



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

May 2012

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Calendar of Events

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

May 3 & 4, 2012

Downstate Managers Meeting
Starved Rock

May 18, 2012

Women's Legacy Conference
NIU Naperville

May 9, 2012

ILCMA Professional Development
Topic: Speed Coaching
Lombard, IL

June 27 – 29, 2012

ILCMA Summer Conference
Eagle Ridge

May 9, 2012

IAMMA Awards Luncheon & Food Drive
Lombard, IL

May 16, 2012

Metro Manager Golf Outing
Bensenville, IL

Membership Dues Notices

Membership dues notices will be arriving in your mailboxes in the near future. The Secretariat's office hopes to have new directories out to members by mid-September. Your timely response in returning your dues is much appreciated and will facilitate us meeting this goal.

Thank you for your support and the opportunity to serve you!

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.

President's Column

By Martha Perego, Director of Ethics, ILCMA and Jared Dailey, Ethics Program Manager, ICMA

Taking the Mystery Out of the ILCMA/ICMA Ethics Enforcement Process

You read about a local government manager's conduct that raises an eyebrow and wonder, what do I do about this? If the person is either an ILCMA or ICMA member, you can report it so that it gets an impartial peer review.

ILCMA adopted the ICMA Code of Ethics to govern the conduct of members. And because the Code is meaningless without accountability, ILCMA also adopted the protocol used by ICMA for review and enforcement of the Code.

The first step in dealing with an allegation of unethical conduct is to determine whether the individual is a member of ILCMA and/or ICMA. When the person is a member of both associations, ICMA takes the lead in the process. The complaint, filed in writing or email, can either be sent to the ILCMA Ethics Committee Chair or directly to ICMA.

Assuming that the complaint has enough supporting documentation, ICMA will write to the individual to ask for their side of the story. The ICMA Committee on Professional Conduct will review the response and complaint to determine whether a violation of the Code occurred or not. If they need additional information, they will ask ILCMA to create a fact-finding committee.

The role of the fact-finding committee is to gather the missing information. Their effort generally begins with an in-person interview with the member. Once the fact-finding committee completes its work, the committee will submit a formal report of its findings to the ICMA Committee on Professional Conduct for review. This is the final step in the review process. At this stage, the ICMA Committee on Professional Conduct must reach a conclusion: did the member's conduct violate the Code or not? If the CPC decides that the conduct was a violation, the CPC has the options of issuing a private censure or recommending any combination of public censure, suspension, credential revocation, and membership expulsion/bar. The most serious sanctions require approval by the ICMA Executive Board.

At the conclusion of the process, ICMA notifies the ILCMA president about the case outcome. ILCMA can also undertake a review at this point if the individual is an ILCMA member. For example, if the individual has been expelled from ICMA, ILCMA may want to revoke membership as well.

If the individual is a member of ILCMA, but not ICMA, then the ILCMA Ethics Committee will handle the review.

One of the biggest challenges is what to do when a city, county or village administrator, who is not a member of either organization, does something really unethical. ILCMA and ICMA do not have the resources to investigate the unethical conduct of non-members. But that does not mean that the Associations have to be silent. Especially when the situation is getting lots of media coverage, it is important for both organizations to speak out. If the situation merits public comment, ILCMA and ICMA can issue a statement explaining why the conduct is a violation of our professional standards. Educating the public about the value of professional management by individuals who commit to high ethical standards is critical.

Ethics advice is a confidential service available to all ICMA members. For advice on an ethics issue, please contact Martha Perego, ICMA Director of Ethics (202-962-3668 / mperego@icma.org) or Jared Dailey, Program Manager (202-962-3557 / jdailey@icma.org). For more information about ILCMA's ethics program, visit www.ilcma.org/index.aspx?nid=197.



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Mark Your Calendars!

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

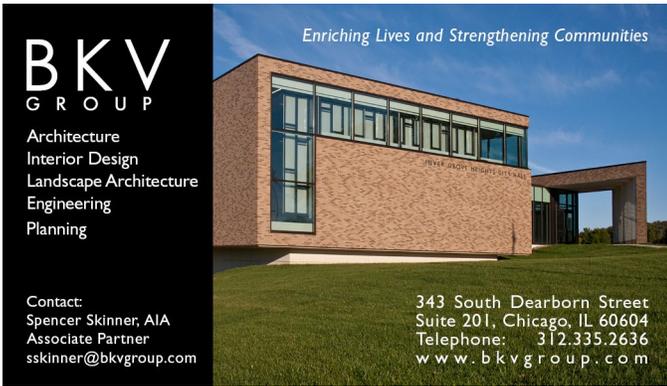
June 27 – 29, 2012
Eagle Ridge Inn & Resort
Watch for details in early spring!

Who's Who Directory Update

Michael Bartholomew, formerly the community and economic development director in Des Plaines, has been appointed as the new city manager in Des Plaines.

Jason Slowinski, acting city manager in Des Plaines, has been appointed as the new village administrator in Lake Zurich.

Steve Jones, the assistant village manager in Carpentersville, has been appointed as the new village administrator in Oswego.



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Welcome New Members!

James Barr, Hanover Township, Township Administrator
 Agata Drygas-Andryszewski, Illinois Department of Labor,
 Labor Conciliator
 Mark Mack, Kendall College, Academic Advisor
 Julie Miller, Village of Mt. Zion, Village Administrator



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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.

The Essential Need for IT Strategic Plans

Greg Kuhn, Ph.D.

Director, Government Management Consulting, Sikich LLP

Patrick Ferguson

Business Development Manager, Technology, Sikich LLP

"Failing to plan is planning to fail." — Alan Lakein

In today's technology-driven, information intensive environment, local governments struggle to keep up with heightened user expectations and the ever increasing rate of technological advances. The role of information technology (IT) in today's governmental organizations continues to expand as a "mission critical" element of organizational life. A few years ago, a pair of writers commented in the Harvard Business Review that most executives recognize the importance of Information Technology, but their experience of approaching IT as a strategic business tool is "often frustrating." Bensaou and Earl identify five typical areas of frustration when it comes to IT management:

1. IT investments are unrelated to [disconnected from] business strategy
2. Payoff from IT investments is inadequate
3. There's too much technology for technology's sake
4. Relations between IT users and IT specialists are poor
5. System designers do not consider users' preferences and work habits

As the authors note in their article, "information technology is both exalted and feared...integrating IT with business goals is only marginally easier than reaching the summit of Everest."

With comments like this from experts in the field, the task of developing a comprehensive "strategic" IT plan seems daunting. However, organizational leaders should approach IT decisions in the same way that other strategic organizational decisions are made: they should be goal-based, organizationally relevant, economically sound and operationally grounded. In short, the long-term view of technology and the IT function requires not only strategic planning, but strategic alignment within the organization.

The foundational mission of any governmental IT unit is to serve its internal customers and citizens by providing the technical skills and expertise necessary to optimally support municipal or county functions. But where do they turn to get consistent direction and priorities?

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Why Plan?

With connections to virtually every internal department and unit, and ever changing ways to communicate with your constituency, IT occupies one of the most strategic positions on both the formal and informal organization chart.

Today's IT units must operate on several levels: user, unit, department, enterprise and community. Each of these levels represents a "strategic plateau" that requires both day-to-day support as well as coordinated long-term assessment and planning. Unfortunately IT efforts are generally weighed more towards immediate needs with little time left to devote to broader, higher-level concerns.

In today's environment, IT is an essential "mission-critical" and "strategic" element necessary for providing effective services and governance in any municipality or county. IT planning is as essential as financial planning, and when properly executed, becomes multidimensional, requiring leadership's long-term perspective and integrated decision-making on behalf of the entire organization.

Twelve Steps

Ideally, an IT Strategic Plan should assess the current state of technology and create a working guide based on an accurate needs assessment to fulfill both a short-term (1 to 3 years) and long-term (3 to 5 years) vision. An IT Strategic Plan should cover strategic objectives as well as policies and procedures necessary to sustain and improve business processes as well as the computing environment. Plans of this type unfortunately can be worth no more than the paper they are written on if they do not contain a combination of holistic assessments and actionable items with realistic timeframes. Here are the 12 tasks to consider when drafting your first IT Strategic Plan or updating an existing plan.

1. Planning and Participation: Designate departmental team leaders and one overall project leader. Define goals and timelines for the project.
2. Organizational Discovery: Document the organizational structure. Identify technology "power users" and areas of growth or optimization.
3. Schedule: Define a meeting schedule and stick to it.
4. Plan Review: Review past IT plans. Understand what is complete, what was left behind, what is in process and what is budgeted for.
5. Policy Review: Document current policies and procedures for hardware and software procurement/use, including e-mail, internet, and remote access.
6. Network Assessment: Document current network topology diagram in detail.
7. Security Assessment: Use an independent qualified security assessor to undertake external and internal vulnerability tests.
8. Interviews: Engage a neutral third party to interview all levels of staff in different departments looking to identify user or system pain points, business processes, duplications, etc.

Continued on page 10

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.

Technology Comes to the Aid of FOIA Request Processing in Illinois

By Kent Hartsfield, Senior Account Manager, WebQA

In 2009, Attorney General Lisa Madigan's first overhaul of the state's Freedom of Information Act (FOIA) law in 40 years led to a wave of requests that pummeled Illinois municipalities.

Madigan's changes created new challenges for many municipalities as they struggled to deal with additional workload, tight response times and increased responsibilities. In the midst of an economic slowdown that forced staff reductions, municipalities have turned to a variety of familiar, new and emerging technologies to streamline FOIA request handling.

FAMILIAR TECHNOLOGIES:

Familiar technologies such as specialized databases, document management systems and email archiving applications help alleviate the headaches of the new flow of FOIA requests.

"Technology allows for multiple departments to work as a unit and not duplicate work," acknowledges Kimberly Dewis, Elgin City Clerk. "Using technology has helped to eliminate requests getting lost in the shuffle of day to day paperwork."

Other municipalities are deploying familiar technologies to become more transparent. The Village of Orland Park is the first Illinois municipality to meet the Illinois Policy Institute's Ten Point Transparency Checklist when designing and continually providing content to their new website. Meanwhile, Schaumburg, Oak Brook, and Tinley Park provide a list of all FOIA requests, requester's name, and requested information on their website.

NEW TECHNOLOGIES:

New technologies are involved in supporting the role of Freedom of Information Officer, a role required by the Illinois Attorney General to help cities understand the FOIA process and clarify response procedures to all request types including those from the citizens and media.

The FOIA Officer is responsible for receiving FOIA requests submitted to the public body, ensuring that requests receive responses in the appropriate timeframes required by state law, and working with employees to issue responses. To accomplish this, the FOIA Officer faces a host of tasks aided by new technologies:

- Keeping a log of when your public agency receives each request.
 - Tracking the date of response for each request.
 - Creating a digital copy of the request and all corresponding documentation submitted with the request.
 - Generating a file which contains the original request, a copy of all documents sent with the response, and a copy of all communications sent between the agency and the requester.
 - Constructing a list of records that are frequently asked for by citizens. Some examples of these records include meeting minutes, ordinances or resolutions, directories of public officers and employees, and basic budget documents.
- Since 2008 when the City of Naperville converted to a completely paperless FOIA process, new technologies have been helping its FOIA Officers accomplish these tasks.
- "The City receives approximately 1,000 FOIAs each year and having the ability to receive, attach responsive documents, and respond to the requester electronically has saved staff so much

time that we were able to reassign one full time employee to other responsibilities," reports Naperville's City Clerk, Pam LeFeber. "Furthermore, electronic processing has allowed Naperville to be 100% compliant with the mandated five-day response deadline that was enacted in 2010."

EMERGING TECHNOLOGIES:

Still, even with familiar and new technologies, FOIA Officers continue to be overwhelmed with requests. Many have to work additional hours or rely on untrained staff members to perform these or other tasks. For example:

-Grayslake School District 46 spent 19 ½ hours and \$2,882 in attorney's fees last summer on one FOIA request and responded to another request that required 3,400 pages to be copied.

-The Village of Tinley Park has allocated over 100 staff hours from January to March 2012 to cover 50 requests received. They have seen a steady increase of 25% each year for the last 3 years.

-The Village of Lake Bluff, a town of 6,000 people, received 487 requests in 2010, with the majority of requests from one active citizen.

Emerging technologies are coming to the rescue of municipalities with situations such as these. For example, pattern tracking and recognition has had immediate impact in embracing the new rules by the Attorney General last year that have helped ease the handling of heavy users of the FOIA.

-New rules that passed legislation in August of 2011 allow municipalities in Illinois to provide different response times for "recurrent requesters." A recurrent requester is defined as a person who has submitted a minimum of 50 requests in the last 12 months, 15 requests in a 30 day period, or seven requests in seven days.

-By automatically identifying these requesters, emerging technologies can create an automated response relaying the recurrent requester status to the requesting party and extend the deadline to 21 days.

Familiar, new and emerging technologies are all taking an active role in today's world of FOIA request processing. And, with the stream of FOIA requests likely to increase as citizens become more active and interested in how their tax dollars are being spent, their confluence becomes critical to successful control, consistency and efficiency of the entire FOIA request handling process.

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IML Managers Monthly Column



Educate. Advocate. Empower.

The IML Challenges You to Get Involved in the Legislative Progress

By: Joe McCoy, Legislative Director, Illinois Municipal League

The Illinois Municipal League's Legislative Team is working to evolve the IML's legislative advocacy efforts into a top tier legislative program.

One of the components of our strategy is to enhance the quality and speed of our legislative communications. Timely web updates about legislative action, more frequent and "digestible" Statehouse Briefings, and a growing social media presence is helping us improve our communications with a vast, geographically dispersed membership. Over the last few months, we have begun adding brief video segments to our communication arsenal. These videos, which we refer to as "IML TV," allow Legislative Team members to discuss issues and interview legislators to get their perspectives on what's happening in Springfield.

Another key to the success of the IML Legislative Program is the generation of high levels of member participation. To increase participation, the Legislative Team is developing important "infrastructure" to help locally-elected officials and municipal management teams become more comfortable with participating in the legislative process. Part of this infrastructure is our "Capitol-for-a-Day" program.

The "Capitol-for-a-Day" program allows participants to experience the daily activities of the Illinois General Assembly. Participants get the opportunity to meet state leaders, advocate on behalf of Illinois communities, and learn the "ins-and-outs" of the legislative process. The Legislative Team hosts "Capitol-for-a-Day" events during each month that the General Assembly is in session.

Two "Capitol-for-a-Day" events were held in April. One event included local officials from southern Illinois. The other involved municipal clerks from throughout the state. Meetings were held with the Lieutenant Governor, several legislators, and the Attorney General's Public Access Counselor. Pictures from some of these events can be found on the IML's Facebook Page.

These visits can be meaningful and impactful. For example, a meeting arranged by the IML Legislative Team between the clerks and the sponsors of an IML-opposed bill concerning the content of meeting notices may result in an amendment making the legislation more palatable for local governments.

A "Capitol-for-a-Day" event typically begins at 10:00 with a formal briefing from the IML Legislative Team. Afterwards, participants are accompanied to the Statehouse to participate in a variety of legislative activities. Lunch will be provided by the IML. Keep in mind that the schedule of the General Assembly is in continuous fluctuation. The Legislative Team provides a tentative schedule for each day's activities. Legislative activity usually concludes in the late afternoon.

"Capitol-for-a-Day" events are offered by region or affiliation (i.e., IML Committee members and clerks). The final two "Capitol-for-a-Day" events for the 2012 legislative session are being offered for the following regions:

Northwestern Illinois Municipalities – May 9

Chicago Suburban Municipalities – May 10

The success of the IML Legislative Program is dependent on maximizing the involvement of our members. If you are interested in seeing first-hand how the General Assembly REALLY works and partnering with the IML Legislative Team to the benefit of Illinois' communities, please contact Advocacy Coordinator Kim Cummings at (217) 525-1220 or at kcummings@iml.org.

Call for ILCMA Committee Volunteers

Have you wanted to get more involved with ILCMA, but just haven't gotten around to it? Well, now's your chance as the following 2012-2013 Committees need members:

ILCMA Conference Committee

Chair – Pres Elect - Sue McLaughlin, Mattoon

Co-Chair – Vice President – Mark Franz, Glen Ellyn

The Conference Committee shall plan and organize the summer and winter conferences. The Conference Committee shall be divided into two sub-committees in order to divide the labor of planning the conferences. The Committee make-up shall be as follows: two representatives from each affiliate (one to serve on the Summer Conference Sub-committee and one to serve on the Winter Conference Sub-committee) and a representative from the host cities for the summer and winter conference when appropriate. There should also be geographic representation on each of the Sub-committees.

Summer Conference Committee – Eagle Ridge Inn & Resort, June 12 – 14, 2013

Chair – Sue McLaughlin, Mattoon

The Summer Conference Sub-committee shall plan and organize the principal annual Association conference held in June, which includes the Annual Business Meeting.

Winter Conference Committee – Four Points Sheraton, Peoria, IL from February 20 – 22, 2013

Chair – Mark Franz, Glen Ellyn

The Winter Conference Sub-committee shall plan and organize the Association conference held in February.

Professional Development Committee

Chair –Kevin Barr, Schiller Park

The **Professional Development and Education Committee** shall provide information and guidelines to further the continuing education of its members. In addition, the committee assists ILCMA members in achieving continuing education goals for their respective organizations, and in periodically reassessing the professional development and continuing education goals of the ILCMA membership. There shall be a commitment to the ICMA credentialing program so members are able to achieve professional development goals. The committee is in need of representation from all affiliates as well as the general membership.

Membership Services Committee

Chair – David Niemeyer, Oak Brook

The Membership Services Committee shall evaluate current services and provide recommendations on additional member services. The committee shall be responsible for facilitating a survey of the membership every two years. Over the past few years the committee has also focused on diversity initiatives and membership development and recruitment.

Promote the Profession Committee

Chair – Julia Cedillo, La Grange Park

The Promote the Profession Committee shall coordinate activities to promote the local government management profession to cities, villages, counties and townships throughout the state. The committee shall also coordinate activities and provide information about the profession to educational institutions.

Committee on Professional Conduct (based on vacancy per term requirements and regional representation)

Chair – Katy Rush, Woodridge

The Committee on Professional Conduct is responsible for:

- Serving as a fact-finding committee to review ICMA ethics complaints or questions involving Illinois members
- Developing and carrying out education and training activities to promote the highest ethical standards of conduct
- Serving as the primary liaison with the ICMA Committee on Professional Conduct

Scholarship and Awards Committee

Chair – David Nord, Cherry Valley

The Scholarship and Awards Committee shall annually recommend to the ILCMA Executive Board individuals for the following award categories: recognition of ICMA service awards and ICMA Annual awards, Outgoing President's Award, Lifetime Membership Awards and Special Awards for significant professional and personal achievements of members as determined by the Committee and any other awards, scholarships, and grant programs as approved by the Board of Directors. The Committee shall also be charged with the selection of winners of the International Scholarship, Banovetz Scholarship, and conference scholarships. The committee shall follow the various standard operating procedures for the respective awards, as approved by the Board of Directors. Both the President and Past President shall serve on the committee. The President shall chair the committee. There shall be four other members of the committee. Members must be corporate members of the association in good standing. At least one member of the committee shall be an assistant.

If you are interested in serving on any of the above committees please contact Dawn S. Peters by June 15, 2012 at dpeters@niu.edu or call her at 815-753-0923.



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Chicago - Campaign

Scholarships Now Available to Attend the Summer Conference

The following scholarship opportunities are available for students to attend the ILCMA Summer Conference June 27 - 29, 2012 at Eagle Ridge in Galena, IL:

ILCMA Summer Conference Scholarship:

ILCMA is pleased to offer three (3) scholarships to its summer conference to MPA students. The scholarship provides for conference registration, which includes all meals, and room accommodations. Winners of the same gender may be asked to share a hotel room. You must be currently enrolled as a full-time student and be planning on a career in local government management (municipal or county). To apply, send a pdf file that includes a letter indicating why attending this conference would be beneficial to you and include a statement of career goals. Also include a letter of recommendation from either your intern supervisor or faculty advisor. The application should be sent by May 18, 2012 to Dawn Peters at dpeters@niu.edu

The Sommer Foundation Scholarship:

The Sommer Foundation is offering a minimum of two (2) student scholarships to attend the summer conference. The Sommer Foundation scholarship is available to MPA students whose focus is municipal government. The scholarship provides for conference registration, which includes all meals and room accommodations. Housing expenses will be capped at the single occupancy hotel rate and awardees of the same gender may be asked to share a hotel room in order to provide an additional scholarship. The Foundation will be accepting applications until May 18, 2012. A letter of introduction along with academic and professional reference letters should be forwarded as follows:

Sommer Foundation Student Scholarship

C/O Bob Irvin

Village Manager

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire, IL 60069

If you have further questions please contact Bob at 847-913-2335 or rirvin@village.lincolnshire.il.us

For more information on both scholarships please visit the ILCMA website at www.ilcma.org.

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John Perry to Receive 2012 Public Administration Award from Maxwell Public Administration Program

The Maxwell Public Administration Alumni Award is presented annually to an individual who exemplifies the ideals of public service espoused by the Maxwell School of Citizenship and Public Affairs and the School's Public Administration and International Affairs Department as articulated in the Athenian Oath. Awardees demonstrate these principles through accomplishments in support of the public interest.



This year's recipient, John Perry, will receive the award at the annual Public Administration Convocation at the end of June and will lead the graduating class in the recitation of the Athenian Oath.

Perry retired in 2009 after a 37-year career in city management. Most recently he served for

20 years as Village Administrator in Woodridge, Illinois, which was named one of the "100 Best Small Places to Live" by Money Magazine during his tenure. In addition to his time at Woodridge, his career in public service included serving as the first chairperson of the Fair Housing Coalition, as a founding member of the Illinois Public Employer Labor Relations Association, as a founding member and chairperson of the Illinois Risk Management Association, and as president of Illinois City/County Management Association (ILCMA). In 2009 he received the Robert B. Morris Lifetime Achievement Award from ILCMA.

His commitment to training future generations of public managers includes mentoring numerous local government professionals, teaching local government management at the University of Illinois-Chicago, and authoring the book *Blueprint for Building Community: Leadership Insights for Good Government*. The book begins with a passage from the Athenian Oath, which also hung on the wall of his office throughout his distinguished career: "The Oath of the Athenian City State echoes the call that we must still heed: 'We will fight for the ideals and Sacred Things of the City both alone and with many.' The obligation that we carry is to 'fight' for the 'ideals and sacred things of the city.'"

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Collaborative County Partnering – McHenry County

By Laura Nali, Assistant to the Director of Public Works, Village of Libertyville

Serving a population just over 300,000, the Council-Manager form of government has existed in McHenry County since 1986. The County Administrator position is enacted via Ordinance since there is no mention of County Administrator in the Illinois State Statutes. Each subsequent County Board must create the position by Ordinance.

In 2005, the current County Chairman, Ken Koehler, appointed County Administrator Peter Austin. The relationship between the County Chairman and Administrator is described as strong and positive. This strength can be seen in the continued trust by the County Board in day-to-day professional management through the budget process and the implementation of County Board policies.

McHenry County is a large, multi-function organization with over 27 departments and an annual budget of over \$254 million. As a professional manager, the County Administrator is responsible for the daily operations of the County, including oversight of the appointed County department heads and administration of County Board policies and the fiscal year budget. The County Administrator brings a professional approach to serve as a "buffer" between the elected County Board members and the county-wide elected officials (constitutional officers) that operate several County departments (such as the County Sheriff). County Administrator Peter Austin commented, "My biggest role is to oversee the budgeting process and the overall strategic direction of the organization."

While daily operations are the responsibility of the County Administrator, the County Chairman is the focus point in crafting consensus amongst the 24 County Board members on the policies and long-term strategic direction of the County. The Chairman's management of Board member priorities is critical in providing the environment needed for the County Administrator to manage the daily operations of the County without undue interference.

When asked how the County has been improved due to the impacts made by the County Administrator, Mr. Koehler stated, "The County has benefited by utilizing a County Administrator for the budgeting process. Through the professional preparation of the budget, the County has been able to keep an eye on the bottom line while achieving a AAA Moody's Financial Rating. McHenry County is the smallest county (in population) in the nation to achieve this financial rating. Through this process, the County Administrator provides ongoing financial review of the county functions. The relationship that exists between the County Administrator and myself works because we have personalities that complement each other which is essential to a successful partnership."

Continued on page 21



Glenview is a 2012 Innovation Award Winner

The Alliance for Innovation has recognized the Village of Glenview for its Municipal Partnering Initiative.

The awards were announced at the 2012 Transforming Local Government Conference in Kansas City, where Glenview officials had already been scheduled to make an Innovation Study presentation about the program.

Innovation Awards are chosen from the more than 70 applications received by a multi-member Selection Committee consisting of city and county managers from across the U.S., Arizona State University faculty and Alliance staff. The Selection Committee looks for local governments that have shown a dedication to stretching and improving the boundaries of day-to-day government operations and practices, implementing creative business processes and improving the civic health of the community.

Glenview was honored with an Outstanding Achievement in Innovation Award, one of nine municipalities to receive the award this year.

Launched in 2010, the Municipal Partnering Initiative sought to creatively approach how municipalities deliver services, with the goal of saving taxpayer money.

It brings together the staffs of two dozen Chicago-area communities for a strategic, coordinated bidding effort on routine work all of them contract to provide. Those services include: roadway resurfacing, roadway crack sealing, water pipe leak detection, sewer relining, fire hydrant painting, water meter testing, sewer televising and emergency contractor assistance.

By entering into joint contracts, the municipalities together can achieve significant savings through economics of scale. In 2011, the communities jointly realized savings of between \$389,500 and \$529,500 when compared to individual pricing from the prior year. Also, the administrators have the option of doing additional work planned for future years with the money saved.

Not only are vendors open to negotiating to get expanded business, but municipal staffs are learning best practices from each other. As jurisdictional barriers are set aside, the interest of taxpayers can come first.

“This award recognizes not only Glenview but all the municipalities whose staffs have worked to put bid packages together,” Glenview Village President Kerry Cummings said. “Creative ideas like the Municipal Partnering Initiative can work because of the commitment to regional cooperation shown by Glenview and its partner municipalities.”

Communities that are participating in the Municipal Partnering Initiative include: Morton Grove, Wilmette, Winnetka, Buffalo Grove, Evanston, Glencoe, Highland Park, Lake Bluff, Lincolnshire, Skokie, Clarendon Hills, Lake Forest, Northbrook, Vernon Hills, Cary, Grayslake, Kenilworth, Lincolnwood, Northfield, Wheeling, Arlington Heights, Park Ridge, North Chicago and the Glenview Park District.

More on the Alliance for Innovation can be found online at transformingov.org.

If you are interested in starting a similar program in your area, please contact Todd Hileman at thileman@glenview.il.us or Bob Kiely at kielyr@cityoflakeforest.com.

| | |
|---|--|
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|---|--|

Continued from page 4

9. Disaster Recovery (DR) /Business Continuity (BC) Review: Review current DR/BC plans and processes as they relate to technology; identify key vulnerabilities and gaps.

10. Documentation: Compilation of all gathered project information, including current policies, procedures, staffing, network infrastructure, and optimization gaps.

11. Review: Review all documentation with the project team to build consensus for finalized recommendations.

12. Presentation: Report findings and recommendations.

Today, the information available to policy-makers, staff, citizens and the government that serves them is immense and the task of making it useable and meaningful is equally daunting. Finding the path to building an effective technology platform with the functionality to meet expectations remains a challenge. Maximizing technology in today's organizations demands leadership's involvement to strategically align the resources that will ultimately define success.



ICMA Annual Conference Scholarships

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

To help members experience the difference the ICMA Annual Conference has made for so many others, ICMA is accepting applications to its 2012 Conference Assistance and Stene Academic Scholarship Programs. The deadline for all applications is June 1. Complete information on ICMA's conference scholarship program can be found online.

Conference Assistance Scholarships

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

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

Scholarship recipients receive:

- Complimentary registration to ICMA's 98th annual conference in Phoenix, AZ this October

- A stipend to help defray the costs of travel

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

- Be a first-time ICMA Annual Conference attendee (not applicable to persons applying for the MIT scholarship nor to those who attended a past conference as a student member).
- Be a full-time local government employee (no part-time interns;



Leaders at the Core of Better Communities

MITs excluded from this requirement).

- Submit a completed application.
- Demonstrate an avid interest in a career in local government management through an essay.
- Submit two recommendation forms signed by local government managers or administrators who are familiar with your work.

Application materials are due Friday, June 1. Direct questions to confscholarships@icma.org.

Stene Academic Scholarship Program

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

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

Complete information on ICMA's conference scholarship program can be found online. Application materials must be submitted by Friday, June 1. Direct questions to confscholarships@icma.org.

ILCMA Offers Scholarship to ICMA Conference

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

To qualify, applicants must be full members of ILCMA and ICMA and be attending their first ICMA conference. To apply send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up to date resume. Applications are due in the Secretariat office no later than June 6. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating that they are entitled to a waiver of the conference registration fee.

CALL FOR ICMA VOLUNTEERS

ICMA members are encouraged to volunteer by May 11, and appointments are made by the president-elect in June. New task forces usually start their work at the annual conference in the fall.

New ICMA Volunteer Opportunities for 2012-2013

KNOWLEDGE NETWORK ADVISORY BOARD

The Knowledge Network Advisory Board will influence the growth of the network by identifying the knowledge-sharing needs of local government professionals and providing feedback on the current member experience.

LIBRARY ADVISORY COMMITTEE

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

TASK FORCE ON MANAGER EVALUATIONS

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

TASK FORCE ON WOMEN IN THE PROFESSION

A new task force is being formed to review the status of women in the profession and create recommendations and strategies for increasing the presence of women in local government management as ICMA moves into its next 100 years.

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

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

Ongoing Committees, Task Forces, and Advisory Boards

ADVISORY BOARD ON GRADUATE EDUCATION

The Advisory Board on Graduate Education is a member group that meets jointly with professors of public administration for the purpose of enhancing the education of future local government management professionals. ABGE members are appointed by ICMA's executive director and work hand-in-hand with NASPAA's Local Government Management Education Committee.

AWARDS EVALUATION PANEL

The Awards Evaluation Panel evaluates the nominations to ICMA's Annual Awards Program and selects the recipients of the Professional and Program Excellence Awards, which are awarded at each year's annual conference. Seventeen members, representing each of ICMA's six regions and including several at-large positions, serve on the panel for three-year terms.

CONFERENCE EVALUATION COMMITTEE

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

CONFERENCE PLANNING COMMITTEE

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

GOVERNMENTAL AFFAIRS AND POLICY COMMITTEE

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

ICMA WELCOME AMBASSADORS

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

INTERNATIONAL COMMITTEE

The ICMA International Committee serves as an advisory body to the ICMA Executive Board on a range of international matters and carries out an annual charge as defined and described by the board. The committee also works to communicate the value of having an international perspective to other members of the association, state organizations, and others.

Complete committee information can be found at: http://icma.org/en/icma/members/committees_task_forces/current_committees

If you would like to volunteer for a committee please fill out the form at: <http://icma.org/volunteer>



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

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

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

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

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

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

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

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

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

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

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

Bo Proczko
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Cell: 309-253-3923

Deborah Nier
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815-895-8042

Bob Vitas
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Thomas Christie
thomasbetty@ussonet.net
618-740-0547

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847-721-7602

Doug Elder
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Cell: 309-262-8654

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

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

Craig Rapp

email: craig.rapp@niu.edu

office: 312.242.1754

mobile: 202.340.4114

WWW.NIUCGS.ORG



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



Brought to you by:
ILCMA Professional
Development Committee

BRING YOUR ASPIRING LEADERS

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

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

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

This session will be immediately before the IAMMA Awards Luncheon

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

Why: In the spirit of building the leadership bench, we know that networking opportunities provide new ideas and excitement to advance the careers of emerging leaders

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

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

Registration 10:15 am

Speed Coaching 10:30 to 11:30 am

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

Bring Business Cards!

IAMMA Awards Luncheon 11:30 am

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



ICMA Professional Development Opportunities

Leadership ICMA (L-ICMA)

Leadership ICMA, now in its tenth year, is a competitive, intensive two-year program designed to cultivate key competencies needed for successful leadership at all levels of local government management. Participants not yet eligible for credentialing join a class of up to 15 individuals to complete a series of five class modules and a team-based capstone project. The small classes encourage a strong learning community. The program facilitates networking within the profession and enhances connections between local government managers and their professional associations.

All Leadership ICMA graduates receive one year of experience credit toward the ICMA Voluntary Credentialing Program.

Class modules include:

- Leadership Philosophy and the Essence of Public Service
- Understanding the Code of Ethics and its Practical Application
- Giving Voice to Leadership: Understanding the Role of Policy Administration and Advocacy
- Organizational Effectiveness and Team Building
- Strategic Planning and Project Management

For more information, visit us at:

http://icma.org/en/icma/career_network/career_development/leadership_icma

Emerging Leaders Development Program (ELDP)

The Emerging Leaders Development Program is a structured professional development program for those new to the local government profession or within their first seven years of local government work. The Emerging Leaders Development Program (ELDP) includes the completion of the applied knowledge assessment, six core teleseminars offered over a two-year period and taught by subject matter experts, career coaching from a credentialed manager, and an application project designed by participants to serve as the capstone of their ELDP experience.

Management Application Project (MAP)

Each participant works with their coach to choose a project that meets their interests, allows them to demonstrate what they have learned and accomplished as a result of the program, and benefits their community or organization.

Designed to help early to mid career professionals build contemporary management skills, for a one-time fee of \$500 for members and \$800 for nonmembers, the Emerging Leaders Development Program provides:

- A credentialed manager to serve as a career coach for two years
- Convenient teleseminars with senior credentialed managers or public administration professors
- A Management Application Project mentored by one's coach
- Successful completion of the two-year ICMA University Emerging Leaders Development Program, celebrated with a special certificate

The nonmember rate also includes a two-year ICMA membership with access to all benefits, including member discount rates on publications and professional development opportunities.

We offer new classes twice a year in March and October. For more information, contact Nedra James at: njames@icma.org.



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SUMMER CONFERENCE 2012 **JUNE 27- 29 AT EAGLE RIDGE INN & RESORT, GALENA, IL**



PETER LEYDEN

THURSDAY MORNING OPENING KEYNOTE

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

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

What you will learn from Peter Leyden:

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

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



DAVID HOFFMAN

FRIDAY MORNING CLOSING KEYNOTE

How to Get More Ethics and Less Corruption in Government

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

Session Objectives:

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

Addresses ICMA Practice Area 17 - Integrity

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



**Save the
Date
May 18,
2012**

Join professional women for the first ever conference to address issues facing *women in local government*.

Women's Legacy Conference
May 18, 2012 8:30 AM – 4:30 PM
NIU Naperville Campus*

Conference at a Glance...

- 8:30 AM Registration & Continental Breakfast
- 9:00 AM **Opening Keynote** Jill Morgenthaler, Retired Army Colonel: Winning at Work: 21 Ways to Lead & Succeed in Business
- 10:45 AM Choice of Break Out Sessions
 - Leading from the Front
 - Critical Thinking for Leaders
- 12:00 PM Lunch
- 1:00 PM Choice of Break Out Sessions
 - Parent Care - How to be an Astute Advocate
 - Diversity, Inclusion, & Cultural Management for Women Leaders
- 2:30 PM **Closing Keynote** Rita Athas, President, World Business Chicago
- 3:30 PM Networking Wine & Cheese



leg·a·cy noun
Plural leg·a·cies



Definition of LEGACY

- 1: a gift by will especially of money or other personal property: bequest
- 2: something transmitted by or received from an ancestor or predecessor or from the past <the legacy of the ancient philosophers>

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

Please see our website for more information at www.legacyprojectnow.org

Register at <http://tinyurl.com/legacy2012>

**Metro Managers Association
Annual Golf Outing
Wednesday, May 16, 2012**



NEW LOCATION...
White Pines Golf Course
500 W Jefferson Street
Bensenville, IL 60106
630.766.0304

9:00AM Shotgun Start (Lunch on the course during play - Hot Dog or Brat, Chips and Drink)
3:00PM Golf contest winners, appetizers and 19th hole refreshments

Cost \$60.00 per person (make checks payable to **Metro Managers) by May 1st.**

Please Print:

Name: _____

Company: _____

Phone: _____

Email: _____ @ _____

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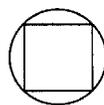
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Please send completed form and payment
by **May 1st** to: (again, checks payable to **Metro Managers**)

*Metro
Managers*



Gerald Sagona
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156



All ILCMA Managers and Assistants are

Encouraged to Participate in the ILCMA Mentorship Program

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

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

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

What commitment is involved?

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

How do I find a match?

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

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

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

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

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

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



ICMA

Leaders at the Core of Better Communities

The Knowledge Network is an ICMA member benefit and is the premier professional networking and knowledge-sharing platform for local government.

WHAT IS THE KNOWLEDGE NETWORK?

Committed to fostering excellence and innovation in local government, the Knowledge Network is an online platform for local government professionals to:

Connect with colleagues

More than 20,000 local government professionals have created a profile on the Knowledge Network. Join this community to ask and answer questions among your peers, connect in a group around a shared interest, or get in touch with your colleagues in local government around the world.

Share and access information

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WHO IS IT FOR?

Launched in 2010, the Knowledge Network is a partnership between ICMA and the Alliance for Innovation. Members of these organizations and other users with an interest in local government are welcome to participate in the Knowledge Network. Since the local government community is global, the Knowledge Network features users and content from countries around the world.

HOW DO I USE IT?

See the Overview of Features to learn more about how the Knowledge Network connects people and information.

Learn how to use the Knowledge Network:

- Use our Getting Started guide to quickly learn how to set up your profile and use popular features.
- The Knowledge Network User Guide offers more detailed information on all the site's features.

CONTACT

For technical assistance, contact ICMA's Member and Customer Support center:

customerservices@icma.org

1-800-745-8780

Continued from page 9

The County Chairman and Administrator communicate on a continuous basis with an open-door policy whether communicating via phone, e-mail or face to face. They keep offices next door to one another and frequently get the ability to meet face to face. Mr. Koehler has worked to build a positive relationship with Mr. Austin by maintaining a continuous flow of communication regarding what they intend to do and the direction of the organization. Mr. Austin stated, "Constant communications with the County Board Chairman, both face-to-face and electronically, is the cornerstone in the establishment of trust. With an established trust you achieve a high degree of confidence in each other's judgments. This permits the ability for me as County Administrator to act independently when needed for the operational management of the County."

Mr. Austin believes that the County has been positively impacted by the relationship between the County Chairman and himself because they work well together. Mr. Austin believes that the County Chairman continuously displays his faith in professional management and respects the professionalism brought by Mr. Austin to the Administrator position. McHenry County has been utilizing strategic planning for the past decade and the County Administrator is in charge of overseeing and maintaining the strategic plan. Mr. Austin commented that utilizing the strategic plan as a tool allows him to guide the organization accordingly.

The Council-Manager form of government has been found to be an effective and impactful form of government for both municipal and county levels of government. Governments at the County level are large and complex bureaucracies that cover divergent tasks among a few dozen departments. A professionally trained manager facilitates the process to bring continuity to these divergent tasks. The Council/Board provides corporate governance structure not unlike a private corporate model. The two complement one another with a synergy of policy and administration according to Mr. Austin. If a community/county is contemplating hiring an Administrator, they should contact the ICMA / ILCMA Range Riders or an agency that utilizes the Council/Manager form of government.

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

Job Mart

Village of Forsyth, Village Administrator

An upscale Central Illinois community of 3,500 residents, anchored by a successful regional mall and continuing growth, is looking for a professional Village Administrator. The Administrator must be willing to invest in Village goals by being or becoming part of the community and working with a progressive Board of six Trustees and Mayor. The Administrator will coordinate day-to-day municipal operations, supervising a full-time staff of twelve, plus part-time and seasonal employees.

The Village of Forsyth enjoys stable revenue sources that are responsible for its many amenities, which include a public library, water treatment plant, parks and bike trails, a fire protection district and grade school, with contracted police and sanitary sewer services. The operating budget for 2012/2013 is \$8,763,805.00. Visit our website at www.forsythvillage.us for additional information.

The successful candidate should have demonstrated leadership experience, excellent oral and written communication skills, and familiarity with organizational budgeting and municipal operations. Information technology skills are expected. A four-year college degree is required, with preference given to applicants with additional graduate-level education. Residency within the Village is required within 9 months of employment with an employment agreement offered. Salary range is \$65,000-\$80,000, DOQ, with a generous benefits package.

Send Cover Letter and Resume to:

Heather V. Kimmons
301 South Route 51
Forsyth, IL 62535

APPLICATION DEADLINE: CLOSE OF BUSINESS ON MAY 1, 2012.

City of Minonk, City Administrator

The city of Minonk (Pop. 2,200) is a traditional agricultural community located in north central Illinois on Interstate 39. Mayor and six member council elected on a non-partisan basis. Five administrators since 1990. \$2.3M total budget; 11 FT, 4 PT employees. Salary \$65K to \$75K plus benefits, DOQ.

Bachelor's degree, prefer master's in public administration/related and three years progressive municipal administration experience. Desire a team builder with open and positive communication skills, a strong background in municipal budget and financial management, human resources, planning, grant writing and economic development; strong consensus building skills; commitment to citizen service. 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 May 18, 2012. EOE

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Village of Northbrook, Administrative Analyst - Police Department

The Village of Northbrook seeks a qualified individual to provide management, financial, operational and project support to the Police Department. This is a new position that will be responsible for budget preparation and monitoring, financial reporting, purchasing, policy research and development, and general administrative projects and reports. Due to the nature of Police work, the selected individual will sometimes be availed of confidential information, requiring absolute confidentiality. The Police Department is a 24 hour operation and this position may require work outside of normal business hours. Applicants must possess, at a minimum, a bachelor's degree in public administration, financial administration or a related field (master's degree preferred) and a minimum of one year municipal government experience or an equivalent combination of education and experience. Apply with resume and cover letter to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or e-mail at hr@northbrook.il.us, with POLICE ANALYST in the subject field. Resume review will commence immediately. Position open until filled.

Village of Hanover Park, Village Manager

Hanover Park, IL (37,973) is a vibrant, progressive community rich in cultural and ethnic diversity seeks candidates to serve as its next Village Manager. Home to both family oriented amenities and an expanding commercial and industrial base, Hanover Park is strategically located in the southwest portion of the "Golden Corridor", along the I-90 Northwest Tollway, known for its growth in commercial and corporate headquarters. Hanover Park is located 30 miles northwest of Chicago in both Cook and DuPage Counties. The Village is a full service municipality and is fiscally sound, with a \$54 million budget and 250 employees. The Village Manager is appointed by the Mayor and Village Board of Trustees. Since 1990, Hanover Park has had two Managers. Candidates will be expected to be highly collaborative and creative in their approach to municipal services. Successful candidates will have experience in developing collaborative working relationships with elected officials, staff, other units of government, and the business community. Expertise in strategic planning, economic development, and financial management with a strong customer service focus is very important. Position requires six to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree is required. Master's degree (MPA or MBA) or other advanced degree, strongly desired. Candidates must possess excellent interpersonal skills and an approachable, welcoming style with the community, elected officials and staff. Residency is preferred. Salary: \$160,000 +/- DOQ with excellent benefits. Candidates should apply by May 18, 2012 with resume, cover letter, and contact information for three professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

City of Highland Park, Director of Public Works

Highland Park, IL (29,763) Dynamic, progressive community with beautiful neighborhoods and vibrant commercial districts, seeks its next Director of Public Works. Home to nationally recognized schools, beautiful parks and ravines, and Ravinia Festival, the



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world class summer venue of the performing arts, Highland Park is a highly desirable community in which to live and work. Highland Park is located 23 miles north of Chicago along the shore of Lake Michigan. The city of Highland Park is seeking a progressive, highly collaborative public works executive to serve as its next Public Works Director. The position reports to the City Manager. Upon the retirement of the previous City Manager, the Mayor and City Council recently appointed a new City Manager who will start on May 14, 2012. The Public Works Department has 68 full time and 17 part time authorized positions and a \$16.5 million budget. The Public Works Department is full service with the following Divisions: Engineering, Streets, Facilities, Maintenance, Fleet, and Water Production. The next Public Works Director must have high integrity and a positive track record in customer service, team building within the department and with other departments, and experience with shared services, service consolidation and joint bidding. Candidates must have a bachelor's degree in public policy, business, engineering or related field. A master's degree or higher level certification a plus. Candidates must have 7-10 years increasingly responsible experience in executive level public works in the public sector or in a field closely related to the public sector. The successful candidate will have strong oral and written skills, strategic planning abilities, and a demonstrated enthusiasm for working closely with elected and appointed officials. Salary is \$126,000+/- DOQ. Residency in the City of Highland Park is not required. Candidates should apply by May 18 to Heidi Voorhees at Voorhees Associates via our online application system: www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246. Voorhees Associates 500 Lake Cook Road #350 Deerfield, IL 60015. Additional information available at VoorheesAssociates.com. Electronic submission preferred.

Village of Elk Grove, Management Analyst, Finance

The Management Analyst performs assigned tasks with special emphasis on financial management and reporting. Assists in the coordination of purchasing activities in accordance with established legal requirements and Village policy. Provides staff assistance and detailed research, identifying and analyzing data and other projects as required, in a professional and confidential manner.

The Management Analyst is under the direction of the Director of Finance and also reports to the Deputy Director of Finance as needed or in the absence of the Director of Finance.

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The Management Analyst assists the Finance Department management in a variety of tasks. Assigned tasks include budget and audit preparation, policy analysis, procurement assistance, and financial management projects. Examples of typical assignments include, but not limited to:

- Prepare policy analysis and recommendations for consideration on financial matters and operations.
- Conduct a review and/or analysis of administrative matters which may be sensitive or confidential.
- Assist in coordination of annual operating and capital budgets.
- Review expense reports, invoices, and requisitions for accuracy, authorizations, and compliance with legal requirements and Village policy.
- Prepare financial reports and/or surveys as required by Federal and State Governmental agencies.
- Assist in coordination of month end, fiscal, and calendar year end processes.
- Assist in coordination of annual audit.
- Assist in coordination of procurement card program.
- Perform research requiring general knowledge of governmental accounting statistical methods, research methods and designs.
- Communicate and/or transmit information to municipal officials and other governmental agencies.
- Respond to citizen requests for service or information
- Assists in coordination of the procurement and bidding process.

Education, Experience and Training: Position requires a minimum of a Bachelors Degree in accounting, finance, public administration or a related field. Proficiency in software applications, databases, spreadsheets and word processing required. Governmental experience preferred.

Knowledge, Skills and Abilities: Considerable knowledge of municipal finance, public administration, public relations, procurement methods, research procedures and methodology, accounting principles and practices. Ability to develop and maintain effective working relationships with municipal officials, employees, and the general public. Ability to plan, organize, and direct special projects or research. Ability to analyze problems, identify solutions, and project consequences of proposed actions. Ability to prepare, review, and analyze, various accounting, financial and ledger reports. Ability to communicate effectively both verbally and in written form. The position has contact with the Department Heads and various supervisory and non-supervisory personnel from all departments.

COMPENSATION: \$56,444 to \$75,720
OPENING DATE: Tuesday, April 17, 2012
CLOSING DATE: Friday, May 11, 2012

To Apply: complete the online employment application at www.elkgrove.org by May 11, 2012. Attach your resume and cover letter as indicated. Additional information including three to five work related references should be mailed, faxed or emailed to: Michael Krcik, Human Resources Director, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007. E-mail: mkrck@elkgrove.org. Tel: 847-357-4020 Fax: 847-357-4025.

Job Mart

City of Trenton, City Administrator

The City of Trenton (pop. 2,715), a growing bedroom community in Clinton County, Illinois, seeks an energetic individual to fill the newly created position of City Administrator. The City Administrator, who reports to the Mayor and City Council, will manage the day-to-day operations of city government.

The successful candidate must possess a bachelor's degree in public administration, business administration, urban planning, or a related field (master's degree preferred). A minimum of 3 years' experience in local government management is required, with a background in budgeting, grant writing, economic development, tax increment financing, human resources, and planning/zoning. Salary and benefit package is commensurate with experience. Residency within the city limits of Trenton will be required.

Candidates should apply by May 18, 2012, with a cover letter, resume, references, and salary history to: City Clerk, 14 W. Broadway, Trenton, IL 62293, Attn: City Administrator Position. EOE.

Village of Berkeley, Management Analyst

The Village of Berkeley, Illinois (5,209), a full-service home rule community located in Cook County, Illinois, approximately 17 miles from the heart of downtown Chicago, is currently accepting applications to fill a newly created full-time Management Analyst position. Under the general supervision of the Village Administrator, the Management Analyst is responsible for assisting the Village Administrator and department head team in the day-to-day operations of the Village, the implementation of policy established by the Village Board, and the management of special projects.

The Management Analyst roles and responsibilities span nearly all Administrative functions of the Village including communications and community outreach, risk management, economic development, finance, grant funding, and special projects involving multiple departments.

The Management Analyst position requires graduation from a four-year college or university with major course work in public or business administration, political science, or a related field (Master's preferred) and two years of administrative or professional experience in local government.

Candidates must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. Candidates must also possess general knowledge of public administration, management principals, and municipal law and possess the ability to work effectively with the public, Village Board, and staff. The successful candidate will possess strong leadership skills, a desire for advancement, and a willingness to take on additional responsibilities.

Starting salary \$40,000 plus excellent benefits package.

Submit cover letter and resume along with completed application by May 18, 2012 to:



Jennifer Johnsen, Village Administrator
Village of Berkeley
5819 Electric Avenue
Berkeley, Illinois 60163

A copy of the complete job description and an employment application can be found at www.berkeley.il.us. EOE.

City of Bloomington, Graduate Local Government Management Internship

The Graduate Local Government Intern will work under the direction of their assigned department supervisor as well as the City Manager and Assistant to the City Manager. The Intern will play a leading role in coordinating, facilitating, and managing city projects that require the involvement of multiple city departments. They will be given the opportunity to interact with department heads and attend high level meetings, exposing them to the responsibilities of each department and current local government issues. The intern will meet with the City Manager and Assistant to the City Manager on a monthly basis to review monthly progress and discuss potential new projects and will be given an opportunity to provide feedback on the value of the experience the intern is receiving. The intern will also perform tasks and daily activities in support of their assigned department and the Office of the City Manager. The intern's interests and goals will be taken into account for special projects. Typical Examples of Work: The Graduate Local Government Management Intern may be called upon to do any or all of the following: (These examples do not include all of the tasks that the intern may be expected to perform.)

- Development and enhancement of department operations performance data systems
- Provide research and analysis in support of the City's Managed Competition initiative
- Conduct performance audits
- Research departmental and/or organizational issues
- Draft reports detailing research
- Make recommendations to assigned supervisor and/or City Management
- Manage special projects
- Support assigned department with daily activities
- Attend meetings
- Communicate with community organizations and public
- Assist in the budgeting process

Qualifications for Internship:

Intern must be currently enrolled in, or recently graduated from, a MPA or similar Master Degree Program. Intern must be willing to commit up to 35 hours per week for an 11 month obligation.
<http://www.cityblm.org/employment.asp?menuid=2889>

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How To Apply:

Send cover letter, resume, and unofficial transcript to Assistant to the City Manager, Alex McElroy at amcelroy@cityblm.org or by postal mail attn: Alex McElroy, Graduate Local Government Management Program, 109 East Olive Street P.O Box 3157, Bloomington, Illinois 61701. For questions, please call Alex McElroy at (309) 434-2262.

Application Deadline: June 15, 2012 ** Positions will remain open until filled. Several positions available for hire.

Compensation: \$15.00 per hour

City of Batavia, Director of Community Development

The City of Batavia (pop. 27,502) seeks an innovative and experienced municipal professional to lead its community development department. The Director of Community Development is responsible for the direction and leadership of the comprehensive planning and development goals of the department with a staff of 8 employees and a FY12 operating budget of \$900K. The Director of Community Development provides policy and operational advice to the City Council, City Administrator, and various Boards and Commissions; coordinates the evaluation and enforcement of relevant city ordinances; investigates complaints received and administers the enforcement of the City's development codes including, but not limited to: zoning, building, plumbing, electrical, mechanical, subdivision, property maintenance, signs, and related laws and ordinances. Ideal candidates will have a Master's degree in Urban Planning or related field, with 8 years of increasingly responsible administrative and supervisory experience. AICP certification a plus. Salary range is \$85,117-\$117,362 with excellent benefits, starting salary is DOQ. Interested candidates should forward a resume and a completed City employment application (available through the City's website) to City of Batavia, Human Resources Department, 100 N. Island Ave. Batavia, IL 60510; fax, 630-454-2079; email, hr@cityofbatavia.net. Applications are due no later than end of business May 7, 2012. Additional information on the City of Batavia can be obtained at www.cityofbatavia.net. EOE.

Village of Westchester, Building Commissioner

The Village of Westchester, IL (population 16,718) is seeking a qualified individual to join the management team as Building Commissioner. The Building Department has four (4) full-time employees and one part-time inspector.

The Building Commissioner is the initial point of contact for new construction and is available to answer questions on repairs, remodeling, Building Codes, etc., as well as allowable uses under the Village's Zoning Ordinance. The Building Commissioner is also the primary contact for Building Permits, inspections, and Occupancy Permits, as well as matters before the Plan Commission and Board of Zoning Appeals. The Building Commissioner reports to the Village Manager.

The successful candidate will be committed to providing outstanding customer service, possess strong leadership characteristics, have high ethical standards, and be able to communicate effectively. The Building Commissioner will also be responsible for integrating and streamlining the building and permitting processes, instituting

a project management approach for selected projects, and establishing clear turnaround goals to ensure projects receive vital oversight but proceed without unnecessary delay.

This position requires graduation from a college or university with a bachelor's degree in construction, public administration, or related field; previous experience in municipal government or economic development required including experience in a supervisory or managerial capacity and in plan review.

The salary range for this position is \$70,000 - \$92,000. Excellent benefits package. Qualified candidates should send cover letter, resume, salary history, and three (3) work related references by May 11, 2012 to:

Village of Westchester

Attn: Janet Matthys, Village Manager

10300 W Roosevelt Road

Westchester, IL 60541

Applications may be submitted electronically to jmatthys@westchester-il.org

The Village of Westchester is an equal opportunity employer.

Village of Westchester, Public Works Director

The Village of Westchester, IL (population 16,718) is seeking a qualified and energetic individual to join the management team as Public Works Director. The Public Works Department has sixteen (16) full-time employees, one part-time administrative assistant and eight (8) seasonal employees.

The Director of Public Works reports to the Village Manager, and is responsible for the planning, directing, administering, and supervising of all programs and activities of the department, including street maintenance, snow removal operations, grounds and tree maintenance, storm and sanitary sewer maintenance, water operations, automotive maintenance and related activities. This position is also responsible for budget preparation, CIP development, and the coordination of engineering services.

The successful candidate will be committed to providing outstanding customer service, possess strong leadership characteristics, have high ethical standards, and be able to communicate effectively. This position requires graduation from a college or university with a bachelor's degree in civil engineering, public administration, or related field; Master's degree preferred or PE certification preferred; thorough experience in municipal public works operations including considerable experience in a supervisory or managerial capacity.

The salary range for this position is \$85,000 - \$100,000. Excellent benefits package. Qualified candidates should send cover letter, resume, salary history, and three (3) work related references by May 11, 2012 to:

Village of Westchester

Attn: Janet Matthys, Village Manager

10300 W Roosevelt Road

Westchester, IL 60541

Applications may be submitted electronically to jmatthys@westchester-il.org

The Village of Westchester is an equal opportunity employer.

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Village of Elmwood Park, Village Manager

The Village of Elmwood Park, Illinois (Population 23,926) is seeking applications from qualified individuals for the position of Village Manager. The candidate must be a highly responsible professional and have experience administratively in managing and directing the operational activities and programs of the Village of Elmwood Park.

This work involves the responsibility for planning and developing overall Village programs, policies and activities. Includes serving as the Chief Administrative Officer of the Village and supervising all municipal staff through subordinate department heads or program managers. Work requires the exercise of extensive skills in executive level management and entails representing the Village to the public in administrative and operational areas.

Essential Functions & Duties:

Plans, directs, coordinates, controls and evaluates all activities of all of the Village departments, e.g., Police, Fire, Public Works including Building & Zoning, Engineering, Streets, Parks and Recreation, and Water Utilities, Financial Operations & General Administration, and Planning & Development and municipal functions;

Develops and administers a personnel management system; approves promotions, transfers, reclassifications, job evaluations, demotions, and related personnel actions;

Prepares the annual operating budget for the Village, laying out a proposed spending plan for the Board's consideration, and implementing and administering approved budget;

Prepares the annual capital improvement program and the Village long-range development plan as part of the administrative oversight function;

Promotes internal operating efficiencies; motivates subordinate department heads through periodic staff meetings; reviews the collective performance of each operating department and the individual performance of department heads; and encourages employee self-development programs;

Attends all Village Board and related public meetings; directs the preparation of the Board's agenda; and advises the Board concerning the status of public inquiries, projects of current interest and proposed legislative actions;

Appears before citizens groups and other organizational meetings; makes speeches and attends ceremonial functions;

Serves as the spokesperson for the Village in situations of mutual interest and concern with neighboring municipalities, Federal and State agencies; and represents the community to the local press and media;

Assesses current and long-term Village needs in various program or service areas; makes appropriate recommendations to the Board; develops program goals and objectives; and implements new activities;

Assures all Village ordinances are effectively enforced; prepares correspondence needed to direct or document Village business

decisions; assists Elmwood Park citizens, outside agencies, developers, local community groups, utility companies, etc. and Village staff in resolving governmental or operating problems by bringing important matters to the Board's attention;

Performs other duties as required.

Required Knowledge, Skills, and Abilities:

The Successful candidates for this position must possess comprehensive knowledge of the principles and practices of local management and administration; comprehensive knowledge of local financial management; comprehensive knowledge of sources of information and support for municipal government management/operations problems; considerable knowledge of municipal planning, engineering, personnel, administration, public safety and regulatory issues and concerns, as it applies to the management and development of Village policies and programs; and thorough knowledge of the principles and practices of managing and motivating people;

Extensive ability to communicate effectively, orally and in writing; extensive ability to establish working relationships with the Village Board, department heads, employees, and the general citizenry; considerable administrative and management ability; and considerable ability to deal tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so;

Regular and predictable attendance.

Minimum Education, Experience & Training:

Successful applicants for positions in this class must possess a knowledge level equivalent of a Master's degree in public administration, governmental administration, city and regional planning, or a related field;

At least five years responsible municipal government administrative/management experience, preferably at the Village Administrator or Assistant Village Administrator level; or an equivalent combination of training or experience.

Candidates should apply by May 4, 2012 with resume, cover letter and contact information for five professional references to:

Richard F. Pellegrino
Executive Director, West Central Municipal Conference
2000 Fifth Avenue, Building N
River Grove, Illinois 60171

Email: rpell@westcook.org
Phone: 708-453-9100
Fax: 708-453-1301

The Village of Elmwood Park is an Equal Opportunity Employer.

Village of Orland Park, Transportation and Engineering Manager

The Village of Orland Park, a dynamic and progressive community of approximately 7,000 residents, seeks Transportation and Engineering Manager to direct and oversee all operations of the

Job Mart

transportation planning and implementation process, including project design, engineering, and implementation/coordination of all short & long-range road projects within the Village of Orland Park.

This highly responsible position of Transportation and Engineering Manager will provide leadership that will continually enhance our community. This position will coordinate communications between various state and local governmental entities, engineering companies, and regional planning boards and commissions to facilitate the goals and objectives of the village. Collaborating with the Planning Division, this position provides invaluable input in the formulation of the Village's 5-Year Capital Improvement Program and develops departmental & village-wide goals setting standards, rules, and regulations for various village projects/programs.

This position will manage the day-to-day functions of the transportation and engineering division including the administration of consulting engineering contracts, develop and manage construction schedules for infrastructure projects, and manage the capital budget while controlling expenditures. In addition, this position will attend public meetings including Public Works & Engineering Committee and Development Services Committee, village board meetings, and other meetings as required.

Our ideal candidate is a current leader in the transportation and/or civil engineering field and a confident, proactive and collaborative professional. This leader will have at least 8 years of progressively responsible related experience in addition to 5-10 years in a management or supervisory capacity in a municipal or engineering/transportation environment. Must have strong interpersonal, oral and written communication, and organizational skills. Skill in intergovernmental agency and contractor communications, building sound relationships and fostering new partnerships is needed. A positive team oriented attitude is required.

We also require a bachelor's degree in Civil Engineering or related field. Master's Degree is preferred. Professional Engineer (PE) License highly preferred. Must have in-depth knowledge of principals and practices of engineering, transportation, planning, and related operations. Experience in evaluating complex traffic operations such as highways, railways, surface street system interchanges and ability to interpret traffic analysis. Significant technical experience within the transportation planning and/or traffic engineering market in Illinois is also required.

Strong analytical, budgeting, fiscal management, solid judgment, supportive and motivating leadership style and partnership oriented attitude are additional qualities that will make for a successful Manager in the Village of Orland Park. Solid computer skills including knowledge and experience with Microsoft Excel, Word, and Power Point, is needed. The ability to create press ready documents, high level reports, and other documents is necessary. In addition, strong detail orientation and the ability to set and meet deadlines are needed.

The village offers a competitive compensation package based on experience and a comprehensive employee benefits program which includes medical, dental, vision, life insurance, FSA and wellness program. This position is eligible for retirement benefits through IMRF and paid vacation, personal, sick days and holidays.

Applicants should provide their salary requirements at time of application.

Interested candidates may complete an application or send a resume with cover letter, salary history and professional references to the Human Resources Generalist, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orland-park.il.us

Village of Glen Carbon, Utility Superintendent

The Village of Glen Carbon (pop. 12,974) is accepting applications for the Utility Superintendent position.

The Utility Superintendent will plan, schedule, supervise and monitor projects in the upgrading and maintenance of Village utility systems; assist in the evaluation and preparation of utility rates and revenue plans; assist in identifying strategies and prepare long range-system improvement planning and directing budget forecasts.

Must have the required knowledge, skills and abilities; at least five years of increasingly responsible experience and demonstrated proficiency in public works or utilities operations; a water sewer license is required; and valid IL driver's license. Supervisory experience in utility management services is preferred.

Salary range is dependent upon experience and qualifications. A job description is available upon request.

Qualified candidates should submit a cover letter, resume, salary history and 3 professional references with contact information by May 7, 2012 to: Lori Gibson, Administrative Services Coordinator, Village of Glen Carbon, 151 North Main Street, Glen Carbon, IL 62034, E-mail: lgibson@glen-carbon.il.us, Phone: 618-288-2608, Fax: 618-2388-8046. EOE.

City of Eau Claire, WI, City Manager

City of Eau Claire (pop. 66,060) invites applications from experienced organizational leaders with a proven commitment to collaboration to serve as the City's next City Manager. Eau Claire serves a regional population of 160,000 in western Wisconsin and is home to the University of Wisconsin-Eau Claire and Chippewa Valley Technical College. Located 95 miles east of the Minneapolis/Saint Paul metropolitan area, the City is known for excellent schools, a strong local economy, abundant recreational opportunities and its quality of family life. The City of Eau Claire adopted the Council-Manager form of government in 1949; it is governed by an 11-member City Council comprised of five members elected by district and five members elected at large and a Council President elected at-large. Council members serve three year staggered terms. The City has a 2012 operating budget of \$106 million and 494 FTEs represented by 7 bargaining units, several of which will be in transition as a result of recent state legislation. Priorities for the City include budgeting and financial planning, employee relations, strategic plan implementation, economic development and succession planning. Past experience must demonstrate the ability to work effectively with and build trusted relationships with the City Council, staff and the community. Qualified candidates must have a Bachelor's degree; a Master's degree in public or business administration or a related field is strongly preferred.

Job Mart

Continued professional development such as designation as an ICMA-Credentialed Public Manager is a plus. Candidates also must have seven (7) years of progressively responsible local government management experience as a city manager, assistant city manager, department director or an equivalent position in a comparable organization in the private or non-profit public sector. Salary is \$135,000 +/-, commensurate with qualifications and experience of the successful candidate. The City of Eau Claire offers a competitive benefits package and participation in the Wisconsin Retirement System. Reasonable relocation costs will be paid for the successful candidate. Position is open until filled. First review of resumes begins May 14, 2012. To apply, submit a resume, salary history and five work-related references to eauclaire@springsted.com or to Sharon Klumpp, Senior Vice President, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101. Direct all inquiries about the position to 651-223-3053. A complete community/position profile is posted at www.springsted.com. Additional information available at www.ci.eau-claire.wi.us. The City of Eau Claire is an Equal Opportunity Employer.



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The Communication Tool for ILCMA & IAMMA

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

- Displays the most current 10 questions asked
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- 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

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