



City/County Management *in* ILLINOIS

Strengthening the quality of local governance through professional management

May 2014

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Calendar of Events

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

May 1 & 2

Downstate Spring Meeting
Highland, IL

May 7

Legacy Project Luncheon
Schaumburg Prairie Center
for the Arts

May 10

IAMMA Food Drive
Glen Ellyn, IL

May 15

Metro Manager Golf Outing
Bensenville, IL

May 16

Legacy Project Conference
NIU Naperville

May 22

CAL-ICMA Coaching Webinar
Strategies & Tools for
Civic Engagement

June 4, 2014

Legacy Project Luncheon
Woodridge Village Hall

June 11 -13, 2014

ILCMA Summer Conference
Eagle Ridge

September 14 – 17, 2014

ICMA Annual Conference/100th Anniversary Celebration
Charlotte/Mecklenburg County,
North Carolina

Membership Dues Due!

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!

Could the ICMA Code of Ethics Improve the Political Environment in Illinois at the State Level?

by David Strahl, Chair, Committee of Professional Conduct

The recent Metra situation is yet another example of how Illinois has earned its "political" image. The long reserved benefit of patronage has taken a much broader and more insidious role in Illinois through its continued application to benefit a few. Illinois does not have to be that "political". However, a few state elected officials have accumulated so much power through influencing governmental decisions that they are able exert that power out of fear of budget impacts to subsidiary levels of government.

Good government is a combination of properly motivated elected officials with no interest in exploiting power and professional government administrators in which both groups focus their collective efforts on what is best for ALL taxpayers, but state encouraged patronage does not include such a good government philosophy. The strict and continuous vigilant adherence to the Code of Ethics keeps local government officials above this "political" influence and seeing such actions take place further strengthens the value of the Code to good government.

For example, Tenet 4: "Recognize that the chief function of local government is to serve the best interests of all the people." This tenet could more appropriately read "all" not just local government. Every time there is a report about how a preferred person utilized an inside tip, contact, or influenced an employment decision based on who that person knows, it weakens the public confidence in government. Local government serves the best interest of all people by undertaking an independent review and recommendation process and leaving the sole policy decision to the policy makers. Such review may be present in state government, but there is a "political" lending in decisions that appears to present itself regularly through direct influence. Using this tenet as framework for "political" decisions by state elected officials would substantially improve the public confidence in state government.

Would a Code of Ethics developed from the ICMA model be applicable to state elected officials? The vast majority of state elected officials does not have enough power and influence to make the demands and "recommendations" to other agencies, but a Code of Ethics similar to the ICMA version would at least make such "recommendations" a clear ethical violation. Of course enforcement would be another issue, but at least there would be some guidance as to whether such actions crossed the ethical boundary line for all to measure.

No change would occur without buy in from the powerful and influential and they would also desire to restore a higher level of integrity to state government. A legacy of good government at the state level should be the motivating factor but that has yet to take hold. Local government operates better overall for the taxpayer by being closer to the taxpayer and by utilizing a Code of Ethics as a guideline for decisions and actions unlike at the state level. Any change over in attitudes at the state level will not happen without significant interest and pressure from the disenchanted taxpayers mobilizing to demand a change. In the interim, local government administrators continue to set an example of how good government can work for the benefit of all through the application of the Code of Ethics.

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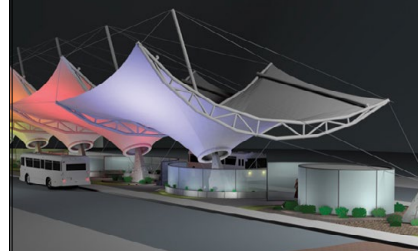


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Welcome New Members!

Michael Anderson, Sycamore Police Department,
Administrative Sergeant
Roger Barrowman, Village of Shorewood, Village
Administrator
Clayton Black, Village of Downers Grove, Public Works
Intern
Erik Bush, Village of Hampshire, Village Administrator
Michael Dropka, State of Illinois Comptroller
Dena Grunewald, City of Rock Island, CED Budget & Grants
Manager
Andrew Guerrero, Regional Transportation Authority,
Senior Analyst
Deletra Hudson, City of East St. Louis, City Manager
Ryan Johnson, Village of Lincolnwood, Community
Development Intern/MPA Student
Kent Leichter, ILCMA/Range Rider
Karen Lellios, Williams Architects
John Light, County Administrator, Stephenson County
John Lindeman, AXA
Brad Myers, City of Du Quoin, City Administrator
Elliot Nelson, City of Champaign, Assistant to the City
Manager
Lorrie Pearson, City of Champaign, Land Development
Manager
Claudett Peters, Village of Johnsburg, Village Administrator
Lisa Powers-Severson, Village of Swansea, Village
Administrator
Tracy Rogers-Tryba, Center for Governmental Studies-
NIU
Sean Stokes, Student
Peter Suffield, Graduate Student
Elizabeth Tyler, City of Urbana, Community Development
Director
Nicholas Westendorf, NIU Student
Brian Wright, Senior Associate, FGM Architects
Kyle Zake, AXA

Who's Who Directory Update

Adam Lehmann has been appointed as the new assistant to the county administrator in Lake County. He was formerly the assistant to the county administrator in McHenry County.

David Niemeyer has been appointed as the new village manager in Tinley Park. He was formerly the village manager in Oak Brook.

Ann Marrin has been appointed as the new village administrator in Fox Lake. Her new contact information is:

Ann Marrin
Village Administrator
Village of Fox Lake
66 Thillen Drive
Fox Lake, IL 60020
Phone: 847-587-3942
Email: marrina@foxlake.org

Tara Semenchuk's title has been changed from associate village administrator to assistant village administrator with the village of Fox Lake.

Joe Carey is the new assistant village manager/director of community development in Vernon Hills. He was formerly with Elk Grove Village as the assistant to the village manager. His new contact information is:

Joseph T. Carey
Assistant Village Manager/Director of Community Development
Village of Vernon Hills
290 Evergreen Drive
Vernon Hills, IL 60061
Email: joec@vhills.org
Phone: 847-918-3540
Fax: 847-367-0880

Sam Trakas, assistant village manager, Palatine, IL, since 2005, has been appointed village administrator of Inverness, IL.

Kenneth Lopez is the new city administrator in Prospect Heights.



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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.

After Disaster: Analysis, Financing, Design, Construction

By: Craig Carter, AIA, LEED AP BD+C and Spencer Skinner, AIA

Disasters can take many forms: wildfires, windstorms, heavy snow, ice storms, tornadoes, floods, and earthquakes. Recently, Illinois communities have experienced homes leveled by tornadoes; floods saturating homes, businesses and municipal facilities; sewage backing up into basements after heavy rains; and landslides endangering houses. In some cases Managers are still dealing with the recovery process on a daily basis. "After a storm, much of the normal day to day work in Public Works, the Manager's Office, and somewhat in other supporting departments comes to a screeching halt in an effort to conduct storm recovery," says Steven Vinezeano, Village Manager of Niles. Public works erects barricades and delivers generators, police officers direct traffic, and firefighters evacuate residents. Once the event is over and the cleanup has finished, the re-building process begins. To provide some background to help managers work through the process, we talked to communities who experienced recent disasters and to our in-house engineers.

Analysis: It is essential to use a qualified professional who has experience identifying the full range of potential issues. In addition to reviewing structural stability, there are health, safety and welfare concerns requiring investigation: integrity of the roof, areas for mold and fungal growth, leaky gas and water piping, and functionality of the mechanical systems, for instance.

Engineers and architects approach the forensic analysis of a building the same way regardless of occupancy, but different structural systems fail differently. Wood stud structures are resilient, being able to flex easily and dry out without ill effects, but do not have the strength of other materials and can splinter under extreme stress. Steel structures, whether studs or structural shapes, should be reviewed for bolt/screw hole elongation, stress cracking around bolts and welds, and permanent bending or twisting. Concrete should be inspected for stress cracking at the bottom of beams and slabs and for spalling at columns. Masonry can form cracks along mortar joints or can exhibit vertical cracks splitting units in half. For both concrete and masonry, special attention should be paid to embedded steel connectors for evidence of cracking or spalling. Foundations should be inspected for undermined footings, bowing, and pullout of anchor bolts.

Even though each system varies in its susceptibility to different stresses, each should be investigated thoroughly because a building's history affects its resilience. Drywall cracking, racking of doors and windows, and displacement of building elements are all clues that damage to the structural system may have occurred. Ultimately, the forensic review might determine that the structure is safe, unsalvageable, or requires further review, like electronic scanning, digging out foundations, or doing soil borings.

Financing: FEMA and Red Cross funds are not always available based on the scale of the event, but all financial assistance is appreciated and should be pursued by the municipality. East Peoria City Administrator Tom Brimberry cautions it takes an enormous amount of time to apply for funding and to document spending for reimbursement.

Sometimes there are funds that the Board/Council can make available to help the community rebuild. The Village of Niles funds a cost-share program on a first-come first-serve basis to assist residents with expenses. In Arlington Heights, says Public Works

Director Scott Shirley, each flooding event convinces more residents to upgrade their plumbing, and the Village has a cost-sharing program to encourage modernization. Many communities help reduce costs by waiving permitting fees.

Private donations can also be a significant source of money for rebuilding. In Lake Zurich, several religious organizations helped with the cleanup and raised donations for their parishioners, according to Village Manager Jason Slowinski. In East Peoria, the City established bank accounts to accept donations, which were administered by a committee including the bank president, mayoral appointees and other volunteers.

"Of course," says Slowinski, "insurance is the best case scenario for financing repairs." Unfortunately, many insurance policies exclude basement flooding, and some insurance companies are notifying citizens that they will be dropped if flooding happens again. Vinezeano found that business owners were typically very proactive about insurance, disaster support, and hiring a contractor to get back in business, but homeowners, especially the elderly, needed additional assistance from the Village.

Re-building: When looking to repair or rebuild, architects and engineers always prefer to have the original drawings, whether from the building owner or from municipal archive. If none are available, a field survey can yield dimensions of remaining elements that are to be reused. Even if a slab has been stripped clean, the location of foundations can be determined by observing bolt-holes in the concrete. It is always acceptable to build a similar structure on existing foundations, but due to minimum standard dimensions of CMU and concrete walls, and the loading profiles of wood-frame construction, most foundations for one-story homes can accommodate a typical two-story house.

When homes are completely destroyed, many families buy a new home rather than renting until theirs can be rebuilt. When homes aren't damaged beyond repair, the desire to get back to normal quickly causes pressure to speed up the permitting and inspection process. Slowinski advises that following established is essential to insulate residents from fraudulent business practices. As recommended by FEMA, East Peoria instituted a background check before contractors were awarded a permit. Based on the experience of their building inspectors, Arlington Heights posts a list of remediation contractors on their website, and always recommends getting three bids for comparison. Whatever the strategy, local government needs to work closely with all members of the local design and construction community to help return citizen's lives to normal as quickly and painlessly as possible.

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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.

Planning Today for Building Tomorrow: Creating Long Term Infrastructure Success

by Theodore G. Sianis, P.E., Clark Dietz, Inc. - Engineers

With today's time pressures and limited financial resources, it is more important than ever that we make good decisions when it comes to capital improvements.

No one likes spending money on another shelf-destined study, a good study can lead to a good plan, and a good plan can make life easier for you and others.

The information gained through the planning process helps you employ the foresight to anticipate events, expenses, and growth needs. With a well-designed plan, you can avoid extra costs and ensure the longevity of your infrastructure.

What Constitutes a Good Plan?

The answer to this question is simple. A good plan acknowledges the present, can respond to changes, and still achieves your vision. It provides for fluctuations in budget, unforeseen infrastructure work, and changes in staff. If your plan is not flexible, it will eventually render itself useless and join the other studies and plans collecting dust on a shelf.

When taking the time to properly plan for the future, the following benefits can be realized.

1. Understand where you are and where you want to be.
2. Proactively manage costs.
3. Provide sustainable services.
4. Preserve information through transitions.

Understand Where You Are.

It is important to understand where you are today, in order to know what is needed to build for tomorrow. Assessing the current condition of your infrastructure will provide a realistic starting point to planning for your future goals.

Action: Perform a utility asset management study to prepare an inventory and define current system weaknesses and potential future problems.

Proactively Manage Costs

Effectively managing your infrastructure costs will have a direct impact on the advancement of your plan. Early identification of potential maintenance, replacement, or growth needs can troubleshoot unexpected expenses and ensure longevity of your infrastructure investments.

Action: Create a comprehensive asset management plan, using the study information, to make fiscally responsible and informed decisions for infrastructure improvement projects.

During this process, ask yourself the following questions: When was the last time you updated your water or sewer maps? When was the last time you rated your streets? How efficient is your roadway lighting? The answer may be "many years ago". Planning today allows municipalities to set priorities and strive to ensure assets are managed in the most, safe, and cost effective way possible.



Provide Sustainable Services

Village and City Boards look after a broad range of infrastructure assets including: roads, drainage, water systems, sewer systems, parks, buildings, and property. They must understand both the needs of their staff in maintaining infrastructure, and the needs of the citizens they represent. Policy makers need to ensure that their assets can deliver safe, maintainable, and reliable services for their communities now and into the future.

Preserve Information through Transitions

A proper assessment and plan for infrastructure will ease difficulty and confusion during periods of internal or political transition. Whether it is a public works director, municipal engineer, city/village manager, or elected officials, loss of information can be daunting to overcome when people leave.

Questions arise such as:

- What infrastructure assets are owned by the municipality?
- Where and how is money spent (maintenance vs. operations)?
- What types of funds are being used?
- When was that street paved last?
- Who maintains that street?
- How old is that water main?

These studies and plans are aids that help focus your vision around your infrastructure. They create knowledge of short- and long-term funding requirements, which can be based on a desired level of service. Planning for today creates an informational bridge for the next person to step in and take the reins.

Planning Resources

There are tools and opportunities to help set your municipality in motion toward planning today.

The Chicago Metropolitan Agency for Planning (CMAP) established the Local Technical Assistance (LTA) program to direct resources to communities to pursue planning work.

Openlands has partnered with ComEd to administer the ComEd Green Region Program. Recognizing that open space in many communities is a crucial element of the quality of life, ComEd's program awards grants for municipal efforts to plan for, protect, and improve open land in ComEd's service area of northern Illinois.

Assessing your current infrastructure and defining your future goals now is the first step toward building an effective plan. So ask yourself, what planning are you doing today, to effectively build for tomorrow?

Corporate Partner Spotlight

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Water Efficiency Pays

by Ermin Johnson, Johnson Controls

Many water utilities waste significant energy and forfeit a great deal of revenue through deficiencies in metering and distribution. The U.S. Geological Survey has estimated that as much as 6 billion gallons per day is unaccounted for nationwide due to leakage, poor accounting, and other unbilled consumption.¹

Optimizing efficiency means taking a two-pronged approach: Reducing real losses (pipe leaks, pipe breaks, and storage tank overflows) and apparent losses (water that reaches customers but is not accounted for and not billed). Sources of apparent loss are inaccurate meters, errors in meter reading, and errors in the billing system.

Programs to reduce real losses are very relevant for Illinois communities. A recent mandate from the Department of Natural Resources is requiring Chicagoland communities that use Lake Michigan water to be more efficient in their usage. In addition, Illinois aquifers are becoming depleted, and the past two summers, Illinois experienced significant drought conditions. Real losses can be attacked with condition assessment for large pipes such as transmission mains and with leak detection and repair for distribution lines.

Condition assessments deploy video inspection cameras or acoustic sensing devices that traverse the line and capture data on defects. One acoustic technology is a free-swimming foam ball with an instrument-filled aluminum alloy core, able to detect and locate very small leaks in large diameter mains while they remain in service. It can travel with the water flow for up to 12 hours, collecting data over many miles of line in a single deployment. The data helps show which large pipes are most in need of repair so that the utility can plan capital improvements wisely instead of replacing pipes based solely on age.

Leak detection on distribution pipes relies on vibration-sensing devices. One such technology uses sensors permanently mounted on specified numbers of customers' service lines immediately upstream of the water meters (spacing depends on pipe material). The sensors record vibrations caused by leakage, and the data is uploaded to a proprietary website for analysis. The utility then has access to a system map showing the locations of probable leaks and a spreadsheet that suggests repair priorities based on leak severity. The data in turn can be exported to a work order management system so that field teams can use noise correlators to pinpoint and repair the leaks that represent the largest losses.

On the apparent loss side, a first step is to ensure the proper meter size is deployed at each customer site and to test all meters for accuracy. Another essential step is water bill reconciliation, which uses proprietary software to re-calculate every bill for a baseline year based on the water and sewer rate schedule. The calculated bills are then compared to the actual bills and discrepancies are flagged. Among the more than 100 utilities on which Johnson Controls has used the system, it has found errors in all except one. Meanwhile, metering technologies help ensure accurate meter reads with minimal labor. Mobile and fixed-base automated meter reading (AMR) systems are widely accepted and deliver fast payback by eliminating manual reading. Advanced metering infrastructure (AMI), which provides incremental data on each

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customer's water usage, has gained favor in recent years. A few customer service benefits of AMI include:

- Prompt detection of leaks in customers' homes or businesses that might otherwise go undetected for an entire 30 to 90 day billing cycle.
- Quick detection of reverse flow or meter tampering.
- Data that helps customers understand their usage patterns and adopt better habits.

AMI also helps utility managers track usage among the largest users, who account for a large share of revenue. Daily reports show any notable changes in usage so that a technician can be sent to check for a faulty meter or other reasons usage has declined. Before such data was available, identification of these losses fell to billing departments, who might easily fail to detect them while working on tens of thousands of customer accounts.

Naturally, water efficiency requires investments. Private and public entities alike can receive grants or low interest loans under state-sponsored efficiency initiatives. They can also take advantage of performance contracting, a proven way to fund water and energy efficiency projects with the project's guaranteed savings. In a typical performance contract, an organization engages an energy service company (ESCO), such as Johnson Controls, to replace aging equipment and systems with modern efficient technologies. The ESCO guarantees the customer savings over a contract period, such as 10 to 15 years and those savings pay off the capital investment in the improvements. Usually, the owner's operating costs go down immediately, even as the initial investment is repaid. At the end of the contract, when the project is paid in full, the owner has substantially lower costs than before the improvements were made, and those savings drop to the bottom line.

Johnson Controls has done over 100 water efficiency projects and is currently delivering a large water efficiency project in Decatur, Illinois.

¹ Alliance for Water Efficiency, http://www.allianceforwaterefficiency.org/Water_Loss_Control_Introduction.aspx

Corporate Partner Spotlight

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Collaboration: Desired or Required?

by Maria Storm, MGP, Inc.

One only needs to watch the Gold Medalist in Olympic pair's on the ice together and the execution of what effective collaboration looks like is clear.

Collaboration is two or more people working together toward a common goal. It's a simple definition, but not nearly as easy to execute. In fact, most organizations struggle with the execution of this simple concept: two or more people working together toward a common goal.

Collaboration at its best utilizes the talents and abilities of many individuals on a team to achieve a common goal. So when anyone asks why they should do it or why make it a priority in the organization my answer is "You cannot afford not to!"

More, Better, Faster, with Less!

For decades organizations of all sizes have been chanting, "Do more, better, faster, with less!" As resources and the workforce shrinks, every team member's contributions must increase for the organization to grow because organizations continue to desire accelerated results. I can remember doing some training at Motorola about 10 years ago now, and a participant shared with me there was a group of projects affectionately named by the executives, "The Big Bat Projects". One of the Big Bat Projects challenged a project team to shrink the time it took to release a new cell phone from 18 months to 5 months. In this example the expectations on project deliverables were exactly the same while the time to deliver was decreased by more than two-thirds.

Another dramatic change has occurred as organizations work to do more, better, faster with less and that is the increase in the amount of information available today. In fact, latest estimates prove that the amount of data in the world is more than doubling every two years! As a result, there is no longer a way that one person can know it all; there is just too much data out there. These are just a few of the many reasons why the requirement for collaboration is on the rise today.

As the global economy continues to grow, competition grows, and this further challenges organizations to distinguish themselves and to deliver increased results at an accelerated pace. So how does collaboration make that possible?

Organizations benefit from collaboration because it fuels breakthrough growth, and this significantly accelerates the speed at which results can be delivered.

The Biggest Blocker to Collaboration

Every organization is unique and there can be many things that prevent effective collaboration from happening. We find that the main thing that blocks collaboration is the simple fact that as human beings we are not wired for it and so as a result we do not gravitate toward it.

In his article entitled From Wharton to War, Jim Vesterman describes for Fortune Magazine (2006) that he came into the Marine Corps thinking he was a pretty good team player. He admits that his real benchmarks were personal success and achievement and initially this caused him to leave his fellow Marines in the dust.



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On his very first day of boot camp out of the exercise of making their beds, he and his fellow Marines found that when they worked together they could make their beds twice as fast as they could if they did it alone. What he got from this first lesson was that "You can't survive in the Marine Corps without helping the guy next to you."

It is exactly the same way with people in organizations. People want to stand out and be recognized for their individual achievements and we think we don't need anyone else. The truth is that it doesn't work. Everyone needs to get in the same boat and row together in the same direction to achieve the goals of the organization.

Steps to Making Collaboration Successful

There are many ways to foster collaboration, and here are a few ideas to get started:

The first step is to create a context for collaboration. One way to achieve this is to make collaboration a value in the organization. Publish it, communicate it, and then repeat it over and over again. Project an attitude that shows your team that collaboration is required, not desired.

The second step is to create the space for collaboration. Encourage members of your team to come together and share ideas or solve problems. Two heads are always better than one! Another way to achieve is to have time allocated inside of your existing meeting structures for collaboration. It will reduce the one-way monologue in meetings and keep people engaged.

The third step is acknowledging collaboration when it happens. Acknowledgment raises a team member's confidence, job satisfaction, sense of contribution, and engagement, and yet it is typically one of the most underutilized levers a leader has. Find both formal and informal ways to acknowledge your team members when they collaborate, and they will repeat that behavior again and again.

For more information about Municipal GIS Partners, Inc. please visit our website at www.mgpinc.com.

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 10th 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 10

Time: 4-6 p.m. volunteering, dinner to follow

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

RSVP: Please email Kate Andris at kandris@oak-brook.org by May 7th. Volunteer spaces are limited.





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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 11 - 13, 2014 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 16, 2014 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 16, 2014. To apply, send a pdf file with a letter of introduction and how the conference will help you meet your professional goals along with 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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Tentative Schedule

Thursday, June 12, 2014

8:30 – 10 a.m.

Keynote Address by Dr. Lowell Catlett

Understanding the World's Largest Economy and Tomorrow's New Future



10:30 – 11:45 a.m.

Breakout sessions:

Session 1: Winning Discipline Cases in Arbitration: A Case Study

Session 2: Roadmap for Construction Projects: What Do I Need to Ask?

11:45 a.m. – 1:15 p.m.

Lunch & Business Meeting

Bob O'Neill, ICMA Executive Director



1:30 – 2:45 p.m.

Breakout sessions:

Session 1: The Heroin Highway into Your Community—How Drugs are making their way into your community and the tools your community needs to navigate a drug crisis

Session 2: Updating a compensation plan to create a fair, cost-effective and market based program based on public and private sector data

3:00 – 4:15 p.m.

Breakout sessions:

Session 1: Understanding Pensions and the New Legal Requirements

Session 2: Washington, Illinois...The Devastation, Destruction and Rebuild

Friday, June 13, 2014

9:00 – 10:15 a.m.

Breakout Sessions:

Session 1: What we've got here is (a) failure to communicate

Session 2: The Enemy Within: How Rita Crundwell Defrauded the City of Dixon Out of \$53 Million

10:30 – 11:45 a.m.

Closing Keynote by Jody Weis

It's Not What You Know – It's What You Don't Know





Educate. Advocate. Empower.

by Sue McLaughlin, Member, IML Managers Committee

As we rely more and more on technology, providing who we serve with transparency becomes more and more difficult within an ever changing landscape. Illinois' legislature is currently working on a couple of potential changes towards transparency of which you should be aware.

House Bill 3664 is the first bill which proposes to amend the Freedom of Information Act in regards to settlement or severance agreements. According to the IML, it "Provides that a settlement agreement that is funded in whole or part by public moneys or that releases a claim against a public body shall not require or impose any condition on any party to keep allegations, evidence, settlement amounts, or any other information confidential, except that which is necessary to protect a trade secret, proprietary information, or information that is otherwise exempt from disclosure under the Act. (It also) Provides that a severance agreement that is funded in whole or part by public moneys or that releases a claim against a public body shall not require or impose any condition on any party to keep allegations, evidence, settlement amounts, or any other information confidential, except that which is necessary to protect a trade secret, proprietary information, or information that is otherwise exempt from disclosure under the Act. Defines "settlement agreement" and "severance agreement".

In the Senate, there is a bill that proposes to change the Local Records Act in regards to a city's website and electronic mail addresses. SB 3106 "provides that a unit of local government or a school district that maintains an Internet website shall maintain an electronic mail system. The bill requires that unit of local government or school district to maintain and provide an electronic mail address for each of its officials for use in the course of their official duties. The bill also requires a unit of local government or school district to post to its website for the current calendar year the contact information, including an electronic mail address, for all elected and appointed officials. The bill includes a home rule pre-emption."

HB 3664 has passed the House and is now in the Senate and SB 3106 has been approved in the Senate and now sits in the House. While these bills may or may not come to fruition, it is important to stay on top of these efforts that would require more and more transparency on our part. In many instances, this is important and acceptable in our role as public servants. However, there are times

when it can become too intrusive, especially in terms of confidential matters as in HB 3664. Feel free to contact the great staff at the IML for more information.

Transparency in electronic communication has also taken a stage in the courts recently. Some of you may recall the recent case involving the City of Champaign.

Per Ancel Glink's Municipal Minute blog by Julie Tappendorf, "In City of Champaign v. Madigan, the Second District Illinois appellate court ordered the City of Champaign to turn over text messages sent and received during a City Council meeting by City Council members on their private devices. However, the court's ruling was limited to messages sent and received during the City Council meeting, when the council members were acting as a 'public body.'" The court did not extend this interpretation and analysis to all messages on private devices, however, stating that messages "pertaining to the transaction of public business received at home by an individual city council member on his personal electronic device would not be subject to FOIA."

Ms. Tappendorf recently brought to light a contradictory court decision out of California. In City of San Jose v. Superior Court (Cal. Ct. App. Mar. 27, 2014), "a California court recently held that the state's public records law requiring release of public records does not apply to communications transmitted on privately owned devices. "

"In this case, a requester filed a public records request with the City asking for "voicemails, emails, or text messages sent or received on private electronic devices" used by the Mayor and City Council members. The City denied the request, and the requester filed a lawsuit. The trial court ordered the Mayor and City Council members to turn over the electronic communications.

The California Court of Appeals disagreed, "finding that because the City cannot access or control messages on private devices, the messages are not public records under the law. The court acknowledged that its ruling could result in public officials using private devices to conduct public business, but left the issue to the legislature to address. The court also acknowledged the privacy concerns, as well as practicality, of requiring the disclosure of communications sent and received on privately owned devices."

It will be interesting to see how future court decisions will determine transparency when it comes to electronic communication in the local government arena. Regardless, and not surprisingly, technology and transparency are becoming more and more entwined.

ILCMA Membership Responsibilities For Members In Transition

ILCMA members are encouraged to contact fellow members that are in transition. ILCMA members can help members in transition in the following ways:

- Hire members in transition for interim work and special projects
- Provide office space and equipment for members in transition
- When going to ICMA or ILCMA conferences, invite a member in transition to share your room at no cost.
- Invite them to an ILCMA, Downstate, Metro, IACA, SWICMA, Legacy Project, or IAMMA meeting as your guest.
- Monitor the environment. As one hears about a member that may be in trouble, members are encouraged to contact either the ILCMA Executive Director or one of the Range Riders.

ILCMA members are asked to help identify ILCMA members as soon as it appears that they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so that ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or bi-weekly) contact with the MIT, encourage others to contact the MIT, and will keep the ILCMA Secretariat aware of the MIT's status. The Board liaison will coordinate closely with the Range Riders and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.

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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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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 2014-2015 Committees need members:

ILCMA Conference Committee

Chair – Pres Elect – Kelly Amidei, Libertyville

Co-Chair – Vice President – Mike Baker, Downers Grove

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 conferences when appropriate. There should also be geographic representation on each of the sub-committees.

Summer Conference Committee – Eagle Ridge Inn & Resort, June 10 – 12, 2015

Chair – Kelly Amidei, Libertyville

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 – Marriott, Normal, IL from February 25 – 27, 2015

Chair – Mike Baker, Downers Grove

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

Professional Development Committee

Chair – Dorothy David, Champaign

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 – Andrianna Peterson, LaGrange

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 – David Strahl, Mount Prospect

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 – Joe Breinig, Carol Stream

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 13, 2014 at dpeters@niu.edu or call her at 815-753-0923.



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Conference Assistance and Academic Scholarships Available



Conference Assistance Scholarships

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

1. ***The Young Professional Scholarship***
2. ***The Workplace Diversity Scholarship***
3. ***The Member in Transition Scholarship***
4. ***The Small Community Employee Scholarship***

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](#)
- Demonstrate through an essay an avid interest in a career in local government management
- Submit 2 recommendation forms signed by local government managers or administrators who are familiar with your work.

Application materials are due no later than Monday, May 19th. Questions regarding ICMA's Annual Conference Scholarship Program should be directed to flittky@icma.org.

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 2014 Annual Conference. *Travel and housing expenses are not included in the Stene Scholarship stipend.*

Stene Scholarship Eligibility

Students enrolled by September 2013 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.

Application requirements are found on the ICMA [website](#). **Application materials must be submitted by Monday, May 19th.** Address questions to flittky@icma.org.

ILCMA Offers Scholarship to ICMA Conference

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

To qualify, **applicants must be full members of ILCMA and ICMA** and be attending their first ICMA conference. To apply send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up to date resume. Applications are due in the Secretariat office no later than **June 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.



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A Public Awareness Campaign

Life, Well Run is ICMA's campaign to raise awareness of the role professional local government managers play in building communities we're proud to call home.

These managers play a pivotal role in making local government and the services it provides more effective, efficient, ethical, and transparent.

Yet, perhaps because managers are so good at what they do and shun the limelight, some elected officials may not fully appreciate their professionalism, and many in the public are unaware the job even exists.

RAISING THE PROFILE OF PROFESSIONAL MANAGEMENT

These factors, combined with demographics – the baby boomer managers who were inspired to public service by President John F. Kennedy have begun to retire – have formed the perfect storm for professional management.

We must act now to ensure the future of the profession, to make sure there are qualified professionals to serve the residents of this country's cities, towns, and counties.

THE NATIONAL CAMPAIGN HAS LAUNCHED!

ICMA has launched the campaign with advertising in 10 states. These ads are directed to elected officials, business and civic leaders, and students, and will drive them to the Life, Well Run website where they can see our messages and access resources promoting the value of professional local government management.

CAMPAIGN RESOURCES

We have developed a panoply of resources for state associations and members including information about the campaign, as well as resources that share our messages with elected officials and business leaders. This summer, we also will release resources for teachers to use with high school and college students.

In addition to advertising and developing campaign resources, we have made improvements to the Life, Well Run website, where we share resources and information about the campaign, and where we showcase community success stories from professional local government managers. Visit the new map to read the stories, and remember to share your stories with us at yourstory@lifewellrun.org.

Messaging

- **Boilerplate Language:** This basic description of Life, Well Run can be included in any written materials.
- **Elevator Speech:** This one- to two-minute overview of Life, Well Run can be customized, so you can explain the campaign to elected officials, business and civic leaders, students, and residents.
- **Talking Points:** Add these talking points, along with your own personal experiences and anecdotes, when you prepare remarks for formal meetings or speaking engagements.

Templates

- **Social Media:** These sample messages and tips can be a starting point to encourage a conversation on Facebook and Twitter among people in your city, town, or county.
- **Blog Post:** You can post this to your website, or share it with other organizations to post on their websites, to spread the word about how to get involved in Life, Well Run.
- **Op-Ed:** Identify a local retired elected official who is supportive of professional local government management, help him or her customize the op-ed, and submit it to a local newspaper.
- **Radio Spot:** Use this 30-second radio spot as a PSA on your local stations.
- **Videos:** These videos provide a general overview of professional local government management. You can customize some of them by adding interviews with elected officials or business and civic leaders from your state. To obtain the templates, contact Catherine Smith, Campaign Manager, at 202-962-3632 or csmith@icma.org.
- **Sample Print Ads:** You can run these ads in your local publications. To obtain the templates, contact Catherine Smith.
- **Sample Digital Ads:** These banner and tower ads can be placed on the websites of your local newspapers and magazines, television stations, or other websites that accept advertising. For the templates, contact Catherine Smith.

Materials for Target Audiences

These brochures are each geared for a different target audience of the campaign. They are designed as handouts and should be distributed along with the companion piece, "About Professional Local Government Management," which you can also download below.

- **Every Coach Needs a Quarterback:** How professional local government managers help elected officials translate policy and vision into results.
- **Every Symphony Needs a Conductor:** How professional local government managers help businesses thrive.
- **About Professional Local Government Management:** Download this companion piece for background on professional management and ICMA.
- **About Life, Well Run:** Download this piece for information on the Life, Well Run campaign. You can use it as a folder for your other Life, Well Run materials.

Please contact Catherine Smith, campaign manager, at 202-962-3632 or csmith@icma.org with any questions on the use of these materials.



DORIS KEARNS GOODWIN RETURNS AS ICMA CONFERENCE OPENING SESSION SPEAKER

Doris Kearns Goodwin, world-renowned presidential historian, Pulitzer Prize winner, and author of several best-selling books opens the conference on Sunday, September 14, 3:00-5:00 p.m., seven years after her highly acclaimed presentation at ICMA's 2007 Annual Conference in Pittsburgh.

Her latest book, *The Bully Pulpit: Theodore Roosevelt, William Howard Taft and the Golden Age of Journalism*, covers the first decade of the Progressive era when the nation was coming unseamed and reform was in the air – much like the nation is experiencing today in the political arena. Goodwin provides audiences an informed and enthralling commentary on current events by demonstrating how history has answered similar questions. With a deft wit and an uncanny ability to weave stories that put you "right in the room" as history occurs, Goodwin offers extraordinary insight into the lives of the leaders who have shaped the United States.

Her presentation, *The Bully Pulpit*, will focus on the dynamic story of the first decade of the Progressive era in American history, a tumultuous time of reform that ushered in the modern age and witnessed the development of professional local government management and the formation of ICMA.

History in Five: Doris Kearns Goodwin on Roosevelt, Taft, and the Progressive Era
Doris Kearns Goodwin presents the five essential things you should know about Theodore Roosevelt, William Howard Taft and the Progressive Era. (5:32)

Edmond, OK Public Works Professionalism Program Creates a Win-Win for Employees and City

by Keith Stewart, Field Services Superintendent, Edmond, OK

"What if you train them and they leave?" That was the question we were asked by many who inquired of our training program, a program born out of an effort to cross-train our employees, and to elevate the professionalism of the public works profession.

In 2006, the City of Edmond was faced with consolidation challenges when several public works departments, street maintenance, water line maintenance and wastewater line maintenance, were combined under one department, Field Services. The goal was to cross-train Field Services employees in all aspects of street, water line and wastewater line maintenance, to continually meet the ever increasing work load, without increasing staffing levels. By cross-training our employees, we could staff for normal operations, and also respond in force and in times of emergencies. In order to better prepare these employees, we needed a training program. Sounds easy, but this proved to be quite a challenge, because the training program we needed did not exist. We looked into developing the program in-house, but quickly found that was not an option.

It was then we turned to a local Career Tech, Francis Tuttle Technology Center, for help in developing a training program. The program was to include classroom, hands-on training, and field development hours. Francis Tuttle agreed to write the curriculum, based on our needs, and provide qualified instructors. "Qualified instructors" was the key; we needed instructors who not only knew something about the public works profession, but that could also teach adults. The City of Edmond provided funding for the training, the development of the curriculum, and training facilities.

"Build it and they will come." Not so much! Convincing our employees that they needed to be trained to do things they had been doing for 15-20 years was a challenge, as we knew it would be. While having "qualified instructors" would certainly help in this effort, we knew it would take more to incentivize our employees to embrace the training. So a "skill based pay" program was developed, whereby employees received pay increases based on their ability to successfully complete a segment of training and demonstrated proficiency in that particular skill set. Success! We began to see the buy-in necessary to make the program work. Required skill sets were divided into three levels, Trainee, Technician, and Specialist. In the Trainee level, employees are taught "what" we do in public works. In the Technician level they are trained in "how" we do it. And in the Specialist level they learned "why" we do what we do. All of our classroom and hands-on training is done during working hours, with the skill development hours being completed while working on actual jobs or projects. We call it controlled OJT (on the job training). In order to keep up with our workload, while still providing the training, we limited the class sizes to a maximum of six. Even with that, scheduling of work proved to be a challenge, but our supervisors have adjusted and are working very well within this system.



A couple of years into the program, the downturn in the economy finally reached Oklahoma, and the funding for the training program was in jeopardy. It was during this time we sat down with our partner, Francis Tuttle, and developed a plan to make this training available to other municipalities, at a cost. This plan was formalized and presented to both governing bodies for approval. The plan was approved and a partnership was formed, the Center for Municipal Excellence (CME) was born.

Since that first class was held, hundreds of classroom hours have been completed, and thousands of field development hours logged. Our employees are better trained, more confident, and are ready for any challenge that presents itself. There was a time when our employees would shy away from large and/or difficult projects, and we would contract those projects out. That is not the case today; our employees welcome the challenge, and this new found confidence has resulted in significant savings to our city. Our "skill based pay" program has gained national recognition, in that it has been approved as an apprenticeship program through the United States Department of Labor, the first, and as far as we know, the only one of its kind. To date, 15 of our employees have earned their journeyman level certification through the Department of Labor.

The CME has continued to grow and develop new curriculum and has trained numerous other municipalities and private sector companies. The CME is now housed in the Business and Innovation Center, constructed by Francis Tuttle, near our facility. Today the classroom portion of the training is held at their new location, and the hands-on training is conducted in a controlled environment at the City of Edmond's outdoor training facility.

Eight years later, there are still challenges. Our work load continues to grow, but our staffing levels do not. Scheduling the training, while maintaining the level of service our customers have come to expect, is difficult. Updating the curriculum, to keep up with changes in technology, methods and equipment is ongoing. Even with these challenges, we are pleased with the progress we have made, and with the outstanding results we have realized.

When we first began this project, we had no idea what it would look like eight years down the road. We are pleased with the elevated level of expertise our employees have attained. Our association with Francis Tuttle has proven to be a great partnership, and the goal of training and preparing our employees to perform the work expected of them has been achieved with a high degree of success. We are still asked the question; "what if you train them and they leave?" Our response, "what if you don't train them and they stay?"

Legacy Project

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3rd Annual Women's Legacy Conference

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May 16, 2014

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Conference at a Glance...

- | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 AM | Registration & Continental Breakfast |
| 9:00 AM | Opening Key Note Dana Theus: <i>You Are 'The Woman Effect': Women in Business and How to Harness Empowering Trends to Further Your Career</i> |
| 10:30 AM | Choice of Break Out Sessions <ul style="list-style-type: none">❖ Leadership Presence for Women❖ Enhance Your Personal Brand with Thought Leadership❖ Career Path – What's Yours? |
| 12:00 PM | Lunch |
| 1:00 PM | Choice of Break Out Sessions <ul style="list-style-type: none">❖ Building Your Network – Are You Using Social Media to Your Advantage?❖ Women's Personal Safety - Situational Awareness is Key to Your Well Being❖ Real World Applications of Leadership Presence |
| 2:30 PM | Closing Key Note Michele Weldon: <i>Making a Difference in Your Life and The World: Balancing for the Best Results</i> |
| 4:00 PM | Specialty Exchange & Networking: Lean In |
| 5:30 PM | Optional Cocktails and Dinner at <i>Coopers Hawk Winery</i> |

*Northern Illinois University (NIU) campus in Naperville, located at 1120 East Diehl Road, Naperville, Illinois.
Please see our website for more information at www.legacyprojectnow.org
Register at www.tinyurl.com/WLP2014

**Metro Managers Association
Annual Golf Outing
Thursday, May 15, 2014**

LOCATION...

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



10:00AM 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 \$65.00 per person (make checks payable to Metro Managers) by May 5th.

Please Print:

Name: _____

Company: _____

Phone: _____

Email: _____ @ _____

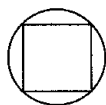
Others in foursome:

_____	_____	_____	_____
Name	Company	Phone	Email

_____	_____	_____	_____
Name	Company	Phone	Email

_____	_____	_____	_____
Name	Company	Phone	Email

*Metro
Managers*



Please send completed form and payment
by **May 5th** to: (again, checks payable to **Metro Managers**)

Gerald Sagona
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156
gsagona@lith.org

Lake Forest, Illinois Observes 75th Year of Council-Manager Form of Municipal Government and a Celebration of Family - Education - Tradition - Philanthropy

Today, the core concepts of Family, Education, Tradition and Philanthropy define The City of Lake Forest, Illinois and have defined the community throughout its 153-year history. Lake Forest is known for its creative culture, the energetic spirit of its founders and residents and a philanthropic philosophy. Successful business people, entrepreneurs, actors, writers, architects, educators and shopkeepers have made Lake Forest their home town, and continue to contribute to this vibrant community of thoughtful planners on a daily basis.

With an area of approximately 17 square miles, Lake Forest is home to 19,375 people. Its Charter permits Lake Forest "to be administered effectively and economically with a minimum number of separate government bodies." Lake Forest is noted for the quality and character of its residential, religious, education and public architecture. These factors give Lake Forest its significance, which also make the estate areas of residential Lake Forest historically and visually distinctive. Its unusual location high on a bluff and its equally rare early picturesque plan make Lake Forest a unique place of special historical and physical presence. New residents are drawn to the City and families choose to stay because of Lake Forest's diverse neighborhoods, acres of native open lands, beach, parks, quaint business districts (including Market Square), access to railroad transportation, beautiful streetscapes, unique homes, religious institutions, outstanding public school system and state-of-the-art, top-rated hospital.

In 1939, Lake Forest adopted the "Council-Manager" governance model that had previously been implemented by its North Shore neighbors to the south. Because the City Council is comprised of eight Volunteer Aldermen (two from each of four wards) and a Volunteer Mayor, this form of local government has served overwhelmingly well, abiding by the philanthropic culture which thrives in the town. The Mayor is elected every two years for a two-year term and Aldermen are elected to staggered two-year terms with one Aldermen elected from each ward annually. Public service prevails, and in one form or another, volunteerism is evident and encouraged in each Lake Forest household.

Prior to the Council-Manager governance, the City was administered by the Business Manager, who had no real experience beyond budgeting and accounting. Today, the typical and preferred background and education for the beginning municipal manager is a Master's Degree in Public Administration (MPA) and at least several years of experience as a department head in local government or as an Assistant City Manager. More than 60% of those in the profession had a MPA, MBA, or other related higher-level degree.

The Lake Forest City Council serves as the legislative and policy making body of the City. The City Manager's responsibilities are to oversee the day-to-day operations of the City, including enforcement of ordinances, recommendations of policy and policy alternatives to the City Council and the preparation of an annual budget for the Council's review. To date, Lake Forest has been served by a total of eight City Managers, who have worked with 29 Mayors and City Councils (almost 200 volunteers), including James King (1933-1944), John McNicol (1944-1949), Neil Campbell (1949-1955), William Douglas (1955-1964), Paul Reaume (1964-1972), Gerald Hagman (1972-1979), John Fischbach (1979-1990) and Robert R. Kiely, Jr. (1990-present).

In addition to the City Council, over 100 Lake Forest resident volunteers serve on 19 Boards and Commissions annually. These bodies help provide leadership, establish policy and oversee budgets and make recommendations to the City Council. Additionally, to ensure open and responsive governance, the Mayor, City Council and Boards and Commissions are recruited by the non-partisan Lake Forest Caucus system. Since 1935, the Lake Forest Caucus has been an organization of "volunteers seeking volunteers" to serve The City of Lake Forest.

The City of Lake Forest received LEED Gold Certification recognition for its 2009 Municipal Services Building, a National Gold Medal Award for Parks and Recreation Management, and is awarded an annual Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. Today, the City maintains an AAA bond rating, and property taxes in Lake Forest are the lowest in the area. Through the collective efforts of the City Council-Manager governance, generous residents and a conscientious staff, the City's long history of prudent, financially conservative and proactive fiscal practices will maintain Lake Forest as one of the country's premier communities.

Mr. Kiely comments on his 24-year tenure experience: "The Council-Manager form of government has served the Lake Forest community extremely well for the past 75 years. The combination of very committed, civic-minded volunteers serving on policy-making Boards and Commissions and a talented, highly professional and responsive workforce creates an extremely effective government entity. The quality and character of our community is not the result of luck or good fortune, but rather the outcome of a vibrant caucus system and strong, business-like approach to delivering high-quality services."

Village of Thornton, Village Administrator

Thornton, IL (population 2,500) a quiet community located 25 miles south of downtown Chicago in southeast Cook County is seeking a highly motivated and energetic individual to fill the position of Village Administrator. Thornton is a full-service, home rule municipality with 48 FTE employees and an \$8 million annual budget. The Village Administrator reports to the Village President and six member Board of Trustees.

Ideal candidates should possess skills in a variety of duties associated with the position, including but not limited to: Providing direct supervision and leadership to Village Department Heads; strong understanding of municipal budgeting and fiscal management; economic development; labor relations and personnel management. The successful candidate will need to be an excellent communicator and have an approachable demeanor when interacting with elected officials and residents. Strong writing and comprehension skills are also required.

A bachelor's degree in public administration or related field is required, or any combination of education and comparable professional experience. A Master's degree or other advanced degree is preferred. Residency is not required. Starting salary is \$85,000 +/- DOQ. Position provides tremendous opportunity for professional growth. Interested candidates should submit cover letter, resume and a list of four references by May 9, 2014 to Robert Kolosh, 115 E. Margaret St. Thornton, IL 60476, or via email at bkolosh@thornton60476.com.

City of Woodstock, Parks Supervisor

Woodstock, a charming historic community of just under 25,000, 65 miles northwest of Chicago on Metra rail, seeks experienced candidates for Parks Supervisor, due to impending retirement. Exempt position is responsible for planning, scheduling and implementing a wide range of maintenance and public improvement activities related to parks construction, repair and maintenance of athletic fields, irrigation systems, playgrounds, open space, landscaping, park amenities, natural areas, recreational areas, right-of-way trees, streetscape elements, buildings and other related tasks. Position reports to the Asst. Public Works Director and oversees 8-15 employees in the Parks Division.

Minimum qualifications: Associate degree in parks and recreation administration or related field; five (5) years of parks and recreation experience; three (3) years of supervisory experience; and a valid IL Class B CDL with air brakes endorsement and good record, required. An equivalent combination of education and experience may be considered. Starting salary range: \$59,654 - \$76,160 DOQ, with excellent benefit package. Please send current resume and cover letter highlighting qualifications to: humanresources@woodstockil.gov no later than: Wednesday, May 14, 2014. Formal applications will be sent to the most qualified candidates. EOE.

Village of Wheeling, Civil Engineer II

The Village of Wheeling Community Development Department seeks a Civil Engineer II. Responsibilities include: under the general direction of the Village Engineer, manages all phases of assigned public capital improvement construction projects. Reviews subdivision plans, plats, permits, and other legal documents for compliance with Village standards and acceptable engineering practices. Assists with municipal code review of proposed developments to ensure plans comply with Village ordinances and requirements of other governmental agencies. Performs and supervises survey work.

Position requires: graduation from an accredited four year college or university with a degree in civil engineering. Professional Engineer in the State of Illinois or the ability to obtain within six months of hire. Candidates should have at least three years of civil engineering/municipal engineering experience. Plus working knowledge of personal computers including Microsoft software/database applications and use of survey equipment, AutoCad, Autodesk, GPS and GIS systems. Ability to establish and maintain effective working relationships with various municipal staff, elected and appointed officials, consultants, contractors, vendors, and the general public. Also requires a valid State of Illinois driver's license. An equivalent combination of related experience and education may be considered. Minimum starting salary: high \$60's.

The position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume, plus cover letter to Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.

Village of Wheeling, Civil Engineer I

The Village of Wheeling Community Development Department seeks a Civil Engineer I. Responsibilities include: under the general direction and supervision of the Village Engineer, designs and prepares engineering plans, specifications, permit applications and cost estimates for a variety of construction projects and improvements. Prepares technical reports relevant to sanitary sewers, water mains, and storm drainage systems under Village jurisdiction and reviews studies as prepared by other agencies. Reviews subdivision plans, plats, permits, and other legal documents for municipal code compliance. Performs survey work.

Position requires: graduation from an accredited four year college

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or university with a degree in civil engineering. Registration as Engineer in Training in the State of Illinois. Candidates should have at least one/two years of civil engineering or municipal engineering experience, with some IDOT experience. Plus working knowledge of personal computers including Microsoft software/database applications and use of survey equipment, AutoCad, Autodesk, GPS and GIS systems. Ability to establish and maintain effective working relationships with various municipal staff, elected and appointed officials, consultants, contractors, vendors, and the general public. Also requires a valid State of Illinois driver's license. An equivalent combination of related experience and education may be considered. Minimum starting salary: low to mid \$60's.

The position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.

Village of Hinsdale, Management Analyst

The Village of Hinsdale is seeking a progressive, highly collaborative individual with strong administrative and analytical skills for the position of Management Analyst in the Village Manager's Office.

General Responsibilities:

Position will be responsible for varied management and administrative tasks in the Village Manager's Office. The full-time exempt position will work under the general direction of the Village Manager and will be responsible for the management of special and high profile projects such as serving as project lead on the Village's web design project and coordinating the Village's capital purchases. The successful candidate will also be involved in assisting with the development of the Village's five-year capital improvement plan (CIP), annual budget and collective bargaining.

Position Requirements:

Successful candidate will have a team oriented approach and strategic thinking with an emphasis on utilizing best practices and technology in the delivery of municipal services.

Essential duties include preparing and presenting recommendations to the Village Manager and the Village Board for implementation and/or adoption, writing specifications for various service contracts and capital purchases, assisting in preparing, compiling and administering the Village's operating budget, assisting in development of performance measures and annual goals and objectives for the organization. Individual will be required to respond to citizen inquiries and complaints.

The ability to communicate effectively verbally and in writing with employees, supervisors, vendors, agencies and the public is essential.

Successful applicant will have a Bachelor's Degree in Public Administration or a related field. A Master's Degree with at least two years of practical experience in municipal management or in a field closely related to the public sector.

Essential position requirements include strong computer, organizational, analytical, writing, budgetary and interpersonal

skills. Knowledge of information technology is a plus.

Starting Salary Range:

The starting annual salary is \$55,000+/- DOQ. with an excellent benefits package.

Selection Process:

Candidate should be prepared to take a physical evaluation, including a drug and alcohol screening and undergo a thorough background investigation. Interested candidates should submit a resume along with a cover letter and three business references to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources 19 E. Chicago Hinsdale, IL 60521, fax: 630-789-7015, e-mail: smikel@villageofhinsdale.org.

Questions regarding the position should be addressed to Kathleen Gargano, Village Manager, at 630-789-7013 or kgargano@villageofhinsdale.org. The position will remain open until filled.

The Village of Hinsdale is an EOE employer

Village of Hinsdale, Seasonal Engineer

The Village of Hinsdale is currently seeking an experienced Engineer to provide professional assistance and support with managing infrastructure projects in the Community Development Department.

PRIMARY DUTIES

Managing routine local, state and federal reporting requirements
Overseeing street resurfacing and municipal infrastructure improvement program
Assisting with infrastructure management planning
Assisting with residential drainage complaints and localized drainage resolution
Assisting with the management of capital projects

REQUIREMENTS

A Bachelor's Degree in engineering from a recognized college or university; 3-5 years related experience. Experience working in/ for a municipality preferred.

SALARY & WORK HOURS

The position will be seasonal working from spring to fall,

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approximately 25-29 hours per week. Salary is \$40/hour +/- DOQ. There are no fringe benefits associated with the position.

TO APPLY

Candidate should be prepared to take a physical evaluation, including a drug and alcohol screening and undergo a background investigation. Please send cover letter, resume and completed application to:

Sandy Mikel
Village of Hinsdale
19 E Chicago Av
Hinsdale, IL 60521
Fax: 630-789-7015
E-mail: smikel@villageofhinsdale.org

The position is open until filled. The Village is an EOE.

City of Rolling Meadows, Full-Time Information Technology Coordinator


The Rolling Meadows Administration Department (Information Technology Division) is seeking qualified applicants for the position of Full-Time Information Technology Coordinator. This position mainly supervises the Division, performs long range planning and communicates information system usage, growth, development and planning. The coordinator also programs and maintains support to all City technology.

Minimum qualifications:

- Valid Illinois driver's license,
- Ability to lift and carry weights up to forty (40) pounds,
- BS in computer science or an equivalent level of knowledge and experience (Masters Degree is preferred).
- Ability to program and minimum of three to five years in an IT environment, preferably with supervisory experience,
- One to two years of practical experience performing essential position tasks, and
- Ability to successfully complete the Department's screening process.

The salary range for this position is \$76,704 to \$109,578 (as of January 1, 2014). Bilingual (Spanish) and/or minority candidates are encouraged to apply.

The Full-Time Information Technology Coordinator position requires an individual who likes working in an office environment with



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numerous tasks and responsibilities. Any interested candidate who has additional questions regarding the job description or duties can contact City Manager Barry Krumstok at x 847-394-8500 x 1001.

Applications and job descriptions are available at City Hall or at www.cityrm.org. Send resume and application to Barry Krumstok, City Manager, City of Rolling Meadows, 3600 Kirchoff Rd. Rolling Meadows, IL 60008. The City of Rolling Meadows is an Equal Opportunity Employer.

Open Until Filled

City of Peoria, Assistant Community Development Director

Peoria, Illinois (pop. 115,234) seeks progressive economic development professional to assist in providing leadership and direction as a staff resource to the private sector, city departments and regional economic development partners engaged in a variety of economic and redevelopment projects. Position reports to the Community Development Director. Qualified individuals will be expected to have a minimum of seven to ten years of progressively responsible economic development experience. Requires Bachelor's degree in urban planning, Business, Public Administration, or related field strongly preferred. CEcD is desirable. Candidates should possess considerable knowledge of the principles of economic development; comprehensive knowledge of modern planning concepts, principles, strategies, practices, and techniques; a creative problem solving approach; superior interpersonal, human relations and oral/written communication and problem-solving skills. Additional information regarding the position can be found at the Consultant's website: www.GovHRUSA.com. Salary is \$84,000 depending on qualifications and experience. Residency is required. Candidates should submit their resume and cover letter along with contact information for five work-related references by May 9, 2014. Please apply via our online application system at: www.govhrusa.com/current-positions/recruitment to the attention of Gregory F. Ford at, GovHR USA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100.

Village of Woodridge, Administration Department, Management Analyst

The Village of Woodridge, a progressive community located in south Central DuPage County has an opening for a Management Analyst in the Administration Department.

This full-time exempt-level position will work under the general direction of the Assistant Village Administrator and will be responsible for the management of special and high profile projects such as selection and implementation of a Village-wide telephone system, utility issues, community relations and intergovernmental coordination.

The Village is seeking candidates with strong administrative and analytical skills. The ability to communicate effectively verbally and in writing with employees, supervisors, vendors, agencies and the public is essential. Spanish language skills may be helpful in facilitating public meetings and in responding to public inquiries. The successful applicant will have a Bachelor's Degree in Public Administration or a related field. A Master's Degree is preferred with at least two years of practical experience in municipal management.

The annual starting salary is \$60,840. The Village offers a full complement of benefits including paid holidays and personal days, vacation and sick time as well as health and life insurance.

Interested candidates should submit a cover letter, completed employment application, and resume with salary history to: Village of Woodridge, Attn. Human Resources, 5 Plaza Drive, Woodridge, IL 60517.

Employment applications are available on the Village website: www.vil.woodridge.il.us.

The application deadline for the employment applications and accompanying documents is Friday, May 16, 2014.

Applicants with disabilities who will need accommodations in order to complete any portion(s) of the application should contact the Administration Department.

Village of Elk Grove Village, Management Analyst, Public Works

The Management Analyst ensures that timely and accurate information pertaining to various aspects of the Department operations are made available to the Director to facilitate decision making by providing staff assistance in a professional and confidential manner.

This position performs assigned tasks with special emphasis on financial management and reporting including detailed research, identifying and analyzing statistical data, and developing recommendations. This position assists in establishing and monitoring budget items, policy and procedures, administrative activities, and procurement of goods and services.



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ESSENTIAL FUNCTIONS:

- Performs necessary administrative duties required for the efficient operation of the department including but not limited to personnel matters, incident reports, time reporting and record keeping.
- Assists in developing and monitoring financial matters including purchase requisitions, invoicing, department budgets and capital project funds.
- Prepares specifications for various service and construction contracts which are opened for public bid; evaluates bids that are submitted and prepares a recommendation for approvals; requires field observations as needed to analyze project and Department needs.
- Researches and performs special administrative studies and prepares a variety of reports relating to operational and safety policies and procedures.
- Prepares project grant applications and status reports for a variety of capital project funding sources.
- Oversees the Department's web page, intranet data and manages service requests; provides information to the public pertaining to all aspects of the Department's operation through various media sources.
- Serves as a public information liaison during emergency operations coordinating between the Department and the Emergency Operations Center, as needed.

KNOWLEDGE, SKILLS & ABILITIES:

Very strong verbal, written, interpersonal, analytical and computer skills are essential; considerable knowledge of 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 communicate effectively both verbally and in written form.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public or Business Administration is required. A master's degree in Public or Business Administration or related field, preferred. Three to five years of municipal experience or an equivalent combination of education and experience is required. Proficiency in software applications, databases, spreadsheets and word processing required.

COMPENSATION: \$57,573 to \$77,234

OPENING DATE: Thursday, April 3, 2014

CLOSING DATE: Friday, May 2, 2014

All inquiries should be directed to the Office of Human Resources. Candidates must complete the online employment application at www.elkgrove.org by May 2, 2014. Attach your resume and cover letter as indicated. Additional information including three to five work related references should be mailed, faxed or e-mailed to: Michael Krcik, Director of Human Resources, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007. E-mail: mkrck@elkgrove.org. Tel: 847-357-4021. Fax: 847-357-4025.

Village Administrator, Village of Bloomingdale, Illinois

The Village of Bloomingdale, Illinois is seeking top-caliber applicants for the position of Village Administrator. This is a highly responsible and complex position that functions as the Chief Administrative Officer for the Village. Candidates with strong administrative and management skills in financial management, expanding revenue sources, developing new projects, and preserving essential services are encouraged to apply. The position oversees the day-to-day operations of four Village Departments including the supervision of Department Heads and Administrative staff positions.

The Village of Bloomingdale is located in DuPage County, Illinois twenty-five miles west of Chicago with convenient access to major roadways. Encompassing seven square miles of land, its population numbered 22,028 in 2012. The Village is a home rule municipality operating under the Board of Trustees-President-Administrator form of government. The annual budget consists of a \$36.2 million spending plan including operational costs, capital outlay, and debt service. The Village provides a full range of municipal services and employs 117 full-time and 11 part-time employees in the Police, Village Services, Finance and Administration Departments.

The successful candidate must have a proven record of working collaboratively with other public agencies, as well as establishing positive relationships with citizens, the business community, staff and Village Board members. Participation as a representative on regional boards and committees, and regional councils of government, is an expectation of the position.

Strong communication, interpersonal and analytical skills are essential for this position. A suitable candidate will hold a Bachelor's degree in Public Administration, Finance or a related field with a Master's degree seen as a plus. The position requires seven to nine years of progressively responsible municipal administration experience or equivalent combination of education, training and experience. Compensation, including excellent benefits, is dependent on qualifications and experience.

Qualified applicants interested in this position must complete an online job application, and attach a resume and cover letter with salary history and pay requirements. Inquiries may be directed to Human Resources Director Kay Argo at humanresources@vil.bloomingdale.il.us. The online application is accessed from the Village's website at www.villageofbloomingdale.org, under the section titled Employment Opportunities. A copy of the job description is available on the Village website. Applicants are encouraged to apply by May 16, 2014; the position remains open until filled. The Village of Bloomingdale, Illinois is an Equal Opportunity Employer and a no smoking facility in compliance with the Smoke Free Illinois Act.



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- Allows you to build your own profile so that it is personalized to your interests
- Ability to opt in/out of categories and tailor options for receiving information
- Ability to capture, store, sort and view all current and archived information
- See the latest questions from both associations – as well as your topics of interest
- Ability to respond to a posted question as well as an e-mailed question



To join please go to www.netqa.org/ILGNET/_cs/GNSplash.aspx or www.ilcma.org. and follow the instructions on the homepage.