



City/County Management *in* ILLINOIS

Strengthening the quality of local governance through professional management

November 2011

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Calendar of Events

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

November 9, 2011

IAMMA Luncheon
Hoffman Estates, IL

November 17, 2011

ILCMA Professional Development Event
Lombard, IL

November 17, 2011

Metro Manager Meeting
Lombard, IL

December 6, 2011

ILCMA/Alliance Webinar

December 14, 2011

IAMMA/Metro Holiday Luncheon
Lombard, IL

January 12, 2012

ILCMA Professional Development
Lombard, IL

January 19, 2012

Metro Manager Luncheon
Lombard, IL

January 27, 2012

CGS/ILCMA Financial Forecast Forum
Naperville, IL

February 22-24, 2012

ILCMA Winter Conference
Champaign, IL

March 28, 2012

ICMA 2012 Young Professional Leadership Institute
Columbus, OH

March 29-30, 2012

ICMA Midwest Regional Summit
Columbus, OH

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President's Column

Promote the Profession Committee

*by Julia Cedillo, Promote the Profession Committee Chair
Village Manager, Village of La Grange Park*

In past years, promoting the profession meant making sure that we are doing what we can to facilitate interest in the profession of local government management due to the looming quiet crisis, or the shortage of qualified individuals coming into the field. The great recession not only slowed down the anticipated retirement of career managers, but in some communities, there seemed to be a declining emphasis on the importance of professional local government management. Couple this trend with stories of high-profile government scandals and public sector professionals as a whole are coming under ever-increasing scrutiny. With this in mind, the ILCMA Board, along with the Promote the Profession Committee, continues to shape its focus into one that underscores and reinforces the importance of professional management in an effort to preserve it where it is threatened and strengthen it where it is weakening. The Promote the Profession Committee has set goals that seek to highlight the importance and value of a professional manager.

The committee recently completed the development of the "How To" Guide for Administrators and Managers, which was presented at the 2011 ILCMA Summer Conference. The guide is intended to be a useful tool for new and aspiring managers to promote, educate and communicate the importance of professional management to one's community through civic involvement and Board education. This guide has been updated since the Summer Conference, and has been posted on the ILCMA website at <http://www.ilcma.org/DocumentView.aspx?DID=822>. Members are encouraged to provide the committee feedback on this document, as it is intended to be a living document that continues to evolve with the ever-changing trends within our profession.

The Promote the Profession Committee continues to move forward with Next Generation initiatives. The committee understands the importance and responsibility of mentoring and supporting aspiring managers. We will partner with IAMMA in the development of an Action Plan for Next Generation Initiatives that will inspire young and mid-career professionals as well as help senior professional managers prepare, develop, and motivate the next generation. In the coming weeks, our committee will meet with the IAMMA Membership Development Committee for a "strategic planning meeting" so that past initiatives and successes are understood, new ideas are shared, and the Action Plan begins to take shape.

The committee will also continue its work with the Article Series in an effort to highlight positive relationships between the manager and elected officials. To date, the committee has completed two articles, Woodridge and Decatur, both of which were published in the IML Municipal Review magazine. The committee is in the process of developing four more articles, with one specifically focusing on County Government. Articles will focus on topical issues, such as the value of a manager in promoting economic development, improved labor relations, or sound financial planning.

Finally, this year the Promote the Profession Committee will look at ways to enhance the perception of the profession through professional marketing efforts. The committee will work with ICMA as they develop their new marketing plan, "Life, Well Run," and modify the plan as necessary to fit ILCMA's needs. The committee will also look at public relations firms closer to home to identify other strategies essential to effectively promoting the profession. These promotional efforts may include the creation of catch phrases or packaged messages designed to enhance the awareness of our profession, focus on a particular issue, or offset negative press associated with public management.

This year's committee includes the following: Julia Cedillo (La Grange Park), Phil Kiraly (Northbrook), Marty Bourke (Bloomingdale), Andrianna Peterson (La Grange), Jenny Maltas (Deerfield), Jennifer McMahon (Warrenville), Laura Nali (Libertyville), Will Jones (Glencoe), Dave Kotwasinski (Countryside), Adam Simon (Ancel Glink), Blaine Wing (Oak Brook), Joe Carey (Elk Grove), James Morani (New Baden), Jamie Belongia (Montgomery), and Wally Bobkiewicz (Evanston).

Special thanks go out to the talented and dedicated committee members working on this year's initiatives. I am excited about the opportunities and challenges that we will be addressing together as a committee. As always, we appreciate any feedback from the ILCMA membership.



The Midwest Region pledged a \$200,000 donation to the ICMA Life, Well Run campaign at the ICMA Annual Conference held in Milwaukee last September. ILCMA will continue its fund raising effort for the Life, Well Run campaign. ILCMA has responsibility to raise approximately \$11,650 per year to meet our approximate \$55,000 share of the pledge. ILCMA will provide the funds each year above and beyond the amount raised through our individual members and our affiliates to reach the goal. To learn more about the ICMA Life, Well Run campaign or to donate to the campaign please visit http://icma.org/en/icma/priorities/life_well_run.

Who's Who Directory Update

The new contact information for Jamie Bowden is:
Jamie Bowden, ICMA-CM, Village Administrator
Village of Glen Carbon
151 N. Main
Glen Carbon, IL 62034
Tel: (618) 288-2614
Cell: (618) 343-1308
Email: jbowden@glen-carbon.il.us

The Village of Northbrook recently changed phone numbers and email addresses. Following is the updated info for ILCMA members:

Rich Nahrstadt
Tel: 847.664.4011
Email: rich.nahrstadt@northbrook.il.us

Phil Kiraly
Tel: 847.664.4012
Email: philip.kiraly@northbrook.il.us

Dan Kaup
Tel: 847.664.4016
Email: dan.kaup@northbrook.il.us

Kendal Dean (after November 5: Kendal Malts)
Tel: 847.664.4017
Email: kendal.dean@northbrook.il.us
after November 5: kendal.malts@northbrook.il.us

Kelly Hamill
Tel: 847.664.4110
Email: kelly.hamill@northbrook.il.us

Matt Morrison
Tel: 847.664.4111
Email: matt.morrison@northbrook.il.us

Congratulations to Christina Collison, management analyst, Clarendon Hills, who was recently married. Her new last name is Christina Burns. Her new e-mail address has been updated to cburns@clarendonhills.us.

Jeff Fiegenschuh, formerly the city manager in Princeton, has been appointed as the new village administrator in Shorewood.

Ken Lopez is the new administrator for the Village of Pingree Grove. Mr. Lopez comes to Pingree Grove from the village of Beach Park. His new contact information is as follows:
Kenneth J Lopez, Village Administrator
Village of Pingree Grove
14N042 Reinking Road
Pingree Grove, IL 60140

Tel: 847-464-5533
Cell: 847-875-0169
Fax: 847-464-4036
Email: klopez@villageofpingreegrove.org

Randy Bukas, formerly the city manager with Olney, has been appointed the new city administrator in Flora, IL. Randy's new contact information is:
Randy J. Bukas, City Administrator
City of Flora
131 E. Second Street
P.O. Box 249
Flora, IL 62839
Tel: 618-662-8313
Fax: 618-662-3000
Email: rbukas@florail.us
Website: www.florail.us

Bill Barlow is the new manager in Maywood. His new contact information is:

Bill Barlow, Village Manager
Village of Maywood
40 E. Madison Street
Maywood, IL 60153
Tel: 708-450-6301
Cell: 708-200-3422
Email: wbarlow@maywood-il.org

Scott Hartman has been appointed as the new city administrator in the city of Highwood. He previously served as village manager for the Village of Pingree Grove.

Welcome New Members!

Lynnea Erickson, City of DeKalb, Intern
Christal Laswell, City of Collinsville, Assistant to the City Manager
Molyka Rath, City of Geneva, Economic Development Intern
Jon Sfondilis, Village of Wheeling Village Manager
Brent Sloat, Village of Mundelein, Administrative Intern
Traci Steger, Student
Sharon Tanner, Village of Glenview, Assistant Director of Human Resources

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.

Technology & Codification: Better Service, Greater Access

By Marcia Clifford, Esq.
Codification Solutions Executive
General Code

When you hear the term "codification," does it conjure up images of musty law books sitting on even mustier bookshelves? In the technology-driven climate we live in, total access doesn't just apply to sports programming anymore. Citizens are demanding access of government, too, and it includes easier, quicker access to the legislation that governs their community. Forget the dust covered printed Codebook, your citizens are now looking to the Web with a capital 'W' for all their information.

It's more important than ever that the legislative information your citizens are looking for is complete, well-organized and accurate – in other words, codified. To "codify" means to arrange and systematize. The codification process is defined as the collection and organization of all your legislation – general and permanent nature– into a numbered and stylized document, a Code, that is easy to read and easy to access.

As a municipal official, you need accurate and accessible information to effectively serve your constituents, and your citizens are now looking for that information on the Web. A Code is an investment that will serve your community efficiently now and into the future – most importantly in an electronic format. Having a Code makes it easier to:

- Enforce laws with confidence and consistency
- Minimize the risk of legal action
- Fulfill a community obligation to make the laws available to everyone
- Update your laws and plan for future growth and development
- Respond quickly and accurately to questions
- Transition from one administration to another

Having an electronic, Internet-accessible Code provides:

- 'Anytime access' to your community's legislation (24/7)
- Quicker response time to citizen requests for information
- Citizen self-service capability, providing freedom of information while reducing foot traffic in your municipal office
- Assurance that your community's Code is accurate and up-to-date
- Opportunity to reduce your community's impact on the environment and become more 'green' by using less paper

In the past, access to Code material was typically obtained by a call or visit to the Clerk's office or doing research at the library. However, as Internet usage has exploded, for many communities, paper volumes of the Code can no longer meet the demands for access to municipal data and information. There is an expectation from citizens to have instantaneous access to public information via the Web. We can no longer assume that data will be accessed in a set manner at predictable times. The idea of a one-way flow of information from the producer to a consumer is ending. Data will be shared, linked, transformed and distributed in a dynamic collaborative fashion. Local governments are being asked to ensure their data is portable enough to accommodate virtually any format.

Today, a growing array of mobile devices are available at affordable prices. Over 35% of adults in America own a Smartphone—a high-end device that combines the functions of a mobile phone and a personal digital assistant (PDA). Electronic tablets - computer devices operated primarily by a touch screen - have been on the market for less than two years, yet have already sold in the tens of millions. Against this backdrop, codification companies have been hard at work developing solutions that will allow local governments and their constituents the ability to access vital information when, where and however they choose. You can now access your Code from PCs, Macs, laptops, notebooks, tablets, smartphones and eReaders.

Various online versions of a Code are feature-rich, with robust search capabilities and easy navigation. Users are able to bookmark sections, email links, create annotations, link to relevant material such as building permit applications, and export and print any or all of the Code. Additionally, because new ordinances can be posted almost immediately upon passage, residents can now receive electronic notices of new changes in the law. With these new technological services now available, municipalities can now provide the transparency that local governments are striving to achieve.

A community's Code is a living document—constantly changing to reflect and meet the needs of the community. In the same way, codification service providers are improving their offerings in order to assist local government partners to provide their communities with information that is timely, up-to-date, easily accessible – and available via the most current technology.

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Gov. Quinn Proposes Diversion of Money Away from Local Governments

Walter Denton, City Administrator, City of O'Fallon
Joe McCoy, Legislative Director, IML

Following the state legislature's attempt last spring to withhold state income taxes from local governments, another proposal may be taken up during the Fall Veto Session to divert money away from local governments. Governor Quinn has proposed that money from the Corporate Personal Property Replacement Tax (CPPRT) be diverted from local governments to state needs.

In particular, the diversion is proposed to restore funding for the salaries of regional superintendents of education (approximately \$11 million). You may recall that Governor Quinn vetoed \$376 million from the FY2012 budget, which included the regional superintendents.

Similar to the Local Government Distributive Fund (LGDF) for income taxes, this is another case of the state attempting to take money that is not theirs. CPPRT taxes are collected by the state on behalf of local governments. The revenue is used to replace money that was lost by local governments when their powers were removed to impose personal property taxes on corporations, partnerships, and other business entities. This revenue stream was created when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments.

Annual revenue raised by CPPRT taxes over the past several years has varied from \$1-\$1.5 billion per year. The IML estimates that CPPRT revenue during the current year is \$1.05 billion. Municipal governments receive 20% of CPPRT money on a statewide basis (schools get 60% and other local governments get the remaining 20%).

The IML remains opposed to diversions from state-collected local government revenues - including CPPRT. Rather than diverting the CPPRT to cover the salaries of regional superintendents, legislators could override the Governor's veto and restore the spending authority to cover the salaries. This is probably the route that the General Assembly should consider rather than permitting municipal money to be used for the salaries of non-municipal officials as a result of the Governor electing not to cover the salaries with state money. Or the legislature could find cuts elsewhere in the state government to fund the salaries.

Stay tuned during the Veto Session and please do not hesitate to contact your legislators if this proposal is introduced in the legislature.



Educate. Advocate. Empower.



Civic Leadership Academy Enters 8th Year

NIU's Civic Leadership Academy (CLA) is entering its 8th year of offering engaging and timely training programs for local government professionals in Illinois. The 2011-12 lineup of day-long and half-day seminars includes seven new topics and several updated courses. CLA is a unique series of skill development programs for appointed professionals, supervisors and elected officials. All of the program's high quality seminars take place at NIU's Naperville Center. This year's series kicked off on October 25th, but another session, "Governmental Cooperation, Collaboration, and Consolidation in the New Economy" by Craig Rapp, MA, President, Craig Rapp, LLC and Senior Associate, NIU Center for Governmental Studies, will take place on November 10th. Participants who complete four courses (two core courses and two electives) are eligible for recognition via a Certificate of Completion.

With the Academy's 7th year just completed, CLA now boasts over 84 Certificate graduates and over 450 participants! CLA workshops expose participants to a mix of leadership and problem solving techniques as well as technical skills suited to addressing today's complex issues and agendas. The workshops are designed to give participants new and updated skills for personal "leadership effectiveness" in their civic roles and responsibilities. As this year's new course offerings demonstrate, several workshops have been designed for a broad audience while others in the series have been aimed specifically at special skills or interests. Some of the new courses offered in 2011-12 include: "The Open Meetings Act and the Roles of Public Officials," "The Freedom of Information Act and What it Means for Your Organization," "How to Make Your Governing Boards More Effective," Linguistic and Cultural Competence: Don't Let the Name Scare You!, Parts I & II," "Economic Development: Understanding the Entrepreneurial Ecosystem and the Community Planning Environment," and "Leadership for Elected Officials." The Academy will again co-sponsor a 2012 Illinois Financial Fiscal Forecast Forum with ILCMA on January 27.

This year's schedule can be found at http://www.cgsniu.org/professional_development/cla/CLAbrochure_2011_online.pdf.

Ready to register? You are just one click away
http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4011991



Program Series

Fall Lineup

Classes held at NIU Naperville
For more info, registration fees
and directions visit www.niucgs.org

Governmental Cooperation, Collaboration, and Consolidation in the New Economy

Thursday, November 10

9 a.m. - 3:30 p.m.

Craig Rapp, M.A., President, Craig Rapp, LLC and
Sr. Assoc., NIU Center for Governmental Studies

The Freedom of Information Act and What it Means for Your Organization **NEW!**

Tuesday, December 6

9 a.m. - noon

Patrick Lucansky, Esq., Partner, Klein, Thorpe & Jenkins, Ltd.

The Open Meetings Act and Roles of Public Officials **NEW!**

Tuesday, December 13

9 a.m. - noon

Patrick Lucansky, Esq., Partner, Klein, Thorpe & Jenkins, Ltd.

An advertisement for Mortenson construction. The background is a blue sky with a yellow construction crane. The Mortenson construction logo is in the top right corner. Below the logo, the name 'Erin Fiegel, ASLA' is listed with the phone number '847.981.8600' and the website 'www.mortenson.com'. At the bottom, the tagline 'Building what's next.' is written in a script font.

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Metro Managers November Luncheon

Using Social Media to Hire and Discipline Employees: Balancing on the Social Media Tightrope

Using Social Media requires a balancing act between employee's rights and the employer's rights to manage its workforce. The program presenter is Yvette A. Heintzelman who is an attorney with Clark, Baird, Smith (CBS Lawyers) in Rosemont, Illinois. Ms. Heintzelman represents both public and private sector organizations with employment related litigation. She will share insightful examples of employers successfully using Facebook and other social media to investigate employees for hiring or disciplinary purposes. During the program, you will learn about protected activities on social media websites, how to use social media to conduct investigations properly, and policies that every organization should consider for implementation.

Date: Thursday – November 17, 2011
Time: 11:30 a.m. Networking – 12:00 p.m. Luncheon
Location: Harry Caray's Restaurant
70 Yorktown Center
Lombard, Illinois

Cost: **\$25.00** check or cash payable at the door
(Interns & MITs are Free)

\$50 if also attending the ***ILCMA Professional Development
Event: Coaching and Counseling for Improved Performance***

Payment can be made by credit card when registering online or by cash or check at the event. *There is an additional \$5 charge for invoicing the cost of the luncheon.*

RSVP by November 14- online at <http://www.ilcma.org/forms.aspx?FID=76>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

*Cancellations must be made **by November 14.**
Any cancellations after that date will require full payment for the event.*



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**IAMMA and Metro Managers are
pleased to present:**

2011 Angel Tree Program

Most of us look forward to receiving gifts over the holidays. Children, especially, dream about the wonderful things they hope to find under the tree on Christmas morning. Unfortunately, many children in the Metro Chicago area won't even have a Christmas tree, much less any presents to open. Through the Angel Tree program, gifts are provided to children in need who would otherwise be left out on Christmas.

You can help! Sponsor An Angel TODAY

A minimum of \$25 is requested to be spent on each child. The Salvation Army requests that all gifts be unwrapped, clearly marked with the appropriate tag number and brought to the December 14th IAMMA/Metro Managers Luncheon at Harry Caray's in Lombard.

Individuals interested in obtaining an Angel Tree Tag should contact **Jack Knight** at jknight@vil.woodridge.il.us or **(630) 719-4901**.

Angel Tree Tags may also be obtained at the **November 9th IAMMA and November 17th Metro Managers** luncheons. Thank you for your continued support of this important program!

Our goal this year is **190 Angel Tree Tags!**

ILCMA Members Recognized by ICMA

Distinguished Service Award

Ever since he retired in 2002 after thirty-five years in local government management, **Gregory Bielawski** has worked tirelessly as an ICMA Range Rider. And since 2005, when Mr. Bielawski agreed to become coordinator of the Range Rider program as a volunteer senior advisor, the program has grown. Range Riders now participate in monthly member-in-transition (MIT) phone calls. Over the last six years, Greg has averaged over 500 contacts per year and 900 per year over the last two years, many of which have been one-on-one counseling sessions.

In addition to the time he devotes to MITs, Mr. Bielawski advises next generation practitioners as they replace their colleagues in management roles. Perhaps the ultimate proof of his impact on the younger generation is that his son Jason is following in his father's professional footsteps, currently serving as an assistant administrator in Illinois.

Mr. Bielawski's contributions include serving as a member of the ICMA International Committee since 2005, an evaluator for National Association of Schools of Public Affairs and Administration accreditation, and a Local Government Knowledge Network leader since 2009 for acting and interim managers and for first-time administrators. The Illinois City/County Management Association honored Mr. Bielawski with a Robert Morris Lifetime Achievement Award in 2002 and a Special Service Award in 2010.

Community Health & Safety Award

David M. Limardi, City Manager, and **Emily Palm**, Assistant to the City Manager, Highland Park, Illinois

This award recognizes innovative local government programs or processes that improve the community's safety, health, and/or wellness, or enhance quality of life for the disadvantaged. It is sponsored in part in memory of Carolyn Keane, first wife of ICMA's fourth executive director, Mark Keane, and Bill and Alice Hansell, parents of ICMA's fifth executive director, William H. Hansell.

The Healthy Highland Park Task Force, a collaboration of the city of Highland Park, the Park District of Highland Park, the NorthShore University Health System, the Lake County Health Department, and Highland Park's residents, is aimed at increasing awareness, education, and participation in health and fitness opportunities throughout the community.

Since 2004, the task force has received an annual grant of \$40,000 to \$50,000 from the Healthcare Foundation of Highland Park. With this funding, the task force has implemented:

- A community-wide weight loss challenge for Highland Park residents in 2009, 2010, and 2011
- A weekly broadcast on its government access channel and public-access channel, addressing such topics as cancer, healthy eating, and risks of smoking
- An antismoking campaign to support the state's smoking ban, making Highland Park the first smoke-free city in Lake County
- Programming for diabetes prevention, including community-wide glucose testing and panel discussions on diabetes.

Lessons Learned

- The city used translators for several of the programs to make sure that its messages reached the Hispanic population.

- It is important to have a detailed budget in order to receive grants.

ILCMA Members Receive ICMA Service Award Recognition at ICMA Conference

40 YEARS

Paul C. Nicholson, City Manager, City of Streator
Thomas P. Borchert, City Manager, City of Elmhurst
Steven C. Carter, City Manager, City of Champaign
Donald B. Rose, City Manager, City of Wheaton

35 YEARS

Patrick R. Higgins, Village Manager, Village of Western Springs
Robert Knabel, City Manager, City of Collinsville
Marian T. Gibson, Village Manager, Village of Manhattan
William J. Ganek, Village Manager, Village of Algonquin
Albert J. Rigoni, Village Manager, Village of Skokie

30 YEARS

John W. Downs, Village Administrator, Village of Mokena
James H. Norris, Village Manager, Village of Hoffman Estates
Thomas W. Barwin, Village Manager, Village of Oak Park
Mark T. Biernacki, City Manager, City of De Kalb
Mark C. Masciola, Village Administrator, Village of South Barrington
Martin J. Bourke, Village Administrator, Village of Bloomingdale
Steven S. Stricker, Village Administrator, Village of Burr Ridge

25 YEARS

Daniel P. O'Malley, Deputy Village Manager, Village of Hoffman Estates
Gerald C. Sprecher, Village Manager, Village of Lisle
Mell E. Smigielski, Village Administrator, Village of Mahomet
Richard A. Nahrstadt, Village Manager, Village of Northbrook
David W. Nord, Village Administrator, Village of Cherry Valley
Robert O. Barber, Village Administrator, Village of Beecher
Richard E. Helton, Village Manager, Village of Savoy
George E. Gray, Village Administrator, Village of Peotone
Kent S. Street, Village Manager, Village of Deerfield
Kenneth A. Terrinoni, County Administrator, County of Boone
Mary L. McKittrick, City Administrator, City of Geneva
Riccardo F. Ginex, Village Manager, Village of Brookfield
Jeff W. Clawson, City Administrator, City of Fairfield



Steve Berley, ICMA/ILCMA Range Rider, was honored recently at the Range Rider meeting during the ICMA Annual Conference in Milwaukee. Steve has announced his retirement as a Range Rider as of Dec. 31. ILCMA donated a check in the amount of \$100 in Steve's honor to the ICMA Life, Well Run Campaign. Pictured with Steve are (left to right) Dawn Peters, ILCMA Executive Director, Bob O'Neill, ICMA Executive Director, Steve Berley, David Childs, ICMA President, and Betsy Sherman, ICMA.

20 YEARS

Scott A. Sorrel, Assistant to the County Administrator, County of Peoria
Anne Marie Gaura, Village Manager, Village of Montgomery
Carol L. Hennessy, Assistant to the Administrator, Village of New Lenox
Ingrid S. Velkme, Director of Administrative Services, Village of Western Springs
Jim Marino, Assistant to the Village Manager, Village of Homewood
Juliana A. Maller, Deputy City Manager, City of Park Ridge
Michael D. Thomas, Superintendent of Public Works, City of Lake Forest
Reid T. Ottesen, Village Manager, Village of Palatine
Christopher A. Martin, Village Administrator, Village of Lake Barrington
Timothy L. Savage, Village Administrator, Village of Richmond
Lisa K. Shelley, Deputy Village Manager, Village of Oak Park
Andrianna M. Peterson, Assistant Village Manager, Village of La Grange
Paula D. Schumacher, Assistant Village Administrator, Village of Bartlett
Pamela S. Reece, Deputy City Manager, Town of Normal

10 YEARS

Patrick M. Brennan, Deputy City Manager, City of Highland Park
David B. Fieldman, Village Manager, Village of Downers Grove
Michael W. Jacobs, Deputy Village Manager, Village of Palatine
Richard Keehner, Jr., Village Administrator, Village of Villa Park
Ryan J. Waller, Assistant County Administrator, County of Lake
Pamala L. Funk, Assistant City Administrator, City of O'Fallon
Keith R. Sbiral, Assistant Village Manager, Village of Brookfield
Tim J. Schloneger, City Administrator, City of Lockport
Eric J. Palm, Village Administrator, Village of River Forest

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

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

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

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

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

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

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

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

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

Bo Proczko
bproczko@gmail.com
630-897-7585

Deborah Nier
Tnier847@frontier.com
815-895-8042

Richard Downey
rdowney1@yahoo.com
815-499-4650

Thomas Christie
thomasbetty@ussonet.net2
618-740-0547

Greg Seefeldt
gseefeldt@hughes.net
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ILCMA Announces Daniel Simons as Winter Conference Keynote Speaker

ILCMA WINTER CONFERENCE

FEB. 22 – 24, 2012

The Hilton Garden Inn, Champaign, IL

Daniel Simons, Professor, University of Illinois and Author of *The Invisible Gorilla* Secured as Thursday Keynote for ILCMA Winter Conference

Invisible Gorilla Leadership

One of the greatest obstacles to effective leadership is faulty perception. Because of the way our minds are built, we often don't see the world as it really is. Instead, we see what we expect to see and believe what we want to believe, regardless of the evidence. In this talk, Daniel Simons, creator of the famous "invisible gorilla" psychology experiment, reveals how common misconceptions about the mind can undermine our ability to lead: He will explain how we rely too heavily on our own confidence and why we tend to trust too much in the confidence in others, why we think we understand complex (and simple) subjects much better than we really do, and why we make so many mistakes when we think about what causes success and failure. With real-world stories, personal anecdotes, and clever experiments, Simons leads the audience to question their assumptions about how they think and to see themselves—and those around them—as they really are.

Daniel Simons is a Professor in the Department of Psychology and the Beckman Institute at the University of Illinois. Simons received his B.A. in Psychology and Cognitive Science from Carleton College and his Ph.D. in Experimental Psychology from Cornell University. He then spent five years on the faculty at Harvard University before moving to Illinois in 2002. His scholarly research focuses on the limits of human perception, memory, and awareness, and he is best known for his research showing that people are far less aware of their visual surroundings than they think. His work is published in top scientific journals and is discussed regularly in the popular media. His studies and demonstrations have been exhibited in more than a dozen science museums worldwide. In his spare time, he enjoys juggling, bridge, and chess.

<http://dansimons.com/>

Friday Closing Keynote Session "Your One Unfailing Asset" by Dr. Rich Luker

Nearly every asset available to cities and counties is in decline. And we all feel the stress of prolonged economic uncertainty both professionally and personally. You and your staff are being asked to do more with less – or even nothing – by citizens who also have considerably less, or nothing.

There is, however, one remaining asset that has not only retained its value but by many standards is growing in power and importance: truly engaged community. In his keynote, Dr. Luker will explain how we lost engaged community, why it's making a major comeback, and why and how engaged community can be the difference maker for you and your people for the troubled

times ahead. The key in this keynote is being neighborly. Rich Luker has been studying American Life for more than 25 years. His earliest research examined the role of media use in adolescent social development – the topic of his doctoral dissertation at the University of Michigan.

He is best known for his creation of the ESPN Sports Poll which began in 1994. The Sports Poll was the first dedicated ongoing intelligence service to collect information from Americans on their interests and activities related to sports.

Luker's research in 1999 identified a dominant sense of loss of community felt by most Americans. His study of American social development led Rich to believe being a service-based economy, coupled with an increasing role of communication technology, led to less face-to-face interaction between family, friends and neighbors. Luker began to develop strategies to reinvigorate American community in 2001. The most successful to date is the NCAA Division II strategy highlighted on the website www.diicommunity.org. In 2009, Luker published Simple Community which documents the loss of American community and provides a way for American brands to profitably invest in restoring community.

Dr. Luker's research has been featured in many national publications including The Wall Street Journal, New York Times, USA Today, and Advertising Age. Luker has appeared on national news programs on ABC, FOX, ESPN, and NPR. Recognizing Luker's two decades of forward thinking research, in 2009 Sports Business Journal asked him to write a full page quarterly column on trends called Up Next. The column presents Luker's latest trend research, tracks key statistics and polls industry leaders on the issues most affecting the sports industry.

Rich has provided strategic consulting and research for a wide range of clients including major brands like Coca-Cola, VISA, McDonald's, General Motors, Anheuser-Busch, Sony and NIKE, major sports leagues like the NFL, Major League Baseball and the NCAA, and media companies like Disney/ESPN, Fox, Turner and Sports Illustrated.

Dr. Luker earned his M.A. in psychology and his Ph.D. from the University of Michigan in a joint communication and psychology doctoral program. While at Michigan, Rich trained and worked in the Institute for Social Research for two years.

Rich remains active academically as well. In 2005, Dr. Luker was named the Woodard Family Senior Research Fellow in the Warsaw Center at the University of Oregon. Rich was an Adjunct Associate Professor, Division of Kinesiology, University of Michigan from 1998-2006 and at Northwestern University from 2006 to 2009.

Rich and his wife Vicki split their time between Fairview, North Carolina and St. Petersburg, Florida. Their four adult children are scattered around the country and never home enough for their liking.

<http://www.ucs.iastate.edu/mnet/eacr/speakers.html>

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The ILCMA Professional Development Committee Presents:

Coaching and Counseling for Improved Performance

As a manager, you could spend all of your time going to meetings. **Don't!**

You could spend most of your time reviewing metrics and generating reports. **Don't!**

You could spend most of your time doing a lot of things, because a manager has a lot of things to do, but there is no more important use of your time than working with your team members to coach and counsel them to improved performance.

Whether you are working with a new employee or a seasoned veteran, there is always something you could be doing in the way of coaching and counseling that can help your team members sharpen their skills and solve problems that will boost their performance.

Successful managers realize that in today's extremely competitive environment all team members must be performing at 100% to produce outstanding results.

Speaker: Darryl Harris, Carroll-Keller Group

Date: Thursday, November 17, 2011

Time: 9:00 a.m. – Registration and continental breakfast
9:30 – 11:30a.m. - Presentation

Location: Harry Caray's
70 Yorktown Center
Lombard, IL

Cost: \$30 - Event only
\$50 - if also attending the Metro Manager's luncheon prior to the event
Topic for Metro Luncheon: *Using Social Media to Hire and Discipline Employees: Balancing the Social Media Tightrope*
Manager in Transition registration promo code: MIT

RSVP: Phone in Registration 815-753-5424

By Nov. 14 Online Registration: <https://www.ilcma.org/forms.aspx?FID=76>

*Cancellations must be made **by November 14**. Any cancellations after that date will require full payment for the luncheon.*

Career Compass No. 20: They've Oversized My Job!

by Dr. Frank Benest

1 September 2011

In this issue of Career Compass, Dr. Benest reviews some steps you can take to handle additional work that's landed on your desk during periods of economic belt-tightening.

I work as one of two purchasing agents in the Finance Department of a medium sized city. I have enjoyed my position and am committed to the organization. However, as part of recent budget cuts, the Finance Director has eliminated one of the purchasing agent positions and now I am doing the work of two people. Expectations have not diminished; I feel that I am always behind; and I am stressed to the max. They've oversized my job. What can I do?

With several straight years of budget and staffing cuts, most local government employees have taken on more work. Our jobs are much more demanding and we all feel stressed. However, I can suggest a few approaches to make your situation more tolerable or better yet to use the situation to your career advantage.

Before I explore potential strategies, you must understand that you are in a position of strength as you take on addition work and duties. Management cannot get out the work with fewer resources without skilled and committed people like you. Therefore, you need to leverage this opportunity.



At least in the reflection there are two of me... now maybe we can both get all this work done.

Ten Strategies

STRATEGY 1: IDENTIFY PRIORITIES

As a first step, you should meet with your manager, acknowledge together that your workload has dramatically increased, and mutually agree on some priority projects or assignments. It is also important that you discuss these priorities with the departments that you serve and the your larger Finance Department team. Based on these discussions, you and your manager may decide on tweaking the priorities.

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STRATEGY 2: NEGOTIATE TIMELINES

In conjunction with your manager and your customer departments, it is imperative that you negotiate and agree upon some realistic timelines for both priority and non-priority assignments.

STRATEGY 3: REDESIGN THE SERVICE

Since management has oversized your job and the same service delivered with fewer staffing resources may be untenable, you need to redesign how you do the job. For instance, is some self-service a realistic option? With some training and technical support, can smaller purchases or contracts be handled by the staff in the customer departments? Can the departments handle several steps in the process? Can you and the departments eliminate a few steps and streamline the process to make some self-service a viable alternative?

STRATEGY 4: SECURE ADDITIONAL ADMINISTRATIVE SUPPORT AND COACHING

In the discussions with your manager, you should request more administrative support from other Finance Department staff in order to handle some of your lower-level tasks. It is also legitimate to request coaching for any challenging tasks or assignments.

STRATEGY 5: SUBTRACT

As you add more work to your plate, you have the opportunity to take some work off as well.

When you review your additional assignments with your boss, you should come prepared to discuss what you can subtract or shift to someone else, especially if the delegated assignment is a development opportunity for the other person. Delegating may include some reporting or other administrative work. Subtracting could focus on ritualistic non-value-added work that can be totally eliminated.

STRATEGY 6: ADD

To complement your subtraction efforts, you may seek ways to add. Could you add resources from another department, a part-time employee, an intern or even a volunteer?

STRATEGY 7: KNOW YOUR LIMITS

Once you have explored priorities, reasonable timelines, opportunities to redesign the work, subtracting work and adding resources, you must identify your limits and stand firm on what you can accomplish and what you cannot. Of course, you want to help your agency and support other team members as much as possible in dire times. However, you have a responsibility to yourself and to others to insist on a do-able workload. You are not doing anyone a favor if you are overwhelmed and therefore ineffectual. Assert yourself!

STRATEGY 8: NEGOTIATE MORE CONTROL OVER YOUR WORK

While you may wish some assistance in one area or another, including help from your boss, you may also relish less over-the-shoulder supervision. If so, you can agree with your boss when it is reasonable to check in and report progress and any problems but basically you can handle your job without daily or weekly supervision. In other words, you can use the oversizing situation to create less reporting and more freedom in how you do your job.

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STRATEGY 9: SECURE HIGHER-LEVEL ASSIGNMENTS OR MORE ENJOYABLE TASKS

Amidst all the new work, you need to identify some higher-level “stretch” assignments that would provide new experiences, promote learning and new skills, and create new relationships. As you accept more tasks, you must ensure that a few are developmental opportunities. Likewise, you can negotiate a few more enjoyable tasks to be included in your expanded portfolio.

STRATEGY 10: NEGOTIATE SOME KEY BENEFITS

After acknowledging with your manager that the organization is making many more demands on you and significantly increasing your workload, you can legitimately negotiate some important benefits. For instance, how about a better working title that would help you secure a higher-level position in the future? Or, after you have demonstrated that you have risen to the challenge, how about negotiating a promotion? The organization is still saving a substantial amount of money by eliminating the other purchasing agent position even after giving you a raise. Another option is negotiating a flex schedule or working from home one day per week where you can do more work in an uninterrupted environment. At the very least, you should indicate that you would like some more visibility in the organization as you seek advancement. You may agree with your boss that you will make some presentations to the City Council or Department Head team or serve on a high-visibility taskforce representing the Finance Department.

Whatever agreements you make with your boss or others, it is a good idea to make them as explicit as possible and put them in writing.

Take Care of Yourself

As you undergo more stress, you need to take care of yourself. Some suggestions include:

- Eat well
- Exercise on a regular basis
- Take a weight control class
- Walk at mid-day or after work
- Take a yoga or meditation class
- Avoid self-medication through drinking or drugs
- Get adequate sleep
- Don't neglect your hobbies or friends
- Avoid isolation; connect with others
- Have a good laugh and blow off steam with co-workers (for example, joke about whose jobs got oversized the most)

To get some advice or guidance on employer-sponsored wellness programs, you can visit your HR Department. Your agency may also provide an Employee Assistance Program which can identify available wellness programs. Your health care provider is another source of prevention and wellness resources.

Use Your Leverage

Again, if your local government agency is oversizing your job, you have leverage. You should neither over-reach (“I want a promotion and more money or I won't take on the additional work”) nor underestimate the opportunity. You can use your legitimate leverage in negotiating

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priorities, timelines, administrative support, coaching, and learning and development opportunities as well as other benefits.



Career Compass is a monthly column from ICMA focused on career issues for local government professional staff, and appears in ICMA's [JOB newsletter](#) and online. Dr. Frank Benest is ICMA's senior advisor for Next Generation Initiatives and resides in Palo Alto, California. If you have a career question you would like addressed in a future Career Compass, e-mail careers@icma.org or contact Frank directly at frank@frankbenest.com.

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Brown Bag Luncheon Intergovernmental Relations - How Townships and Counties can assist Municipalities

James Barr, Hanover Township Administrator, and Peter Austin, McHenry County Administrator, will be present to discuss how townships and counties can assist municipalities today.

Wednesday, November 9, 2011

11:30 AM– 1:00 PM

(Program to begin approximately at 12:00 PM)

Location: Hoffman Estates Village Hall

**1900 Hassell Road
Hoffman Estates, IL 60169**

Bring your own lunch and participate in the presentation for free, or let us provide a boxed lunch from Jimmy Johns for you. Boxed lunches will cost \$10 each.

Please RSVP by Friday, November 4 to Sarah Kuechler at 847-781-2616 or sarah.kuechler@hoffmanestates.org to reserve your seat and indicate if you would like a lunch provided for you. Lunches will only be purchased for those who request them, extra lunches will not be available the day of the event.

Payment and Attendance Policy: *Individuals who RSVP and request a lunch are required to issue payment by or on the date of the event. If payment is not received by the date of the event, a \$5.00 invoicing fee will be added to the cost of your lunch. To avoid being charged for your lunch and the \$5.00 processing fee, individuals whom RSVP must cancel by the registration deadline. We will attempt to make accommodations for individuals who do not RSVP, however space is not guaranteed.*

Job Mart

Village of Mundelein, Finance Director

The Village of Mundelein, a progressive, mature, full-service suburban community located in Lake County, Illinois, has an excellent career opportunity for an experienced Finance Director. The Finance Director, a senior management level position appointed by the Mayor and reporting to the Village Administrator; is responsible for planning and managing all aspects of the Village's Finance Department. Responsibilities of this position include: development and implementation of village wide financial policies; oversight of accounting and financial management of the Village's funds; coordinate the preparation of the comprehensive annual financial report; and financial forecasting; debt management and analysis. Department responsibilities also include payroll, assistance in preparation of annual budget, supervising Finance Department personnel, and other miscellaneous bodies.

Requirements for the position include a Bachelor's Degree in accounting or finance and a CPA. Master's Degree accounting or finance preferred. Candidates must have over seven years of progressively responsible municipal finance work.

Annual salary is negotiable subject to qualifications and experience; excellent fringe benefit package available

Please send resume, letter of interest, salary history and five work related references that can attest to skills and abilities to the address shown below or send as an attachment to: Lmaley@Mundelein.org
Lynne Maley, Human Resource Coordinator
Village of Mundelein
440 East Hawley Street
Mundelein, Illinois 60060

Any offer of employment is conditioned on the successful completion of a drug and alcohol screen and comprehensive background investigation.

Application deadline: November 11, 2011

The Village of Mundelein is an equal opportunity employer.

City of Lincoln, City Administrator

The City of Lincoln is seeking to hire its first City Administrator. Lincoln is a community of 14,504 residents with approximately 60 full-time employees located in the center of the State of Illinois – less than an hour from Bloomington-Normal, Springfield, Decatur, Peoria, and Champaign-Urbana. The city operates under the Mayor/Aldermanic form of government and consists of five wards and ten aldermen. The city's current operating budget is \$12.7 million.

The position requires a Bachelor's degree in public or business administration, or a closely related field. A Master's degree is preferred. Candidates must have at least 3-5 years progressive experience in municipal government. The successful candidate will have solid administrative ability, strong budgeting and finance experience, a thorough knowledge of human resources management systems, labor relations experience, and information technology knowledge among other strengths.

A job description and profile for the position can be found at: www.cityoflincoln-il.gov. Residency within the city will be required within one year of employment. An employment agreement will be offered. Starting salary is \$80,000 DOQ.

Please send a cover letter and a resume by November 7, 2011, 5:00 pm to: City Administrator Search Committee, City Hall, 700 Broadway St., Lincoln, IL 62656, or email to: mayor@cityoflincoln-il.gov.

Greater Livingston County Economic Development Council – Pontiac, IL, Economic Development Specialist

This position offers the opportunity to provide meaningful economic development services to small and rural communities in north central Illinois. The position will work on a variety of projects including a wide range of business and economic development tasks, as well as community development initiatives. The Specialist will lead the Entrepreneurial Services Program and coordinate the Business Retention Program. Position will also be responsible for website maintenance and editing quarterly newsletter.

Bachelors Degree in Business, Political Science, Marketing, or related field is required. Masters Degree in Public Administration, Business, Marketing, or related field preferred. Clerical experience inclusive of typing, word processing, and data base entry required. Knowledge of maintaining websites and marketing practices preferred. Extensive experience in economic development may substitute for some of the education requirements.

Salary range is \$30,000 - \$40,000 DOQ. Please forward resume and a letter of interest detailing what value you will bring to the GLCEDC if hired to Larry Vaupel, CEO, GLCEDC, PO Box 528, Pontiac, IL 61764 or via email at larry@glcedc.org. For more information about the GLCEDC and a detailed job description, visit our website at www.glcedc.org. Deadline is November 4, 2011.

Village of Denmark, WI, Village Administrator

Village Administrator. Denmark, WI (2,300) Salary \$60-75,000. Attractive, growing mixed use community on interstate. Green Bay/Door County area. 9 employees, \$1.4M operating budget. See www.denmark-wi.org for community/position descriptions. Require bachelor's degree in business or public administration or related field, MPA preferred, and minimum 3 years management/supervisory experience, local government preferred; knowledge of municipal finance, budgeting, accounting, human resources, economic development, grant writing, TIF districts, water and sewer utilities; strong communication/team building skills; commitment to citizen service. Application letter, resume, salary history, professional references to Public Administration Associates, LLC, PO Box 282, Oshkosh WI 54903 or paassoc@northnet.net by 11/2/11.

Job Mart

Oconto, WI, City Administrator/Clerk/Treasurer

Oconto, WI (population 4,700) is a County seat community on the shores of Green Bay, located 30 minutes north of Green Bay. Mayor and ten councilpersons elected on a non-partisan basis. \$4.5M total operating budget; 35 FT/ 20 PT employees. Salary \$60K to \$75K plus benefits, DOQ.

Bachelor's degree, prefer master's in public administration/related and three years municipal administration experience; WI Clerk's Certification or ability to obtain in one year. Desire experience in grant writing, finance & budgeting, economic development/redevelopment, and personnel management; integrity, and a strong work ethic that includes leadership and teambuilding skills and an open and positive communication style. Residency required within one year. Visit community web site at cityofoconto.com.

Send cover, resume, salary history and references to Public Administration Associates, LLC, P. O. Box 282, Oshkosh, WI 54903; e-mail paassoc@northnet.net; phone 920-235-0279; by November 17, 2011. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.



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PRESIDENT SENIOR VICE PRESIDENT/
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ONE NORTH LASALLE STREET, SUITE 4100
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PHONE (312) 346 - 3700
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Executive Director/Editor

Dawn S. Peters

Phone: 815-753-0923

Fax: 815-753-7278

dpeters@niu.edu

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