



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

May 2013

In This Issue

President's Column	2
Welcome New Members.....	3
Corporate Partner Spotlight.....	4
IML Managers Monthly Column.....	7
Scholarships for Summer Conference.....	8
Summer Conference Keynote.....	9
Midwest Leadership Institute.....	10
ILCMA Committees	11
ICMA Conference Scholarships	13
Mentorship Program.....	18
Credentialing Program	19
ICMA Knowledge Network	20
Metro Managers Golf Outing.....	21
Managers in Transition	22
Job Mart.....	23

Calendar of Events

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

May 3, 2013
Legacy Project Conference
NIU Naperville

May 9 – 10, 2013
Downstate Managers Meeting
Pekin, IL

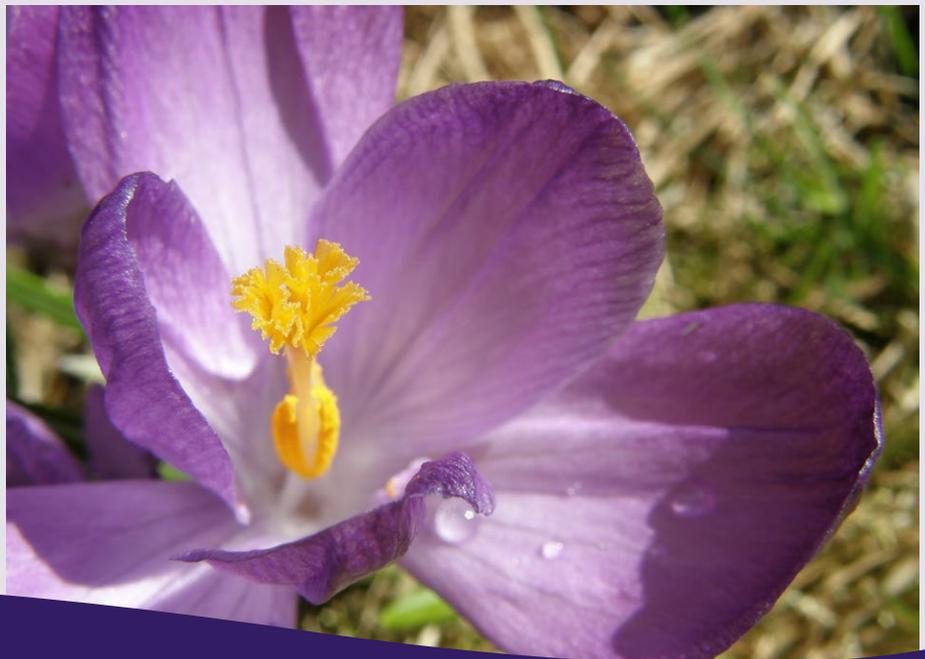
May 15, 2013
Metro Golf Outing
Bensenville, IL

May 17, 2013
IAMMA Annual Conference
NIU Naperville

June 12–14, 2013
**ILCMA Summer Conference
60th Anniversary Celebration**
Eagle Ridge, Galena, IL

September 22 – 25, 2013
ICMA Annual Conference
Boston, MA

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President's Column

Code of Ethics – Rules to Live By

Jerry Ducay, Village Administrator

Village of Frankfort

Member, Committee on Professional Conduct

When we are children, we develop an instinct for knowing when we are doing wrong. It is inherent in each of us and serves as our moral compass as we travel through the trials and tribulations of our lives. Some argue that such instincts are the foundations of our personal ethics or morality. A pastor friend of mine recently differentiated between the two. Ethics, he explained are "the rules that we agree to follow as part of a relationship." That relationship, professional or personal, may require ethics that change in degrees over time. The Pastor continued, "morals are the habits and beliefs that we, the individual bring to the relationship." These elements of our character are part of us and do not change.

Serving as a local government official, it is important that we remain flexible, willing to change with the times. Providing quality service requires openness to new ideas and different perspectives. Such variety is important in the development of our professional careers. However, some aspects of our profession must remain unchanged to preserve the sanctity of our profession.

Sadly, it seems that the barrage of headlines and criminal convictions has only furthered distrust in government. A few bad apples are now tarnishing the public service we all hold so dear. We can no longer sit on the sidelines and watch: we must take a leadership role in changing the ethical culture in our state.

One way to change the culture is to refresh your knowledge of the ICMA Code of Ethics Guidelines. The guidelines, first adopted in 1924, provide an outline of principles that should govern the conduct of ICMA members. After becoming familiar with the guidelines, each of us needs to share them with our management team and elected officials. Openly discuss and debate the merits of each principle and encourage team members to role play situational scenarios where such ethical issues may arise. Engrain in those with whom we serve a firm understanding of what is expected of them. Doing so in a team approach sets the tone for the ethical foundation of the organization.

When one clearly knows what is expected of them ethically, the moral habits and beliefs we learned as a child are reaffirmed and our understanding of right and wrong emboldened. It is imperative that an effort is made to win the ethical battle raging in our state. Your ethical muscle grows stronger every time you choose right over wrong (Pritchett, 2000). It is time we all start working out.

ICMA's Code of Ethics, most recently amended by the membership in 1998 to reflect changes in the profession, includes Guidelines to assist members in applying the principles outlined in the Code. The Guidelines were adopted by the ICMA Executive Board in 1972 and most recently revised in July 2004. Individuals seeking advice on ethics issues or enforcement are encouraged to contact Martha Perego, ICMA's director of ethics at 202/962-3668 or email mperego@icma.org.



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Welcome New Members!

Daniel Duffy, Village of Minooka, Village Administrator
Donna Gayden, Village of Glenwood, Village Administrator
Elizabeth Ruyle-Hullinger
Sharon Tan, Century Business Services, Executive Director
Melissa Wiak

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!



CIVIC LEADERSHIP ACADEMY
2012-2013

 **Advancing Civic Leadership**

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

May 18
Leadership for Elected Officials

May 21
Understanding Your Government's Finances and Financial Position

June 4
Survival Tips for New Government Leaders (FOIA, Open Meetings Act, and more...)

We hope to see you at one, or more, of the sessions.
Click here to register



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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.

Mobile Solutions Save

By Chris Sosnowski, PE, President, Baxter & Woodman, Control Systems Integration

As mobile technologies become increasingly affordable, governments everywhere are learning how these technologies might save their agencies time and budget. Mobile computers, tablets and smart phone devices all help public works departments operate more efficiently – often saving significant amounts of time and money.

Tablet Computers Save

Tablet computers are changing the public works industry by eliminating the need for an operator or engineer to be physically near their computer or equipment to input and receive both crucial real-time and historical information. Tablet computers are extremely portable, have comparably long battery life, and can be suitable for rugged operation (no moving parts). Potential tablet uses in government include secured connections that allow for:

- Email/Contacts/Calendar
- Data Entry (Excel-based)
- Data Entry (web-based)
- GIS Data Viewing and Editing
- Asset Management
- Documentation (O&M / Manufacturer Manuals)
- SCADA Viewing & Control
- SCADA Control
- Alarm Management
- Documentation (photos and videos)
- Video conferencing from the field

Software Solutions Save

Software solutions for mobile devices can streamline coordination of public works crews and allow crews to use electronic data entry when completing routine inspections, updating work orders, etc. Electronic data entry enables public works staff to add a wide variety of data, such as audio notes, video recordings, pictures, sketches, GPS locations, and more. This additional information allows for better decision making and a more comprehensive overview of data collected. In addition to enhanced data collecting capabilities, mobile technologies with wireless capability save staff time by allowing collected data to be automatically transferred between public works staff in the field and their department's main computer. This means data is instantly up-to-date in the field and at the office and eliminates the need to enter information twice.

Smart Phones Save

Smartphone users can send and receive emails, link to a company network to access data and download and use a variety of applications (apps). Apps help users perform specific tasks. Is there an app out there to help you do your job better, faster, and more efficiently? Maybe! Here are some useful apps for those in the municipal services/public works field. (Most are FREE! or cost less than \$5.00 to download from the iTunes App Store or the Android Market)

- Evernote makes it easy to share text between your computer, phone, and the web.
- Dropbox makes it easy to share non-critical files between your computer, phone and web – Like a virtual USB drive!
- Theodolite is a multi-function app that serves as a compass, GPS, map, zoom camera, and more. (iPhone only)
- Radar Now is an easy-to-use weather app. (Android only)

Learn tips on how useful these apps can be – Visit <http://bit.ly/viq9C4> to watch short video clip reviews of some of these apps. B&W Control Systems Integration has helped government agencies throughout Illinois and Wisconsin integrate mobile computer/smart phone/tablet use into their operations. The resulting savings are usually immediate and often substantial. Contact Chris Sosnowski of BWCSI at chris@bwcsi.com to see how mobile devices can help your public works department operate better, faster and more efficiently.

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How to Build an Effective Relationship with Your Legislator

By Carol Sente, Principal, FGM Architects and State Representative, District 59, Lake County

You work with elected officials every day, so building a relationship with your own board of trustees, your senator or state representative, it should all be pretty much the same....right? Well, obviously the principles of effective relationships are similar, like treat others the way you would like to be treated, don't break each other's trust, and support one another. But there are important nuances to building relationships with your state legislators that bear highlighting.

The most important difference to understand is how much more complex decision making can be at the state level than the local level. At the state level, constituents' views are far more diverse between the suburbs, Chicago and downstate. To successfully pass legislation, one requires 60 votes in the House and 30 votes in the Senate; on top of that, layer politics with the leadership system that governs in Illinois. Your state rep has to run every two years and cannot affect legislation unless she remains in her position. Therefore it is often wise to take a long term view of building a relationship with your state legislator that allows her to establish a stronger foothold within the District, and feel comfortable to take more aggressive votes on issues over time.

With all the competing pressures, can a Village/City Manager or Administrator and/or Mayor/Village President make a difference in state decision making by building a strong working relationship with his state legislator? I believe you can. I will outline three ideas that involve building relationships to affect legislative decisions.

Offering Compromise Solutions

Some people hold the view with legislation that they should begin with their strongest position, hoping to end up with something reasonable in the end. After 3.5 years in the legislature, I have found enough proof to believe that looking for goals that opposing sides can agree upon and compromise in bill language can often times be more effective. When both sides dig in their heels, little gets accomplished. I have sponsored legislation that would not move because an influential lobbying group was not in favor of the legislation, and they had either the ear of the Speaker, their legislators or both. The legislation only became unstuck, when I could find commonality of outcomes, and think of an alternate approach to reaching the same objective. So consider not only telling your legislator how you wish she would vote on an issue but also offering compromise solutions. One example would be the prevailing wage legislation. If "small renovation projects" can't pass because the definition is too broad, suggest an amendment that addresses only "landscape maintenance projects" or identifies work under a certain dollar amount?

Serving as a Valuable Resource

With approximately 6-8,000 bills being filed during a two year General Assembly, the volume of information a legislator needs to understand can be overwhelming. Legislators need to rely on their party's bill analyses, trustworthy lobbyists and industry friends on virtually every issue before them. You can serve as a valuable resource in several ways. An issue relating to local government may be introduced that a legislator has heard nothing about and

he needs to vote on that issue with little practical data about the implications. Being available on short notice when your legislator calls or texts not only strengthens your relationship, it also helps you communicate your desired opinion. If you really want to build trust, explain not only the benefits of supporting a proposal but also the drawbacks.

Another way to help build a relationship with your legislator is, over time, in small digestible bites, educate them on the more complex issues of local government. Make the time and offer to conduct a Local Government Financing 101 explanation, and outline some of your key operational challenges. Everyone comes to the General Assembly with a different background and specialty. Unless your legislator was a former village trustee, she may understand little of your challenges.

Reaching Beyond Your Immediate Legislator

Sometimes we only think of our one senator and representative as someone we should get to know. However, do you have several legislators representing portions of your community? If so, even if it is 5% of your community, it is worth reaching out to all your legislators and inviting them to your events. The legislator that will do the heavy lifting in your community is most likely the person who represents the majority of your residents, but do not forget about your other legislators. Getting to know the legislators with a local government background may also be beneficial as they will tend to be more receptive to your concerns. Consider establishing relationships with the Chairperson, Vice Chair, Minority Spokesperson and members of committees that hear issues concerning local government - for example Cities and Villages, Pensions and Personnel, and State Government.

In the end, every legislator has a slightly different viewpoint of what it takes to build an effective working relationship with them. Ask your legislators what they need and explain to them what you need. Attend their events, make them feel welcome in your community, and understand their time pressures. Don't expect to visit them once a year at the Capitol and wonder why you don't have a stronger relationship.



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An Out-of-the-Box Solution for Will County's Build Will Program

by Bruce D Gould, PE, County Engineer, Will County and T. Scott Creech, PE, Senior Project Manager, HR Green, Inc.

In 2008, the Will County Department of Highways (WCDH) created the Build Will Multi-Year Transportation Program. The initial Build Will program identified sixty (60) projects throughout the County in need of various levels and types of improvement. Prior to turning the first shovel of dirt or pouring the first yard of concrete, there are many tasks which need to be accomplished to move each project to be construction ready. Each individual project requires design; design review; agency and stakeholder coordination; permitting; right-of-way determination/acquisition; and preparation of bid/construction documents. At \$350 million, this is the first program of its type and size in the County's history.

To implement and manage a program of this magnitude and diversity, WCDH was faced with a decision regarding short-term staffing needs. One option was to hire the appropriate number of staff to match the ramp up in workload associated with the program. However once the program is completed, WCDH will face the inevitable dilemma of what to do with the excess staff once the projects are constructed and the immense improvement program is finished. This increased labor cost could lead to a lingering financial impact to the County. Another option for WCDH is to look to the private sector to handle the additional workloads associated with the Build Will program.

In 2009, HR Green, Inc. was hired to assist the WCDH with Program Management services for the Build Will Multi-year Transportation Program. The consultant team works side by side with staff from the County to manage the program providing numerous tasks including coordination of multiple project design consultants; project scheduling management; project design reviews; agency coordination efforts with numerous jurisdictional agencies including Illinois Department of Transportation and US Army Corp of Engineers; and miscellaneous design tasks as appointed by the County Engineer. The Build Will Program is still active today and by all measures it has been a success. Since the program's inception, Will County has designed, permitted, bid and constructed roadway improvement projects with an estimated combined total value of over \$350 million.

Benefits to the County:

- Access to the right technical expertise at the required time.
- Scalable staffing levels to match the varied workload levels
- Agency and consultant coordination expertise
- Team members dedicated to champion each project on behalf of WCDH
- Scalable database developed to help track and manage multiple projects

Bruce Gould, PE, County Engineer for WCDH, states that, "The Build Will program was a great opportunity that has become a tremendous success. We knew that this unique program would require a new delivery approach given its magnitude and complexity. Program management was our chosen approach and it has proven to be very effective in delivering on this \$350 million program."

Work assigned to the Program Management consultant includes:

- Plan review of project submittals prepared by others to make sure work is completed in accordance with Will County, IDOT and Federal Standards.

- Management and monitoring of progress of design consultant project submittals.
- Review of design documents including: Engineering Contract Plans, Engineer's Cost Estimates, Estimates of Time, MFT Scoping Checklists, Specifications and Special Provisions.
- Management and coordination with Federal, State and Local Agencies, utilities, design consultants and others.
- Coordination with property owners.
- Management and tracking of
 - o Project costs
 - o Design standards
 - o Contracts
 - o Schedules
- Coordination and management of FAU and MFT submittals with IDOT.
- Assist in developing and standardizing WCDH policies and procedures.

Is Program Management the right approach for you?

The Will County Build-Will program is an example of where program management worked well and allowed the County to deliver on its commitments to residents. But, is program management right for your needs? There is no doubt that a higher degree of difficulty has been added to delivering capital programs, which have become more complex with increased environmental regulations, tedious reporting requirements from funding sources and a tendency for public relations issues to go viral through the use of social media. Here are some questions to evaluate as you consider program management:

1. Do you have the expertise to address most of the technical challenges?
2. Will staffing for the program shift personnel away from core activities?
3. What processes do you have in place to manage multiple project schedules, budgets, teams, activities and stakeholders?
4. Do you have the proper amount of staffing to fulfill schedule commitments?
5. Is the program relatively short in duration? If so, and you have to increase staff, what will you do with those staff after the program is completed?

If you aren't satisfied with your answers after considering these questions, program management may be the correct approach for your organization.

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Educate. Advocate. Empower.

PSEBA Reform Update

By: Joe McCoy, Legislative Director, IML and Mark Peterson, Manager, Town of Normal

The General Assembly is approaching its scheduled adjournment date of May 31. It remains possible, however, that contentious budget negotiations may result in an overtime session. In the meantime, several issues remain viable for municipal governments. One of these issues is Public Safety Employee Benefits Act (PSEBA) reform.

Senate Minority Leader Christine Radogno (R-Lemont) has assumed a critical leadership role in pursuit of cost-saving reforms to the expensive PSEBA law. Her efforts are focused on striking a balance in the law to provide cost relief to taxpayers while maintaining the post-career health insurance benefits for police officers and firefighters with truly catastrophic injuries.

The IML is actively participating in the PSEBA reform discussions being led by Leader Radogno. The IML and other interested stakeholders have suggested a variety of concepts to reform the law. Leader Radogno has listened to these concepts and developed a few of her own. Some of these concepts can be found in an amendment filed by Leader Radogno for adoption onto SB 1245.

These concepts, selected and drafted by Leader Radogno and her staff, represent a significant improvement over the status quo and are worthy of support. Senate Amendment 3 to SB 1245 includes the following provisions: (1) a list of conditions that would be considered catastrophic injuries; (2) language exempting Social Security/Medicare recipients from being eligible for PSEBA; (2) a 5-year period where an individual injured while responding to an emergency will have 50% of their health insurance premiums covered even if they don't fall under one of the "catastrophic injury" conditions; (3) employer and employee reporting requirements to ensure an accurate compilation of information about PSEBA recipients and cost; and (4) instances where an employer can cancel PSEBA benefits (household income exceeds 800% of poverty level, insurance from another source was rejected, individual enrolled in insurance elsewhere, and failure of a beneficiary to file the required annual report).

In late April, Leader Radogno released a draft of her amendment and held a meeting to discuss the concepts with municipal representatives and lobbyists for the police and fire unions. The union lobbyists expressed a willingness to at least consider the

Leader's approach to determining the kinds of injuries that should be considered as "catastrophic." They intend to take the draft amendment back to their members for input. We anticipate that they will at least initially oppose the proposed solution as discussions continue.

Leader Radogno appears committed to the conceptual framework of her proposed PSEBA reforms, but is willing to accept suggestions on how to refine and improve upon her amendment. The IML has offered several suggestions up to this point, some of which were offered by members of the IML's PSEBA Working Group. The IML Managers Committee is also prepared to serve as a resource to help facilitate PSEBA reform as the process moves forward.

We are extremely grateful for Leader Radogno's leadership on this important issue. Municipal management teams can help to move the reform process forward by talking with their local legislators about the essential need for PSEBA reform legislation. Please make your legislators aware that we can no longer afford to delay the inclusion of sensible changes within the law.



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Scholarships Now Available to Attend the Summer Conference

The following scholarship opportunities are available for students to attend the ILCMA Summer Conference June 12 - 14, 2013 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, 2013 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, 2013. To apply, send a pdf file with a letter of introduction and how the conference will help you meet your professional goals along an academic or professional reference letter to:

Bob Irvin
Vice Chair
The Sommer Foundation
bob.irvin.716@gmail.com
If you have further questions please contact Bob at 847-549-6378.

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



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SUMMER CONFERENCE 2013 AND 60TH ANNIVERSARY CELEBRATION JUNE 12- 14 AT EAGLE RIDGE INN & RESORT, GALENA, IL



REBECCA RYAN THURSDAY MORNING OPENING KEYNOTE

Our Cities 3.0: Reflecting, Responding and Redesigning for an Uncertain Future

As we enter a new era in which cities have fewer resources, citizens are uncertain about their future, and people become more “home-oriented,” civic leaders must remember what cities are for, and make smart, contemporary choices to endear them to generations to come.

In this dynamic presentation, audiences will learn about NGC’s extensive research on “Next Cities” - places that have the attributes to become talent magnets - and will help cities gather momentum for “The New Normal.” This presentation addresses

three key questions that will determine the future of our cities:

- Why do cities exist? What timeless wisdom can we rely on, in an uncertain future?
- High tech/high touch. What contemporary issues must city leaders address to remain relevant for 21st Century entrepreneurs and business owners?
- For our children and their children. How do we make investments that our future generations will value and enjoy?

Addresses ICMA Practice Areas 6 - Initiative, Risk Taking, Vision, Creativity, and Innovation and 13 – Strategic Planning



PETER BURCHARD FRIDAY MORNING CLOSING KEYNOTE

How Work Works: Vision, Courage and Correction

In this presentation, Peter Burchard explores how the elements of vision, courage and correction form the basis for the success of local government managers and their team of experts. Drawing on his experience as a city manager, health executive and key people who have come into his life, Peter’s passionate appeal will explore ideas and concepts meant to energize and lift local government leaders and their teams to a higher level of performance, influence and happiness. But, as Peter states, “We have to go down a path that many people don’t

necessarily expect.”

In this fast paced and energetic presentation, Peter will explore topics such as:

- The three greatest work lies ever told.
- How being positive is a naked value.
- How to accelerate what’s important to you.
- Your mind: friend or foe?
- The seven elements of a great day at city hall.

Attendees will leave with a fresh perspective on their value to others, their unique contribution to the organization and how to re-tool what isn’t working for them.

Addresses ICMA Practice Area 6 - Initiative, Risk Taking, Vision, Creativity, and Innovation

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Approach

Successful professional local government leadership requires knowledge and a skill set centered on the ability to understand individual and organizational behavior. The Midwest Leadership Institute was developed to equip participants with the leadership skills needed to drive for results in the increasingly complex world of local government. The Institute is an intensive six-day program that will provide the fundamental requirements for leading people in a world with many personalities, competing personal interests, endless news cycles, social media, “gotcha” blogs and few things that are black and white. The Institute customizes learning to individual needs. Participants will leave the Institute having developed essential leadership skills and will have a greater understanding of when and how to use those skills. Participants will learn how to apply psychiatric concepts to real world problems.

Curriculum

Getting wins, big and small, in the public sector requires a deep understanding of interpersonal leadership. The Chinese proverb and curse, “May you live in interesting times”, has never been more true. We have entered what Nicolo Machiavelli called “A New Order of Things” which requires leaders to know how to:

1. Understand emotions and build exceptional emotional and psychological stability
2. Develop brain speed and flexibility of mind, the ability to think faster and more efficiently and thus act more decisively at the proper time
3. Strengthen their ability to manage uncivil discourse
4. Self reflect
5. Resolve conflict
6. Build a working alliance
7. Lead with character and be a source of inspiration
8. Master the judgment triangle
9. Understand power and influence
10. Manage challenges to balancing work, family, and self

Instructors

The program is presented by a cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development:

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Special Guest Speaker: Mr. George Spindler, Retired Senior Vice President, Law and Corporate Affairs, BP Amoco Corporation, Adjunct Professor, University of Chicago Booth School of Business

Logistics

Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition is \$1,800 and includes course materials, continental breakfast, two breaks, and lunch all six days and dinner on May 16 and June 26.

The Academy is held at Northern Illinois University’s Naperville campus, 1120 East Diehl Road, from **May 14-17 and June 26-27, 2013.**

Register online today:

http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4012920

Visit www.niu.edu/cgs/midwest_leadership_institute/index.shtml for more program details and area lodging options or contact Dawn Peters at dpeters@niu.edu with questions.



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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 2013-2014 Committees need members:

ILCMA Conference Committee

Chair – Pres Elect – Joe Breinig, Carol Stream

Co-Chair – Vice President – Kelly Amidei, Libertyville

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 11 – 13, 2014

Chair – Joe Breinig, Carol Stream

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

Hilton Springfield, IL from February 26 – 28, 2014

Chair – Kelly Amidei

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 – Jason Bielawski, Roselle

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 – Marty Bourke, Bloomingdale

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 – TBA

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

The Scholarship and Awards Committee

Chair – Mark Franz, Glen Ellyn

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.

ILCMA Website Re-Design Ad Hoc Committee

The ILCMA website is over five years old and is in need of an update. This Ad Hoc committee will evaluate the current ILCMA website, create an RFP, and review bids to update the ILCMA and IAMMA websites.

If you are interested in serving on any of the above committees please contact Dawn S. Peters by June 14, 2013 at dpeters@niu.edu or call her at 815-753-0923.

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ICMA, Craig brings a wealth of
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ICMA Annual Conference Scholarships

Scholarships Help Members Attend Conference



Members in transition. Young professionals. Small community employees. Many ICMA members are challenged by limited resources in their pursuit of gaining the very 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 2013 Conference Assistance and Stene Academic Scholarship Programs. **The deadline for all applications is Monday, May 20, 2013. Late applications will not be accepted.**

Think attending an ICMA conference won't make a difference in your career? Think again! Chris Anderson, City Manager of Central City, Nebraska, and ICMA Mountain Plains Regional Vice President, tells how attending the 1995 Annual Conference as a Young Professional Scholarship awardee helped transform a job into a career. Read or listen to Chris' story.

Member-in-Transition, Robert Whritenour of Falmouth, Massachusetts, had the following to say about receiving the MIT scholarship in 2011:

"Last year I received a member in transition scholarship. At a very trying time in my life, the scholarship helped me stay in firm contact with the profession and my colleagues. I built tremendous strength and a sense of well-being from this opportunity, and I had a wonderful conference. I also carried the strength with me throughout the remainder of my transition period. Thank you ICMA for a wonderful experience and for the support exactly when I needed it."

Conference Assistance Scholarships

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

1. **The Young Professional Scholarship** is open to any ICMA member with three years' or less 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

continued on next page

attendance. There is no minimum salary or tenure cutoff for the Workplace Diversity Scholarship, although those factors may be considered during the evaluation process.

3. **The Member in Transition Scholarship** is open to any member enrolled in ICMA's MIT program.
4. **The Small Community Employee Scholarship** is open to any member serving in a small community with limited financial resources. Applicants may self-select to apply for this scholarship. There is no minimum salary requirement, although salary may be considered during the evaluation process.

To be eligible for any of ICMA's Conference Assistance Scholarships, applicants must meet the following criteria:

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

Recipients of the Young Professional, Workplace Diversity, MIT or Small Community Employee Conference Assistance Scholarships receive complimentary registration to the ICMA Annual Conference and limited travel/hotel assistance based on distance traveled. Eligible candidates may submit an application to any or all scholarship categories. Candidates for scholarships must be ICMA members by the time they arrive at the ICMA Annual Conference in September and are eligible for a special half-price membership rate. To access a membership application, contact ICMA's Membership Services Department at 202/962-3680; membership@icma.org, or visit <http://icma.org/JoinICMA>.

Candidates to ICMA's Conference Assistance Scholarship Program **must have submitted the application form, essay, and recommendation forms by Monday, May 20th to: flittky@icma.org**. Questions regarding ICMA's Annual Conference Scholarship Program should be directed to flittky@icma.org or to Felicia Littky, Conference Scholarship Program Coordinator 202-962-3656. Application and recommendation forms are found at the end of this article.

continued on next page

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 2013 Annual Conference. Travel and housing expenses are not included the Stene Scholarship stipend.

STENE SCHOLARSHIP ELIGIBILITY

Students enrolled by September 2012 as **full-time** graduate students specializing in local government at a college or university recognized by the National Association of Schools of Public Affairs and Public Administration are eligible to apply for the Stene Scholarship. Applicants must have had little or no full-time experience in local government, internships excluded.

Applicants to the Stene Scholarship Program must submit four sets of the following:

- A 3-to-5-page personal essay that demonstrates the student's interest in local government and includes relevant professional and personal examples
- A letter of sponsorship from the department head, dean, or director of the public administration/affairs/policy or related program in which the applicant is enrolled. Each graduate degree-granting program is permitted to sponsor only one applicant, and no student may apply without program sponsorship.
- A letter of recommendation from an academic other than the student's program head, dean, or director
- A letter of recommendation from a local government manager, previous employer, or an additional academician
- Official transcripts of both graduate and undergraduate work. ICMA requires that students submit one original and three copies of their transcripts.

Because the guidelines for the Stene Scholarship Program require that students submit at least **one original set** of all sponsorship and recommendation letters and transcripts, applications to this program **must have been submitted by mail only by Monday, May 20th to:** ICMA Stene Scholarship Program, 777 North Capitol Street, N.E., Suite 500, Washington, D.C. 20002-4201. Address questions to flittky@icma.org.

continued on next page

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 7**. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating that they are entitled to a waiver of the conference registration fee.

ILCMA Offers Student Travel Scholarship to ICMA Conference

In celebration of ILCMA's 60th Anniversary, the ILCMA Summer Conference Committee is holding a raffle for a diamond pendant, the winner to be drawn at the upcoming ILCMA Summer Conference. The proceeds of the raffle will go towards up to three travel scholarships for MPA students to attend the [ICMA Annual Conference](#) in Boston, MA.

In order to qualify you must be currently enrolled as a part-time or full-time student and be planning on a career in local government management (municipal or county).

To apply, send the following:

- Letter indicating why attending the conference would be beneficial to you
- Statement of career goals
- Resume
- Letter of recommendation from either your intern supervisor or faculty advisor

Applications need to be received by **June 7**. It is preferred that one send a pdf file of one's application to Dawn S. Peters at dpeters@niu.edu. Or, applications can be mailed to:

ILCMA Secretariat
Center for Governmental Studies
Northern Illinois University
DeKalb, IL 60115
Attn: Dawn S. Peters

For further information, please contact [Dawn S. Peters](#) at 815-753-5424.

Volunteering at the food pantry on your own can be rewarding...



...but things are more fun with IAMMA members!

Join IAMMA at the Glen Ellyn Food Pantry on May 11th for the annual "Stamp Out Hunger" food drive partnership the pantry has with the Post Office. Postal workers will collect food on their route that day. We will help the food pantry with the influx of items it receives.



Date: Saturday, May 11

Time: 4-6 p.m.

Place: Glen Ellyn Food Pantry, 493 Forest Ave., Glen Ellyn

RSVP: Please email Melissa Steirer ASAP at MSteirer@lwd.org - by May 8th, at the latest. Volunteer spaces are limited.



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>.

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EOE



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

What Are the Benefits?

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

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



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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

The Knowledge Network's 200 topics cover local government issues from Accountability to Zoning. Browse these topics to find thousands of articles, case studies, policies, sample government documents, and more to help you serve your community. Or, share your own experience and expertise by answering a question or submitting a document.

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

**Metro Managers Association
Annual Golf Outing
Wednesday, May 15, 2013**



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, raffle prizes, appetizers and 19th hole refreshments

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

Please Print:

Name: _____

Company: _____

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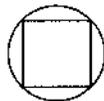
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*Metro
Managers*



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

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

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

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

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

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

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

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

Doug Elder
delder54@comcast.net
Cell: 309-262-8654

Cathy-Ann Romero
cathyromero@comcast.net
847-705-4942
Cell: 847-732-4942

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

David Strohl
dastrohl@comcast.net
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Cell: 309-253-3923

Kathy Katz
kselake@gmail.com
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City of Mascoutah, Assistant City Manager

City of Mascoutah, IL (Pop. 7500) is seeking an Assistant City Manager. Master's degree preferred in public administration or related field and 3-5 years municipal administration experience required (Master's education and intern experience will qualify). The Assistant City Manager will work closely with City Manager on day to day administration responsibilities and oversee city planning and economic development efforts. Candidate must possess knowledge of city planning practices, economic development, budgeting/financial management and project management. Qualities desired include; thoroughness, effective communication/listening skills, community engagement, customer service and a strong work ethic. Starting salary \$52,000, excellent benefits, IMRF pension, position open until filled. Send resume, cover letter and work related references by May 15th, 2013 to Cody Hawkins, City Manager, 3 W. Main, Mascoutah, IL, 62258 or to chawkins@mascoutah.com. Visit www.mascoutah.com for a full job description. EOE

Village of Oswego, Graduate Level Administrative Internship

The Village of Oswego (30,550) offers an excellent career development opportunity for a well-qualified and highly motivated graduate student to serve as an Administrative Intern.

The Administrative Internship provides practical public sector work experiences in a challenging and fast-paced municipal environment. The Administrative Intern will have the opportunity to apply their academic knowledge, new perspectives and/or past work experiences to accomplish real goals and objectives.

In this position the qualified candidate will have the opportunity to develop professional skills and credentials through project management; attendance at staff meetings; and exposure to and participation in policy-level discussions and decision making activities with the leadership team.

A candidate for this internship must possess a Bachelor Degree and must be enrolled in a Master Degree program with an accredited University in Public Administration or related area of study. Strong project management skills, and advanced to expert proficiency in Microsoft Word, Excel, Outlook and Power Point is required. Previous experience in an office setting and the public sector is desirable. Candidates must be able to commit to two years of service in the internship and must be able to work up to 20 hours per week.

View a Village and Internship Profile by visiting the "Employment" page of our website at: www.oswegoil.org.



The Village of Oswego offers \$15/hour; a challenging opportunity; a commitment to provide coaching and career development and balanced performance feedback; a flexible schedule; and an excellent work environment.

Interested candidates should submit a cover letter, resume and five references to:

Ann Spears
Human Resource Director

Village of Oswego
100 Parkers Mill
Oswego, IL 60543

E-mail (preferred): aspairs@oswegoil.org
Fax: 630.554.3306

The Village of Oswego is an equal opportunity employer.

APPLICATION DEADLINE IS MAY 8, 2013

Village of Oak Park, Network Specials – Two Positions Open

Annual Salary Range is \$51,223.08-66,590.00. The position is open until filled.

The Network Specialist performs various tasks associated with network/system administration, computer support, and operational activities for the Village including computer system setup, configuration, and testing. The position reports to the IT Operations Manager.

Example of the Duties (Essential Duties and Responsibilities): Configure, test, and deploy network systems, such as, LAN, WAN, Wireless, routers, switches, gateways, and network servers. Configure, test, and deploy system servers, such as, file, print, Internet, e-mail, database, and application servers. Configure, test, and monitor server and end-user systems for security, such as, user accounts, login scripts, file access privileges, and group policy management. Configure, test, and deploy end-user systems, such as, workstations, laptops, MDC, cell phones, printers and software. Test, configure, deploy, and support security systems, such as, facility access system, video & audio system, and burglar/fire alarm system. Monitor and audit networks, systems, and user activities to ensure security and efficiency of systems. Create scripts and reports of detail activities for regular review. Perform

and participate in disaster recovery activities, such as, backup procedures, data recovery, and system recovery planning. Assist end-users with computer problems or queries. Troubleshoot systems as needed and meet with users to analyze specific system needs. Ensure the uniformity, reliability and security of system resources including network, hardware, software and other forms of systems and data. Prepare, create and update user/technical procedure documentations and provide computer training. Assemble, test, and install network, telecommunication and data equipment and cabling. Participate in research and recommendation of technology solutions.

Experience and Training: Three years of network/system administration in the public or private sector, maintaining a minimum of 75 Client Workstation computers, and possession of a Bachelor's degree from an accredited college or university with major coursework in computer science or a related field.

A complete job description is available at GovTempsUSA at www.govtempsusa.com by clicking Find an Assignment – Go - and then on Network Specialist – Village of Oak Park, IL. Resumes must either be faxed (866-803-1500) or submitted online to GovTempsUSA at www.govtempsusa.com. Questions can be directed to GovTempsUSA by calling 1-866-440-8367. All applicants will be required to complete a Village of Oak Park Employment Application. All job offers are contingent upon successful completion of a background investigation, reference checks, and a pre-employment physical that includes a drug and alcohol screening.

City of Rock Island, Public Works Director

The City of Rock Island is recruiting for an experienced Public Works Director to supervise and manage the Public Works Department. Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672.

This is highly responsible professional, administrative and managerial work directing the activities of the Public Works Department. Work involves responsibility for planning, directing, administering, and supervising all programs and activities of the department, including street maintenance, sanitation, fleet maintenance, storm and sanitary sewer system maintenance, water treatment and water reclamation plant operations, water distribution system, marina operations, parking enforcement, and engineering and construction projects. Supervision is exercised over professional, administrative, supervisory, technical, and clerical personnel. Work is performed under the administrative direction of the City Manager who reviews work through conferences and administrative reports for overall program effectiveness. Graduation from a college or university with a bachelor's degree in civil engineering or a master's degree in public administration or related field; thorough experience in public works operations including water and wastewater plant operations, including considerable experience in a supervisory or managerial capacity; or any equivalent combination of training and experience.



The salary range is \$65,046 - \$100,906. The City offers an excellent fringe benefit package which includes pension, major medical, paid leave, tuition reimbursement, car allowance, health club membership and also contributes 5 percent of salary to ICMA's 457-deferred compensation plan. Possession of valid Class D Illinois vehicle operator's license or an equivalent license issued by the employee's state of residence. Selected candidate must reside in the City of Rock Island within one (1) year of hire date. Must pass a physical, background check and substance screening. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted continuously. EOE

Lake County, Management Fellowship Program Opportunity

Lake County is offering a unique opportunity for a well-qualified and highly motivated professional to play a key role in the County's Administrative Office.

Lake County IL, population 703,000, is located between Chicago and Milwaukee along the shore of Lake Michigan. The County covers 470 square miles and offers an outstanding blend of urban, suburban and rural communities. Lake County government is ICMA recognized, has a \$480M budget, an AAA bond rating by Moody's and S&P, and employs approximately 2,700.

The purpose of the management fellowship program is to offer qualified individuals practical public administrative work experiences in a challenging and progressive environment. The program offers candidates the opportunity to apply their academic knowledge, new perspectives and/or past work experiences to accomplish real goals and objectives in one of the largest public sector entities in the State of Illinois. The successful candidate will have the opportunity to develop professional skills and credentials by: managing high-level projects of substantial responsibility across the organization; attending regular meetings with supervisors; participating in policy-level discussions and decision-making with senior-level staff on a regular basis; receiving regular coaching and career development guidance by experienced professionals in the County's leadership team; making presentations to staff, elected officials and community groups; facilitating meetings; and refining skills at working effectively among groups.

Fellows will gain management experience in several topical areas through rotation among various administrative functions depending upon need and time. Areas available include, but are not limited to: organizational development and governance, community and economic development, financial management, human resource management, information technology, water/wastewater treatment, solid waste management, highway maintenance, law enforcement, corrections, support for the criminal justice system, public health and strategic planning.

The successful candidate will have the following qualifications:

- Master's Degree from an accredited program of Public Administration, Public Policy or related field, or current enrollment in such a program.
- Possess advanced research, analytical and problem-solving skills.
- Possess strong written and oral communication skills in an effort to present initiatives effectively to diverse groups and individuals.
- Demonstrate a commitment to developing a career in public sector management.



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- Adhere to the ICMA Code of Ethics and be dedicated to rigorous professional development.

This program offers temporary full-time (40 hours/week) employment. The successful candidate must be willing to make a 12-month commitment to the County. While there is no guarantee of continuation of employment with the County after completion of the program, the experience will prepare the individual to compete for employment opportunities both with the County and with other local public sector agencies.

Fellows enjoy a competitive salary and benefits package, career development opportunities, and mentoring by senior staff. In addition, the program provides valuable work experience, offers the opportunity to contribute creative and innovative ideas, and provides an ideal setting to learn about important issues and emerging trends. Below is a snapshot of the salary and benefits available to management interns:

- Starting salary of approximately \$41,841
- Comprehensive health benefits for the Fellow and their dependents
- Participation in the Illinois Municipal Retirement Fund
- Accrued sick and vacation leave along with paid holidays
- County-sponsored membership with the International City/County Management Association (ICMA) and Illinois Association of Municipal Management Assistants (IAMMA)

Application and Selection Process:

Interested candidates must apply by completing an online application and submitting college transcripts, a list of personal, professional and academic references (3 each; academic references required only for those candidates who participated in a Master's Degree program within the past three years) and a resume with cover letter. The cover letter should describe academic accomplishments, future goals and how this position can help the candidate achieve those future goals, a description of related work experiences and the mutual benefits that will be gained for the candidate and the County as a result of participating in the program.

The County Administrator's Office will review the application information and may invite candidates to a personal interview based upon the materials submitted.

Village of Schaumburg, Director of Engineering and Public Works

Schaumburg, IL (pop. 75,000) Very progressive, award winning community that is the economic center of the northwest Chicago suburbs, seeks candidates to serve as its next Director of Engineering and Public Works. Schaumburg is a community of neighbors accustomed to high quality municipal services and numerous cultural and recreational amenities. In addition to 67 shopping centers including Woodfield Mall, and more than 200 restaurants, Schaumburg is home to the Prairie Center for the Arts, the minor league Boomers baseball stadium and the Schaumburg Convention Center. Located 28 miles northwest of Chicago, Schaumburg hosts more than 5,000 businesses and is the corporate headquarters for Motorola Solutions. More than 80,000 people work in Schaumburg's business community which includes 10 industrial parks and more than 12 million square feet of office space. The Village is seeking a progressive, highly collaborative leader with strong administrative skills to serve as its next Engineering and Public Works Director. The position reports to the Village Manager. The Engineering and Public Works Department has 90 full time and 5 part time authorized

positions and a \$60 million budget (all funds including CIP and MFT). The Engineering and Public Works Department is full service with the following Divisions: Engineering, Field Services, Support Services and Utility Services. The next Director must have a record of progressive management that emphasizes a team oriented approach to leading and management including the development of short and long range goals; strategic thinking with respect to municipal public works services and capital planning; and an emphasis on utilizing best practices and technology in the delivery of municipal services. Candidates must have a master's degree in public policy, business, engineering or related field. Higher level certification such as a P.E. is a plus. Candidates must have 5-7 years experience in executive level municipal/administrative organization in the public sector or in a field closely related to the public sector. Salary is \$140,000+/- DOQ. Residency in the Village of Schaumburg is strongly desired. Candidates should apply by April 30 to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Electronic submission preferred. Tel: 847-580-4246. Additional information available at VoorheesAssociates.com.

Village of Schaumburg, Assistant Director of Engineering and Public Works

Schaumburg, IL (pop. 75,000) Very progressive, award winning community that is the economic center of the northwest Chicago suburbs, seeks candidates to serve as its next Assistant Director of Engineering and Public Works. This is a newly created position and will be filled by the new Director in July. Schaumburg is a community of neighbors accustomed to high quality municipal services and numerous cultural and recreational amenities. In addition to 67 shopping centers including Woodfield Mall, and more than 200 restaurants, Schaumburg is home to the Prairie Center for the Arts, the minor league Boomers baseball stadium and the Schaumburg Convention Center. Located 28 miles northwest of Chicago, Schaumburg hosts more than 5,000 businesses and is the corporate headquarters for Motorola Solutions. More than 80,000 people work in Schaumburg's business community which includes 10 industrial parks and more than 12 million square feet of office space. The Village is seeking a progressive, highly collaborative leader with strong administrative skills to serve as its next Engineering and Public Works Assistant Director. The position reports to the Director of Engineering and Public Works. The Engineering and Public Works Department has 90 full time and 5 part time authorized positions and a \$60 million budget (all funds including CIP and MFT). The Engineering and Public

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Works Department is full service with the following Divisions: Engineering, Field Services, Support Services and Utility Services. The next Assistant Director must have a record of progressive management and be able take a leadership role in the operation and management of the department including development of short and long range goals, development of the department's budget rapid response to emergency situations and compliance with federal, state and local regulations. Successful candidate will have a team oriented approach to leading; strategic thinking with respect to municipal public works services and capital planning; and an emphasis on utilizing best practices and technology in the delivery of municipal services. Candidates must have a bachelor's degree in public administration, business, engineering or related field. Master's Degree and/or P.E. also required. Candidates must have 5-7 years experience in executive level municipal/administrative organization in the public sector or in a field closely related to the public sector. Salary is \$118,000+/- DOQ. Residency in the Village of Schaumburg is not required. Candidates should apply by May 15 to Heidi Voorhees at www.VoorheesAssociates.com/ current-positions. Electronic submission preferred. Tel: 847-580-4246.

Additional information available at VoorheesAssociates.com.

Village of Glen Carbon, Building & Zoning Administrator

The Village of Glen Carbon, Illinois (pop.12, 974) is seeking an experienced, professional individual to fill the position of Building & Zoning Administrator. The Village of Glen Carbon is located 25 miles northeast of St. Louis, MO and is a progressive community known for its ability to sustain a small town atmosphere and outstanding quality of life.

The Building & Zoning Administrator is responsible for the enforcement of the Building code. Work involves investigating, supervising the enforcement of all applicable building codes, all rentals and zoning codes, property maintenance codes, and ensuring that residential, commercial, and industrial properties meet minimum requirements. Candidate will review applications; issue permits and certificates, and supervise the maintenance and repair of all Village properties. This position reports directly to the Village Administrator but is appointed by the Mayor with consent of the Village Board of Trustees.

The candidate must have experience in all Building & Planning and Zoning related matters. The successful candidate will demonstrate critical thinking and judgment and must be able to work effectively with coworkers, committees and commissions, the general public and contractors.

A Bachelor's degree in architecture, engineering, construction or a related field along with at least 5 years experience in building maintenance and/or building construction is preferred; planning experience a plus. ICC certification as a Certified Building Official, Residential Inspector, Commercial Inspector, General Plans Examiner, and Code Enforcement, or a combination thereof is also preferred. Candidate should have supervisory and budget experience.

Salary Range is negotiable depending on experience and qualifications.

Qualified candidates should submit cover letter, resume, salary history and 3 professional references with contact information immediately 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) 288-8046. EOE. This position will remain open until filled.

Stephenson County, County Administrator

Stephenson County, a non-home rule county in northwest Illinois seeks an experienced manager, administrative leader and team builder to serve as the next County Administrator. The incumbent is retiring after 25 years.

The County Administrator reports to and is appointed by the County Board. The \$39.6 million overall budget includes a \$9.6 million General Fund budget.

The successful candidate would have strong interpersonal and communication skills, administrative leadership, open and positive communication, financial and budget team management, human resource knowledge, with consensus building skills. Applicants should have a bachelor's degree (master's degree preferred). Salary DOQ; open until filled.

Interested individuals should send a letter and resume to the Chairman of the Stephenson County Board William Hadley at whadley@co.stephenson.il.us.

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.

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.

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 3, 2013 Positions will remain open until filled. Several positions available for hire.

Compensation:

- \$15.00 per hour
- \$800 per month housing stipend

Village of Barrington, Village Engineer

The Village of Barrington seeks an experienced licensed professional engineer to serve as the Village Engineer within the Village's Engineering & Building Department.

The Village Engineer is responsible for providing highly skilled engineering services on a wide variety of projects. This is a professional position requiring an individual capable of exercising independent judgment and who possesses education and experience as it relates to municipal engineering principles. The Village Engineer position reports to the Director of Engineering and Building.

The successful candidate will manage, direct and organize the day to day operations for all Village engineering projects. The position performs administrative and professional engineering work including reviewing and approving plans and specifications developed by engineers and architects for both public projects and private developments, and the position oversees the Engineering Project Manager. The successful candidate will be highly motivated, detail oriented and well organized. The candidate will also perform other duties and special projects as assigned.

Candidates should hold, at a minimum, a Bachelor's degree in Civil Engineering and an Illinois Professional Engineer license, with a minimum of seven years of progressively responsible experience in a municipal and/or municipal consulting environment. Knowledge of principles and practices of municipal engineering with a strong emphasis in water distribution, sanitary sewer systems, storm water management, and transportation disciplines is required. The ability to plan, schedule and supervise multiple complex municipal engineering programs is essential. Requirements also include the ability to function in a team environment and effectively communicate, both orally and in writing, as well as establish an effective working relationship with subordinates, contractors, consultants, the general public, Village staff and representatives of other governmental or regulatory agencies such as Cook County Highway Department, Lake County DOT and Storm Water Management Agency, US Army Corps of Engineers, USEPA, IEPA and IDOT. Applicants must be a Lake County Enforcement Officer, or be able to obtain such certification with six months. Candidates shall have the ability to maintain confidentiality and be able to work hours as required, including attendance at meetings after regular business hours. Applicants must have the ability to work with the Director of Engineering and Building, the Public Works Department, and other Village staff to develop and implement the Village's capital improvement program. Ability to perform the duties for the job in a timely manner and to meet scheduled deadlines is essential. Candidates should also demonstrate the ability to obtain and manage State and Federal Grants, the ability to work within the Village's WebQA building permit software and Microsoft Office. Familiarity with ESRI GIS software is a plus. The salary range is \$71,558 to \$98,404 per year, commensurate with experience, plus benefit program inclusive of participation in the Illinois Municipal Retirement Fund and group health insurance programs.

Qualified candidates should send cover letter and resume to:

Human Resources
 Village of Barrington
 200 S. Hough Street
 Barrington, IL 60010
 Tel: 847.304.3415
 Fax: 847.381.7506
 Email: vobhr@barrington-il.gov

City of Delavan, WI, Director of Finance

City of Delavan, WI (population 8,492) is seeking a government finance professional to join our management team as the organization's Director of Finance. This is a new position that reports to the City Administrator. The position is responsible for planning, managing and directing the financial operations of the City including those related to its water and sewer utility and municipal golf course. The Director of Finance will be responsible for leading a small team and taking a hands-on approach with financial statements and financial reporting. This position will also assist the Administrator with the development, implementation and administration of the annual budgets. The ideal candidate will possess effective administrative and leadership strengths in

finance and accounting, along with proven experience in fiscal management and budgeting. A professional background, which includes 5-7 years of experience in finance, accounting, and public administration. Previous governmental accounting and management experience is required. The successful candidate shall have a Bachelor's degree in finance, accounting, business/public administration, or related field, or equivalent education or experience. Other requirements include working knowledge of computers and information systems. Salary Range from \$66,000 to \$76,000 depending upon qualifications. First Review Date: Wednesday, May 22, 2013. Submit letter of interest, resume, minimum of three professional references and 5 year salary history to Denise Pieroni, City Administrator either by email at cityadmin@ci.delavan.wi.us or by mail 123 South Second Street, Delavan, WI 53115. For a copy of the detailed description for the position, please visit our website www.ci.delavan.wi.us or request a copy through an email to the City Administrator. Applicant names are subject to public release unless confidentiality is requested. Confidentiality cannot be guaranteed for finalists. EOE.

**The City of Evanston, Illinois
Director of Community and Economic Development**

Evanston, IL (75,000) Dynamic and historic lakefront community immediately north of Chicago seeks experienced, proven, progressive candidates to lead its Community and Economic Development Department comprised of 30 FTEs and responsible for a budget of \$2.7 million. Department includes Building and Inspection Services Division, Economic Development Division, and Planning and Zoning Division. Evanston is home to Northwestern University and is an ethnically, racially and economically diverse community. The City enjoys a diversified tax base, a vibrant downtown, strong neighborhoods, thriving commercial districts, and beautiful tree lined streets. Position is appointed by the City Manager. The most recent Director left for a City Administrator position. Qualified individuals will be expected to have a strong background in management and leadership, urban planning and development, and community and economic development best practices. Candidates must have ten years increasingly responsible experience in an upper management position in a community of comparable size and complexity. Position requires bachelor's degree in urban planning, public administration, business administration or related field. Master's Degree preferred. Excellent interpersonal/communication/presentation skills essential. Additional information regarding the position can be found at the Consultant's website: www.voorheesassociates.com. Starting salary \$140,000+/-, depending on qualifications and experience. Residency not required. Apply by May 24, 2013 in confidence, to the City's Executive Search Consultant: www.VoorheesAssociates.com/current-positions. ATTN: Heidi Voorhees, President, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. Electronic submission preferred. TEL: 847/580-4246.

Village of Lake Zurich, Director of Community Services

Salary: \$90,456 – \$139,580

Deadline to Apply: May 24th, 2013

The Village of Lake Zurich is seeking a qualified individual to serve as Community Services Director. The Community Services Director is an executive position responsible for strategic leadership and operational management of the Public Works and Building and Zoning Divisions. The Community Services Director reports to the Village Manager and is responsible for operational leadership of 43 full-time employees responsible for water and sewer utility services, general services, fleet services, engineering, planning, zoning, building inspections, code enforcement, and economic development.

This position requires a master's degree in the field of business or public administration, with a minimum of seven years of progressively more responsible leadership and management experience as a director or manager in public works, community development, or related municipal operations in an organization of similar size and complexity. Professional engineer experience a plus. Applicants must have demonstrated ability in planning, budgeting, organizing, staffing, and directing complex organizations.

Applicants may contact the Human Resources Department (847-540-1692) for more information, or visit the Lake Zurich website at www.volz.org. Please submit cover letter, resume, and five professional references electronically to hr@volz.org, or by mail to Human Resources Department, 70 E. Main Street, Lake Zurich, IL 60047.

The Village of Lake Zurich is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.

The Village of Lake Zurich (19,631) is located in the southwest corner of Lake County approximately 35 miles northwest of downtown Chicago. Lake Zurich is a non-home rule community governed by a Village President and a six-member Board of Trustees elected at-large in non-partisan elections who serve overlapping four-year terms. A Village Manager is appointed by the Board, serves as the Chief Administrative Officer and is responsible for day to day operations of the Village. The Village has a \$46 million operating budget and 160 full-time employees within seven Departments, which include Administration, Finance, Fire/Rescue, Police, Parks & Recreation, Technology, and Community Services.

Elk Grove Village, Management Analyst, Finance

The Management Analyst performs assigned tasks with special emphasis on financial management and reporting. The position assists in the coordination of purchasing activities in accordance with established legal requirements and Village policy. The position 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.

The Management Analyst assists the Finance Department management in a variety of tasks. Essential functions include budget and audit preparation, policy analysis, procurement assistance, and financial management projects. Other essential functions include but are 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, calendar year end processes and annual audit.
- 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 card program and bidding process.

MINIMUM QUALIFICATIONS: Bachelors Degree in accounting, finance, public administration or a related field and one to two years of experience preferred. Proficiency in software applications, databases, spreadsheets and word processing required. Governmental experience preferred. 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.

HOURS OF WORK: 37.5 hours per week

OPENING DATE: Friday, April 26, 2013

SALARY RANGE: \$57,573 to \$77,234

CLOSING DATE: Friday, May 17, 2013

To Apply: please complete the online employment application at www.elkgrove.org by Friday, May 17, 2013. 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, Director of Human Resources, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007. E-mail: mkrcik@elkgrove.org. Tel: 847-357-4021. Fax: 847-357-4025.

Village of Lemont, Planner

Company/Agency: Village of Lemont, IL

Job Category: Community Development and Redevelopment

Salary Range: \$47,000 - \$60,000

Experience: 0-2 years

The Village of Lemont, Illinois (pop. 16,000) seeks a Planner for the Planning & Economic Development Department. The Planner will be responsible for: administrative and planning support to staff, the Village Board, the Planning & Zoning Commission and other bodies; assistance to the public on land use and zoning matters; preparation of plans, studies, reports and projects as assigned by the department director. The incumbent will review land use and zoning applications, assist in the preparation of ordinances, create and manage land use and population databases, and provide assistance with economic development, downtown revitalization, and the implementation of special plans. The Planner is required to attend approximately three evening meetings per month.

A bachelor's degree in urban and regional planning or a closely related field is required. Candidates must also possess strong written and oral communications skills, as well as strong customer service skills. The ideal candidate will be proficient in ESRI ArcGIS. Graduate degree in planning and/or 1-2 years employment in planning will be a plus.

Send resume with cover letter by May 10 to:

Contact Information

George Schafer

Tel: 630-257-1590

Fax: 630-257-1595

E-mail Address: gschafer@lemont.il.us

Postal Address

Village of Lemont

418 Main Street

Lemont, IL 60439

Website: www.lemont.il.us

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