simple ideas can lower your technology TCO:

1. Avoid home-use/retail computers and don't focus solely on purchasing the cheapest models. Most communities standardize their vehicle fleet; consider standardizing your technology fleet too.
2. Don't assume that a government contract is always the least cost option for you. Different municipalities have different needs (like GIS, accounting, SCADA, marketing, etc.). If your staff doesn't truly understand the differences between computer models, hire someone that does.
3. Pay for an onsite maintenance contract for your computers. You may think that it costs less to ship them in to be repaired, but the labor and lost productivity will cost you more than the extra for onsite warranties.
4. Replace your technology before it dies. Don't wait for a failure; it will cost you 2-3 times the cost than it would to proactively replace something after 3-5 years.

Software

If you are like most governments, you rely heavily on Microsoft software. Did you know that Microsoft has a full complement of government-only contracts? Some simple suggestions to lower your long-term software costs include:

1. Don't buy Microsoft Office with your computers (OEM). Yes, it will cost you less money upfront, but you will get stuck in a cycle of having to buy it with every computer, not to mention you will have different versions on different computers if you are complying with the license agreement.
2. Have less than 25 computers? Consider a Microsoft Government Open or Select agreement.
3. Have more than 25 computers? Consider a Microsoft Enterprise Agreement which will give you access to more software & benefits for less money and let you split your software costs over three years with no penalty.
4. Watch for software grants, subsidies, and rebates (see sidebar).

Many apply to government agencies and can save you some serious money.

5. Above all, make sure you are legal! Someone on your staff should be responsible for license agreements. Whether you use an outside consultant or not, you need to know what licenses you are required to own and you should probably ask the question, "Can you show me how many licenses of our software we own?" every year.

Electrical Costs

If your community pumps water or has a wastewater treatment plant, know your electrical costs and how you can lower them! Focus on large aeration blowers and big pumps and consider useful metrics such as kWh/MGD pumped or treated. Once you've looked at water/wastewater, scrutinize the energy consumption of your technology. From SCADA systems to server rooms, there is money to be saved by looking at the energy utilization of your systems.

Communications

Still using analog phone lines for City/Village Hall? Have your cellular contracts been "coasting" for years? Do you have any point-to-point or other leased data circuits in town? If you answered yes to any of these, you probably have room to shave costs. Consider these tactics to slash communications costs:

1. Replace dedicated circuits with radio – don't fear the FCC, their charges are usually only \$50-120/yr for your own dedicated frequency. Use radios, which typically have a \$0 monthly cost, to eliminate dial-up or dedicated/leased phone lines. These projects usually pay for themselves and then give you a sizable hard return within 3-8 years.
2. Negotiate phone contracts annually. There are new methods to communicate all the time and prices swing depending on demand and availability. Consider a communications consultant to help you negotiate; you'll usually make their cost back within a year.
3. Improve remote access – Some communities pay overtime to have an employee drive into work to look at a computer screen every week, make a few changes, and then go home. With secured, encrypted remote access for your staff, you can save on OT and improve responsiveness as well.

BWCSI works with government agencies from small to large to identify potential technology money-savings opportunities. Contact Chris Sosnowski or visit www.bwcsi.com for more information.

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IML MANAGERS MONTHLY COLUMN

IML Managers Committee Column

By Sue McLaughlin

Not just having a voice, but being heard by elected officials about the value of a city manager/administrator has become of utmost importance to our profession in this economy. And as Promote the Profession Committee Chair Philip Kiraly explained in the previous newsletter, this Committee is working on an active outreach program. This part of the program includes contacting COG's, other professional organizations and the IML to advance the profession's benefits.

As chairperson of the public outreach area of the program, I have asked the IML Manager's Committee to work with the IML on educating and promoting the profession directly to its elected official members. As you may be aware, the IML publishes a monthly magazine, the *IML Review*, for which we have been encouraged to submit articles in the past.

We want to publish articles written by your elected officials promoting the benefits of a professional administrator/manager. These articles could be centered around specific tasks such as economic development or financial planning. Or you may know of a scenario, but do not have a willing elected official to participate, you could notify us of the situation; we might be able to write it on behalf of ILCMA. Either way, we would be able to promote ourselves and our profession without us "tooting our own horn." Ideally, we'd like to include downstate communities as well especially since many, but some, do not have managers/administrators.

The model scenario would be to have a regular column/article in the monthly IML Review. IML staff seems open to the idea and willing to work with us. However, we need to illustrate to the IML Review staff more clearly what we intend. For this reason, the IML Manager's Committee and the Promote the Profession committee would like you to reach out to your elected officials and ask for their participation in this project. Perhaps you may even write the article for your Mayor or Board member if he/she is willing to put his/her name behind it. We need to submit at least one article as an example of our proposal.

If you can think of any elected officials willing to do this and/or any situations that you can write about that clearly demonstrate the benefit of an administrator/manager, please let Phil Kiraly (Northbrook), Dawn Peters or myself (imanagectz@yahoo.com or 630-885-2716) know. Both committees believe this is a constructive step in the right direction to educate elected officials and hence, the public, about the benefits of our profession.

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Watch your Mailboxes in Mid-December for the ILCMA Winter Conference Registration Information!

Angel Tree Program

It's a time honored tradition for IAMMA and Metro Managers! That's right; it's time for the annual Angel Tree Program! Our goal this year is 150 Angel Tree Tags! To participate, send your request (or two, or three!) for an Angel Tree Tag to Tara Semenchuk at tsemenchuk@caryillinois.com or call her at (847) 639-0003 and a tag will be mailed to you. The tag will be marked with the gender, age, and gift preferences for a particular child. A minimum of \$25 is requested to be spent on each child. After you have purchased the gift, attach the tag, and bring it unwrapped to the IAMMA/Metro Managers Holiday Luncheon on December 9th to be held at Harry Caray's in Lombard. Your contribution makes a difference! The Salvation Army accepts applications from families needing assistance. Families are then interviewed and screened according to government poverty level guidelines. Parents of eligible families complete forms indicating clothing sizes and gifts/toys for their children. The tags are then distributed to organizations and people looking to make a difference during the holiday season.





ICMA

Leaders at the Core of Better Communities

Over the years, ICMA has partnered with you to promote our profession in a variety of ways. We have made progress with targeted initiatives such as the "It's No Small Chore" campaign and our form of government activities supported by the Fund for Professional Management, but there is still much work to be done.

The 2008 ICMA Strategic Plan cites raising awareness of the value that professional management brings to local governance as a specific strategy under the Leadership Outcome. To reach a broad audience with this message, ICMA staff and leadership began working with GMMB, a well-known advertising agency, earlier this year to develop what we've come to call the Value of the Profession Campaign.

We have selected a campaign mantra of "Life, well-run" and created a Web site at icma.org/lifewellrun that features information on this national campaign, including its origins, the target audience, mock-ups of its visual components, and specific strategies for the rollout plan. I encourage you to visit the page now to learn more about the campaign and to check back frequently to stay up-to-date on its progress.

The next step is to raise the \$3-\$5 million needed to bring the campaign to life. Before we can reach out to external funders who will cover most of this cost, though, it is essential that we demonstrate strong support for the campaign among our own members.

There are four easy ways for you contribute:

- Make a 5-year commitment—lasting through ICMA's 100th anniversary in 2014—at icma.org/donate/pledge. Select "Value of the Profession Campaign" under "Pledge Information" and we will send you a reminder before each installment date.
- Earmark a single gift for the campaign here or by visiting icma.org/donate and selecting the option for "Value of the Profession Campaign."
- Have a recurring contribution automatically drafted from your bank account. This is a secure option administered by SunTrust (ICMA's bank) that eases the financial impact of a single gift and avoids the need to coordinate ongoing payments.
- Send in a donation by mail and write "Value of the Profession Campaign" on your check.

The ICMA Executive Board and the Fund Advisory Council have established the goal of raising \$1 million from members and state associations by ICMA's 100th anniversary in 2014. This is an ambitious goal, which is why we're getting started now. This is a great opportunity to increase the impact of your gift.

As we have developed the campaign this year, I've grown more excited about its potential. I am convinced that now is the perfect opportunity to change the conversation about our profession by educating citizens about our role in creating great communities while also attracting future generations to the field. I hope you share my excitement for this campaign, and that we can count on your support.

If you have any questions, please don't hesitate to contact me or any member of the ICMA Executive Board or Fund Advisory Council. We look forward to hearing from you.

Sincerely,

Bob O'Neill
Executive Director

\$50^{for}_{you}

WINTER CONFERENCE 2010

- **Save \$50 on your hotel reservation.**

OR

- **Save \$50 on your conference registration.**

You get to Choose!

Remember to select where you would like to save your money when you register!

See you in February!

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 so that ILCMA can appropriately recognize this accomplishment.

City/County Management in ILLINOIS

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:

1. **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).
2. **Profession 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 |
| Sue McLaughlin | imanagetz@yahoo.com | 630-885-2716 |
| Motiryo Keambiroiro | Njeri@speakeasy.net | 708-720-2269 |
| Craig Whitehead | dcwmgr22@aol.com | 309-589-0385 |
| Mark Masciola | Mcmmln@aol.com | 630-837-6594 |
| Sheryl Puracchio | spuracchio@gmail.com | 815-931-8672 |
| Aimee Ingalls | ingalls345@comcast.net | 815-592-6090 |
| Phil Modaff | modaff40@comcast.net | 630-493-0359 |
| Austin Edmondson | aedmondson4@adelphia.net | 815-878-9845 |
| Robin Weaver | rweaver33@hotmail.com | 630-835-6417 |
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JOB MART**Village of Richfield, WI, Village Administrator**

Richfield, WI (11,500) Growing suburban community with the ideal balance of residential, commercial and open space located 25 miles northwest of Milwaukee seeks experienced, progressive candidates to serve as its next Village Administrator. Geographically, Richfield is the largest Village in the State of Wisconsin and was incorporated as a Village in 2007. The Village has had one administrator since 2003 who has recently accepted a new position. The Village Administrator reports to a five member Village Board of Trustees under a Charter Form of Government. Qualified individuals will be expected to have a strong background in economic development, strategic planning, contract management and directing the administrative, management and operational functions of the Village departments which include building inspections, planning and zoning, highways, recycling, parks, elections, tax collections and finance. The Village contracts for police protection, fire service, assessor services, engineering and legal services. Candidates must have five to seven years increasingly responsible experience in an upper management position in a community of comparable size and complexity. Requires bachelor's degree in public administration, political science, public policy or related field. Master's degree (MPA) strongly desired. Candidates should possess excellent interpersonal skills and a proven record in effective service delivery, creative problem solving, and public presentations in a team-management orientation. Starting salary \$85,000+, depending on qualifications and experience with an excellent benefits package including Wisconsin Retirement. Residency required. Send resume, cover letter, and contact information with five professional references by December 18 to Heidi Voorhees, President, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL 60015 or email: resume@voorheesassociates.com.

Independence, IA , City Manager

Progressive county seat (Buchanan) community located in northeast Iowa, close to Waterloo, Cedar Rapids and Dubuque metro areas. Mayor and seven non-partisan council members. \$16M total budget; 37 FT, 19 PT employees. Salary \$75K to \$90K plus benefits, DOQ. One manager since 2001.

Bachelor's, prefer master's in public administration/related and three years progressive municipal administration experience. Desire a strong background in municipal budget and capital improvement management, planning, grant writing and economic development; with high integrity and open and positive leadership skills encompassing strong consensus building with elected officials and a commitment to citizen service. Visit community website at www.independenciaia.com/. Residency required.

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, P. O. Box 282, Oshkosh, WI 54903; e-mail paassoc@northnet.net; phone 920-235-0279; by December 11, 2009.

The Village of Clarendon Hills, Management Analyst, Village Manager's Office

The Village of Clarendon Hills (8,397) is seeking to fill the position of Management Analyst. Under the administrative direction of the village manager, this position performs administrative work assisting the village manager with the development and coordination of various village functions and programs. This position has responsibility for a variety of assigned tasks and special projects related to public relations, special events coordination, communication strategies, risk management, strategic management process, staff liaison to internal employee committees and village board created committees, coordination of interdepartmental activities, assistance with economic development and budgeting. Position Requirements: -A Bachelor's degree in Public Administration, Political Science, Business Administration or related degree. -Masters Degree in Public Administration or related graduate degree. -2 to 3 years of progressively responsible administrative experience working for a municipality or public agency, preferably within the village manager's office. An equivalent combination of experience and training may be considered. -Excellent verbal and written communication skills; including presentation skills. -Excellent interpersonal skills are required and the ability to establish and maintain effective working relationships with elected officials, employees and the public. -Knowledge of grant writing preferable, and experience researching and reviewing statistical data and formulating recommendations. -Ability to analyze complex public policy issues and problems and perform in depth work analysis. -Ability to work independently and cooperatively within and outside the organization. -Well developed skills in the use of personal computers and related software including Microsoft Word, Excel, Power Point, Outlook and the ability to learn new software related to work functions. Excellent benefits package and work environment. Salary Range: \$46,295 to \$62,499 (starting salary dependent upon qualifications and experience) To Apply: Resumes must be received by 5:00 p.m. on Tuesday, December 15, 2009. Resumes may be sent by email to: cpierce@clarendonhills.us. Resumes may also be mailed or faxed to: Village of Clarendon Hills, Robert Bahan, Village Manager, 1 N. Prospect Avenue, Clarendon Hills, IL 60514, Fax: (630) 286-5409

NIU, Assistant Director for State & Local Relations

Professional staff member supporting the University's government relations. Based in DeKalb, will require some local and regional travel. Develops and implements policies and strategies, and provides assistance to public officials. Masters Degree or Baccalaureate degree with substantial progress toward Masters and strong administrative skills required. Minimum two years professional experience in governmental relations or equivalent in a civic or regional economic development organization. Salary \$40,000 - \$45,000. Send: Letter of application, current resume, list of three professional references and contact information to: Northern Illinois University, Office of the President, Attn: Dori Hooker Government Relations Search, DeKalb, IL 60115 The deadline for applications is December 4, 2009. NIU is an AA/EEO institution. Contact Name: Dori Hooker Phone: 815-753-9501 E-mail: dorih@niu.edu

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