



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

November 2013

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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 1, 2013
SWICMA Luncheon

November 6, 2013
Legacy Luncheon
Buffalo Grove, IL

November 13, 2013
IAMMA Luncheon
Tinley Park, IL

November 14, 2013
Cal-ICMA Coaching Webinar

November 14 – 15, 2013
Downstate Meeting
Carbondale, IL

November 15, 2013
IAMMA Social Event – WhirlyBall
Lombard, IL

November 21, 2013
ILCMA Professional Development
Schaumburg, IL

November 21, 2013
Metro Manager Luncheon
Schaumburg, IL

December 4, 2013
Legacy Luncheon
Woodridge, IL

December 6, 2013
Legacy Book Club
Warrenville, IL

December 11, 2013
IAMMA/Metro Holiday Luncheon
Angel Tree Program
Lombard, IL



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President's Column

Promote the Profession Committee

The Committee's focus for this year is centered on effective communication and we encourage members to get involved – we need your input!

The ILCMA Promote the Profession (PTP) Committee was created with the mission of promoting awareness of the local government management profession and encouraging individuals to consider careers in the field. In recent years, ILCMA has broadened the focus of the mission to include promoting the benefits of professional management to enhance the perception of the profession. One way ILCMA has chosen to achieve this goal is by providing the membership with tools and resources that help clarify and reinforce the value of the role of the professional manager in the community.

Inspired by ICMA's Life Well Run Campaign (Lifewellrun.org), the ILCMA Strategic Plan identifies a goal to research public awareness campaign options that promote the benefits of professional management. In response, the Committee has worked over the past several months to research and evaluate public awareness campaign options which included conversations with ICMA, the identification of potential local firms that provide public relations / media relations services, and consideration of the various administrative policies that might be required in order to effectively implement a communications plan / outreach to the media. As a result, the ILCMA recently approved a proposal submitted by Serafin & Associates Public Relations Firm to develop a framework that will help ILCMA to achieve its strategic objectives related to enhancing the perception of the profession through effective communication processes. This contemplates both proactive (raising public awareness about professional management) messaging and reactive messaging (responding to negative press or threats to the profession). While writing effective messages is an attribute that ILCMA members already possess, the ability to get the message to the media outlets in a timely fashion is a critical component of any successful communications initiative. Towards that end, the firm will provide direct and immediate access to media outlets which may be difficult for ILCMA to connect with on its own.

Significantly, the first phase of the process provides for a Communications Assessment, which will help set the stage for how the organization will move forward with communications strategies by providing an operational and administrative framework. The firm proposes to begin the engagement with a SWOT analysis in order to prioritize current and emerging critical issues; evaluate procedures for communicating during crisis situations; identify stakeholders; and evaluate the functionality and usefulness of the current website as related to media and member relations. In sum, the SWOT analysis is anticipated to help ILCMA identify how to best balance the wishes of individual members and the needs of the greater membership when choosing when and how to respond to inaccurate media reports that threaten the integrity of the profession.

Here is where you, the ILCMA member, play an important role in this process. The SWOT analysis will include a survey that works to gauge our associations' effectiveness and needs as related to: Branding/Marketing, Internal/Membership Communications, Messaging/Promotion of the Profession, Social Media/Website, Media Relations/Crisis Communications, and emerging issues impacting the profession.

The survey is currently under development and it is anticipated that it will go out in the coming weeks. Your feedback is critical to the accuracy of the Communications Assessment, and ultimately, the successful development of a Communications Plan. Please be on the lookout for this survey and email your responses back to ILCMA so that we maximize the support available as part of this process. It is important to note that concurrent to the Association's work with Serafin & Associates, ILCMA plans to coordinate the general effort with ICMA in order to ensure consistent messaging between the organizations and to allow ICMA to monitor ILCMA's progress with the initiative in order for it to serve as a model for other state associations to consider.

The Committee continues to move forward with Next Generation initiatives and last year approved a five year Action Plan. By partnering with IAMMA in the development of the Plan, we now have a set course 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. One effective measure identified in the Action Plan is the continuation of successful student mixers where professionals have the opportunity to engage in a discussion about careers in local government management, as well as the advantages of membership with the two state associations. Past mixers have resulted in an increased awareness of the profession and advanced educational opportunities. This is a chance for managers to effectively make a difference for students interested in our field. The committee encourages your attendance at the upcoming mixer to be held in January, date and location to be announced. Stay tuned.

From a public outreach perspective, we will continue our work with the Article Series to raise our profile to elected officials and to the public. These stories highlight the successful efforts and positive relationships of managers and elected officials and have historically been published in the IML Review. Last year, the Committee broadened its topical focus to include an article on a county administration, as well as an intergovernmental initiative to complement and contrast with individual municipal operations.

A special thanks to the group of talented and dedicated members serving on the Promote the Profession Committee. We have a busy year ahead of us, but we are looking forward to it and appreciate any feedback from the membership.

Julia Cedillo, Chair
Village Manager, Village of La Grange Park

Andrianna Peterson, Co-Chair
Assistant Village Manager, Village of La Grange

CORRECTION TO ICMA YEARS OF SERVICE

Kevin J. Bowens, Village Administrator, Village of Libertyville has 35 years of service, not 30 years of service as noted in the October newsletter. Thank you, Kevin, for your dedication to professional local government management!

Who's Who Directory Update

Congratulations to Randy Balk who recently retired as city administrator with the city of Fulton.

Ed Cannon has been appointed as the new city administrator in Fulton. Ed is a recent graduate of the NIU MPA program and was an intern with Lake Zurich.

Tim Ridder is the new General Manager of the Apple Canyon Lake Property Owners Association. He was formerly the assistant director of public works and engineering in the city of Des Plaines.

Doug Maxeiner has been named Wauconda's new village administrator. He was formerly the village administrator in Hampshire. He will start in Wauconda on November 11.

Lauren Stott has been appointed as the new management analyst in Buffalo Grove. She was formerly the intern in Montgomery. Her new contact information is as follows:

Lauren Stott
 Management Analyst
 Village of Buffalo Grove
 50 Raupp Boulevard
 Buffalo Grove, IL 60089
 Phone. 847-459-2525
 Fax. 847-459-7906
 Email. lstott@vbg.org

Hadley Skeffington-Vos has been appointed as the new assistant village manager in Niles. She was the assistant to the city manager in Sterling.

Christina Burns, formerly the assistant to the village manager of Clarendon Hills, has been appointed as the new assistant village administrator and human resources director in Oswego. Her new contact information is:

Christina Burns
 Assistant Village Administrator/Human Resources Director
 Village of Oswego
 100 Parkers Mill
 Oswego, IL 60543
 Phone. 630-551-2349
 Email. CBurns@oswegoil.org

Jim Hock has been appointed as the city manager for Joliet. He was the community development director in Carpentersville and a former village manager in Park Ridge.

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Legacy Project Book Club

Lean In

Join your fellow leaders to discuss Sheryl Sandberg's much talked-about book, *Lean In*. Discussion will be facilitated by Dr. Schatteman from Northern Illinois University.

October 25

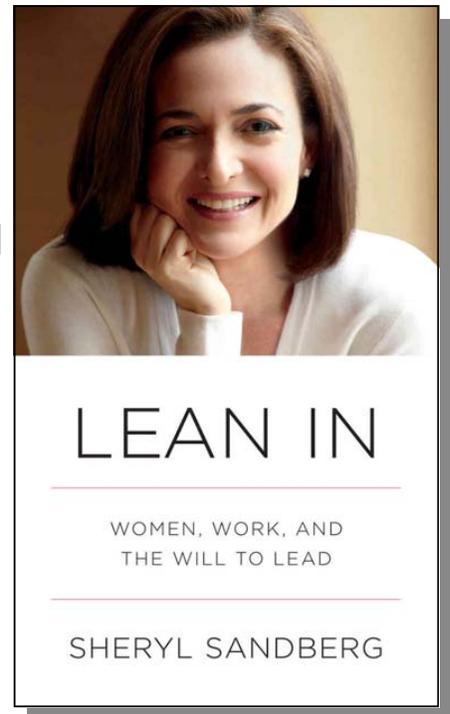
**Itasca Village Hall
550 W. Irving Park Road, Itasca**

December 6

**Warrenville City Hall
28W701 Stafford Pl., Warrenville**

**Time for both events:
Registration: 8:30 a.m.
Discussion from 9 a.m. to noon**

Registration is required as each session will be limited to 25 participants. Please e-mail leanin@itasca.com or call Nancy at 630-228-5621. Please register no later than Oct. 18.



To learn more about the Legacy Project, please visit our website:

www.legacyprojectnow.org

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.

Moving Forward: Comprehensive Transportation Planning

by Kelly Conolly, P.E., Transportation Engineer, Gewalt Hamilton Associates, Inc.

Long before Segways and Vespas, even before freight trains or bicycles, someone thought about moving themselves or something from one spot to another. Perhaps it was dragging a recent "kill" from the jungle to the cave, or maybe it was migrating from Ethiopia to central Europe – nonetheless it required a strategy, a plan. The act of moving resources or people is transportation, and the act of thinking about it is transportation planning – no matter how primitive.

Where are we now? Where are we going? How do we get there? These are three fundamental questions that affect our standard of living and quality of life. As many Illinois communities have thought about these three questions, they developed Comprehensive Plans to help provide a roadmap to a future community "vision." Comprehensive plans establish a long-term guide for the maintenance and enhancement of community areas, and for improvements and developments within the community. Components commonly include land use, environment, economic development, housing, and infrastructure. But perhaps the key nexus is transportation.

The world is changing but the need to travel is not. Despite all the collective electronic communication technologies and processes at our fingertips, we still need to walk, bike, or travel in a vehicle to and from work, to shop, or even just to socialize. With budgets shrinking, transportation planning requires a careful approach that maximizes return on investments with limited capital and operating dollars. Transportation planning isn't just lines or symbols on a map – it's no longer increasing lane capacity by adding more pavement, but rather "drilling down" to define, prioritize, and cost out system-wide, strategic improvements that advance multimodal mobility.

Follow the Money

Newer planning and construction grant program requirements now emphasize three things:

- **Multijurisdictional** – Efforts involving multiple agencies get priority. The Chicago Area Metropolitan Planning organization, CMAP, recently specified that multijurisdictional planning and investment projects would be prioritized in their grant selection process.
- **Multimodal Improvements** – IDOT addresses accommodations for bicyclists, pedestrians, and public transit vehicles and riders in their roadway design approach, through the Bureau of Design and Environment Manual. Furthermore, IDOT's Transportation Improvement Program is now referred to as the Multimodal TIP in an effort to "reinforce and improve" the understanding of multimodal transportation in Illinois.
- **Safety** – Always and forever a priority, projects which increase safety for all travel modes receive the highest consideration. Since 2005, federal and state transportation monies for highway planning and roadway construction funds have increased only to match inflation. Federal grant pools, managed by the State or MPOs, have consolidated programs, resulting in stricter criteria and stiffer competition. Having a Comprehensive or Master Transportation Plan for your community helps win these grants, as it provides the impetus for more efficient use of the funds because your community already has a program mapped out.



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Your Plan

Municipal dollars are increasingly stretched, required to both patch potholes and enhance mobility. Difficult choices are made to develop each year's annual budget or Capital Improvement Plan. New roadway linkages, traffic signals, roadway or intersection widening, multiuse paths, bike lanes, sidewalk programs, and transit station improvements get prioritized and compete for local and grant dollars – hence the rebirth of comprehensive transportation planning. As a vital component to every comprehensive plan, or even as a stand-alone plan, transportation has increasingly gained attention. Today's plans not only look from 5,000 feet above, but must also focus on sub areas and pedestrian issues, as communities recognize transportation as a key factor of quality of life.

Recognizing that all components of and recommendations in a comprehensive plan are important, where do you begin? What is the "low hanging fruit"? One can start with major improvements such as network changes, or identify adjustments to the operating systems, including critical lower-cost improvements and strategies for future investment. In some cases, implementation begins with a "bucket of paint and a paint brush", striping bike lanes or defining pedestrian crosswalks.

Whatever the choice, it all starts with the plan, the essential components of which include:

- Developing priorities and goals;
- Identifying transportation needs;
- Prioritizing transportation improvements in line with annual goals;
- Developing appropriate strategies for implementation;
- Finding money and including transportation improvements in annual CIPs or budgets;
- Creating an implementation program that addresses both short- and long-term goals.

What's Next?

So how does it all fit together – travel options, costs, land use, infrastructure, and safety? Transportation planning is an ongoing, communicative process, of which public participation is an integral component. Community support of plan recommendations is essential to the successful implementation of the plan. All effective plans include an implementation program, designed to help the community initiate and sustain the plan process. Your comprehensive transportation plan serves as a guide, a budgeting tool for implementing the improvements requested by residents and business owners, which will improve their quality of life. Move your community forward with a thorough transportation component to your comprehensive plan.

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.

What, When and Where to Cloud?

By Jerry Irvine, *Prescient Solutions*

Cloud service companies have been around for years. In fact, many municipalities are already using cloud services and don't even know it. If your organization is using a hosted email or web site provider, you are using cloud services. With all the services, features, and functionalities being offered by enterprise cloud service providers today, the question is no longer, "Should you use cloud services?", but rather, "What to cloud. When to cloud. and Where to cloud?".

"What to cloud" is the most important question of the three. Systems and processes which involve the development of intellectual property or have specific compliance requirement may need to remain in house under direct control of executive management. Nevertheless, local governments and municipalities should assess their business systems and processes to determine which systems are common and easily performed or are outside their core business and capabilities. These systems and applications are candidates for the cloud.

However, an important distinction of "What to cloud" is the ability to cloud. hardware only, hardware and some of the process applications, or a complete process including all its hardware and applications. Determining what to cloud starts with an understanding of what is currently in place, its cost of ownership, and end of life. In order to do this, a comprehensive systems inventory must be completed along with a systems flow analysis defining the organization's business processes and systems administration requirements. Organizations with their own proprietary applications may consider using cloud hardware to minimize the capital expenditures necessary to purchase new equipment while continuing to maintain the operating systems and applications in house. The same organization may also use a turnkey application as a service provider to provide their ERP (Enterprise Resource Planning) and/or CRM (Client Relationship Management) solutions.

"When to cloud" is dependent on multiple factors including financial, resiliency, security, and technical abilities. Small facilities or organizations migrating to entirely new products systems requiring hefty hardware purchases should perform a ROI analysis of purchasing the required equipment vs. implementing a platform as a service cloud. A similar review should be completed in organizations that have excessive DR (Disaster Recovery) requirements. Implementing a DR solution requires purchase of hardware, software, and data center access to have the systems immediately available in case of a disaster. Implementing a cloud DR solution allows an organization to have the same systems available at the time of a disaster but reduces the expense significantly.

For organizations requiring online payments and other e-commerce functions, security is a major concern, additionally, health insurance systems hold employees' or clients' personally identifiable information. These systems can have multiple regulatory and compliance requirements such as PCI (Payment Card Industry) or HIPAA (Health Insurance Portability and Accountability Act). Implementing systems requiring these levels of security can be costly and difficult to maintain for many organizations making them great candidates for the cloud.



The advertisement is a yellow rectangular graphic with a white diagonal line. In the top left corner, there is a logo consisting of a circle with a stylized 'P' and the text "We take care of IT". In the top right corner, there is a larger logo with a stylized 'P' inside a circle and the text "Prescient Solutions". In the center, the text reads "Is Your Network at Risk?" followed by "FREE Vulnerability Scan for ILCMA members*" in a larger, bold font. At the bottom left, it says "*Some restrictions apply". At the bottom right, it provides contact information: "Schaumburg Corporate Center", "1515 Woodfield Rd. \ Suite 880", "Schaumburg, IL 60173", "847-240-3900", and "www.pswetakecareofit.com".

It is important to note that, just as an organization can have multiple servers and applications in their internal network, they can and should also use multiple cloud services providers. Determining "Where to cloud" may be the most difficult decision. When deciding where to place your systems and applications, there are five important things to consider: service fit, financial health, performance, reliability, and security. Prior to reviewing anything else it is important to define the systems and service requirements necessary to fulfill the organization's business goals. Performing a detailed service comparison of cloud providers is critical; however, selection based only on service offerings can lead to failed implementations. The cloud service provider should be able to provide information on their financial stability and clientele. Just as in the dot.com era, many new companies are entering the Cloud Service Provider arena who may not be there tomorrow. Once the service selection and financial due diligence is completed, it is important to review the technical aspects of the provider. Performance, reliability, and security must be documented and assessed. The service provider should be able and willing to provide detailed internal and third party reports defining systems infrastructure and application utilizations, configurations and processes which define their business objectives, processes and results. Detailed documentation of their day-to-day, request, incident, event and change management processes; along with fault tolerance and disaster recovery procedures and systems need to be reviewed and compared to your organization's requirements. Additionally, the local government or municipality's requirements should be used to develop contractual service level agreements to control all services to be provided.

Hybrid solutions utilize combinations of internal and multiple cloud service providers to fulfill the organizations strategic plans and decreasing IT expenditures while increasing revenues. By defining "What, When, and Where to Cloud" organizations can take advantage of their systems and cloud solutions, fulfilling their objectives and increasing their bottom line.

FALL DOWNSTATE MEETING

Carbondale, IL
November 14th & 15th 2013

Thursday November 14th

- 1 p.m.** **Hickory Ridge Golf Center** (weather permitting)
2727 Glenn Road, Carbondale, IL 62901
Lunch is available at the restaurant. **TEE TIMES begin at 1 P.M.** Please pay at the course!
- 6:00p.m** Social Hour - **Newell House** 201 E. Main St., Carbondale, IL
Live Jazz at 7pm in the Grotto of the Newell House
- 7:00pm** Dinner – **Newell House** (Individual Pay)

Friday November 15th **Carbondale Civic Center, 200 South Illinois Avenue, Carbondale, IL**

8:30 a.m. CONTINENTAL BREAKFAST (Breakfast is included in the registration fee)

8:50 a.m. WELCOME by Mayor Fritzler

9:00 – 9:40 a.m. The Threat of Elimination of Tax-Exempt Municipal Bonds

The presentation will outline concerns related to altering the tax status of municipal bond investments. We will outline the history of the municipal bond market, including analysis of current market data, as well as research findings from industry and academic experts. Municipal financings have a significant role on the lives and pocketbooks of nearly every US citizen. Local governments and authorities – the entities most in touch with local needs – participate in the municipal bond market to finance important projects for their communities, schools, courts, jails, water/sewer facilities, etc. In doing so, they take advantage of the lower costs and greater stability offered by the municipal bond market to build infrastructure and spur the creation of associated jobs. A repeal of tax-exemption will have a significant impact of local communities and its citizens.

Presenters: Steve Adams, Vice President, Bernardi Securities, Inc.
John Vezzetti, Assistant Vice President, Bernardi Securities, Inc.

9:40-9:50 a.m. BREAK

9:50-10:40 a.m. Marketplace Fairness Act

The shape of commerce is changing. There is an ongoing debate about the future of retail and how to reach a sustainable sales tax system for brick-and-mortar and online retailers. As a result of the 1992 Supreme Court case *Quill Corp. v. North Dakota*, Internet retailers are exempt from collecting the tax in locations where they do not have a physical presence. Not only is our current sales tax structure leaving consumers exposed to a tax liability, but it is also denying states and cities critical funding. According to the International Council of Shopping Centers, Illinois lost over \$506M in 2012. With this loss, local businesses are being asked to pay more in local and state taxes (sales, income, property, etc.) to make up the shortfall in county and municipal budgets. Come hear the current status of the Marketplace Fairness Act in Congress.

Presenters: Representatives from the International Council of Shopping Centers

10:40-10:50 a.m. BREAK

10:50-11:30 a.m TBA

11:30–12:30 p.m. LUNCH AND BUSINESS MEETING (Lunch is included in the registration fee)

Registration Form Fall Meeting
Downstate City/County Management Association
November 14 & 15, 2013
Carbondale, IL

Name: _____

Title: _____

Jurisdiction: _____

Address: _____

Phone: _____ E-mail _____

Registration Fee: \$50 – Includes breakfast & lunch on Friday. Please have registrations in by Friday, November 8, 2013.

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at 6:00 p.m. Dinner will be paid for individually.

Golf Reservations: Please indicate if you would like to sign up for the golf outing. The cost is \$32.00 for greens fees and cart. Lunch is available at 11:00 a.m. in the clubhouse restaurant. ***Please pay at the course & RSVP by Nov. 8.***

Yes, I will participate in the golf outing on Thursday, November 14 at Hickory Ridge Golf Center. (Please pay at the golf course & RSVP **by November 8**).

Yes, I will attend the Fall Meeting in Carbondale, IL on Friday, November 15.

Yes, I will attend the social hour and dinner on Thursday evening at Newell House.

Yes, my spouse will attend the social hour and dinner on Thursday evening.

Registration Deadline: Friday, November 8, 2013.

Make check payable to: Downstate City/County Management Association
Center for Governmental Studies
N.I.U.
DeKalb, IL 60115

Questions: 815-753-5424

Fax: 815-753-7278

Accommodations: Please call **the Hampton Inn**, 2175 Reed Station Parkway, Carbondale, Illinois, 62901, Carbondale, IL 62901. Please call 1-618-549-6900 to **reserve your room by November 1, 2013**. After November 1st the reserved block will be released. Rooms are \$89.00 plus tax. **Be sure to mention that you are with “DSM” for the negotiated rate.**

Cancellations: To receive a full refund, cancellations must be received by Friday, November 8, 2013. Registrants who do not attend the meeting but have not cancelled are responsible for the entire fee. Registrants who have not paid will be billed.



Educate. Advocate. Empower.

Reducing Your PSEBA Obligations: The Administrative Review Process and a Transparency Update

*By Jim Norris, Village Manager, Hoffman Estates and IML Manager's Committee and
Joe McCoy, Legislative Director, Illinois Municipal League*

The Public Safety Employee Benefit Act 820 ILCS 320/1 et seq., (PSEBA) was enacted in 1997 to provide lifetime health insurance coverage for first responders, along with their spouses and children, when the first responders are killed or "catastrophically injured" while responding to an emergency. The cost is paid entirely by local governments and their taxpayers. The intent of the law was to provide health insurance coverage when the employees' injuries are severe enough to preclude any hope of future gainful employment and the affordable health care associated with employment. This is a dutiful and responsible purpose.

The law mandates that a public employer must pay the entire premium of the employer's health insurance plan for a public safety worker that "suffers a catastrophic injury or is killed in the line of duty.. However, "the injury or death must have occurred as the result of the officer's response to fresh pursuit, the officer or firefighter's response to what is reasonably believed to be an emergency, an unlawful act perpetrated by another, or during the investigation of a criminal act."

Administrative Review

While PSEBA contemplated some mechanism by which an injured public safety worker or their spouse/children would apply for these PSEBA benefits the statute did not provide any mechanism for application, decision, or review. Certain Illinois statutes provide that decisions of administrative bodies are governed by the Illinois Administrative Review Act. 735 ILCS 5/3-101 et seq. When there is such a requirement, the administrative agency's decision can only be reviewed by Administrative Review.

As a result, best practices suggest that public employers should implement a procedure for application for PSEBA benefits and a hearing process to determine eligibility. The hearing should provide an opportunity to the employee to present a case for benefits, present witnesses and documents. Then, if the municipality's decision is challenged by the employee or their spouse/children, the challenge will be by writ of certiorari. Without such a process, any review would be very costly to the municipality because a full trial with discovery would be required.

The benefit of administrative review is that the court only looks at the record presented to the agency, here the public employer, and not more generally. The tangible effect is a cost saving to the agency over a full court trial with discovery. However, when a statute – such as PSEBA - does not expressly require administrative review, review of an agency decision under that statute is by so-called common law writ of certiorari. Under a writ of certiorari, review is also limited to the record presented to the agency.

A PSEBA session was offered at the 2013 IML Annual Conference. The Administrative Review process was discussed using a PowerPoint presentation.

Legislative Amendment – Record Keeping

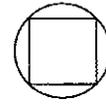
The IML worked closely with Senate Minority Leader Christine Radogno (R-Lemont) during the spring 2013 session on legislation to address the rising costs associated with PSEBA. A lack of comprehensive statewide data became a hurdle for reform efforts. To address this obstacle, the IML helped Leader Radogno draft legislation to introduce transparency into the Act. The culmination of this effort was the enactment of SB 1245 into law as P.A. 98-0561.

Prior to the enactment of this new transparency requirement, no independent entity was collecting statewide PSEBA data. Under the new law, employers and employees are required to provide essential information to the Commission on Governmental Forecasting and Accountability (COGFA). Municipal employers can expect to receive a form from COGFA that will ask specific questions related to PSEBA benefits and costs. This information will need to be added to information that employees are required to submit to municipal employers. Upon receiving the information, COGFA will publish a biennial report beginning in June 2014, and then by January 1 of each even numbered year. More details about the transparency requirement can be reviewed at <http://www.iml.org/ams/conf.cfm?job=material&key=46988>.

Thank You To The ILCMA Volunteers Who Staffed The IML Booth!

James Arndt, Effingham
Cameron Davis, Homer Glen
Scott Smith, Charleston
Justyn Miller, DeKalb
Art Osten, MIT
Tom Mick, Park Forest
Pamela Gayles
Jim Norris, Hoffman Estates
Kevin Bowens, Libertyville
Kathy Katz, Waukegan
Ryan McCrady, Decatur
Tony Graff, Wilmington
David Niemeyer, Oa. Brook
Katy Rush, Woodridge
Jim Morani, New Baden
Darin Girdler, Pekin
Jason Wicha, Thornton

Metro Managers



November Luncheon

Obamacare - What Does It Mean to You?

Obamacare, a.k.a. the Affordable Care Act (ACA), is changing the landscape for both public and private employers. It is critical that City and Village Managers, along with elected officials, understand the scope of ACA and the responsibilities that will be placed on employers as a result. The major components of this law are set to go into effect in 2014, but the time to begin preparing administratively is now.

David Levitz, President of Employee Benefits Division - GCG Financial, will be reviewing the Affordable Care Act (ACA) provisions and help us become familiar with the associated implementation timeline.

Come to the November Metro Manager luncheon to refine your understanding of ACA, as the presenter breaks down the various terms associated with the Act, and explains how each will impact your community.

DATE: Thursday, November 21, 2013

TIME: 11:30 a.m. networking – 12:00 p.m. luncheon

LOCATION: **Renaissance Schaumburg Convention Center Hotel**
1551 N. Thoreau Drive
Schaumburg, Illinois

COST: **\$25.00** check or cash payable at the door (Interns & MITs are Free). Additional \$5 charge for invoicing the cost of the luncheon.

\$50 if also attending the *ILCMA Professional Development Event: Concealed Carry, Medical Marijuana and a Legislative Briefing ~ A Primer for the Road Ahead*

RSVP: **By November 15, 2013** at <http://www.ilcma.org/forms.aspx?FID=79>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

*Cancellations must be made by November 15, 2013.
Any cancellations after that date will require full payment for the luncheon*

FGM exists to enhance communities by creating quality environments. Since 1945



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

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

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

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

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Key Skill Sets for the 21st Century – What’s Changed and How You Can Respond

Webinar 1:00 – 2:30 p.m. PT, Thursday, November 14, 2013

*Cal-ICMA Coaching Program in partnership with ICMA State Associations
Colorado, Illinois, Michigan, Minnesota, Oklahoma, and Oregon*

Advance registration required for this no-charge webinar:
<https://www1.gotomeeting.com/register/572924664>

Topics:

1. What are the fundamental drivers of change for the way we work in local government?
2. What alternative futures do we need to consider?
3. As local government professionals, what do we need to be doing to stay at the top of our game?
4. How can the profession lead and support needed changes?
5. What’s a good Top 10 list for up and comers to succeed in the future?

Presenters:

Bob O’Neill, Executive Director, ICMA
Pat Martel, City Manager, Daly City, CA
Skip Noe, City Manager, Aurora, CO

Audience: all employees

Connect with the webinar and audio:

Use your logon information from the email confirmation you receive via email from GoToWebinar. We recommend the Telephone option dial-in number provided by GoToWebinar for sound quality. Depending upon your internet connection, VOIP option for audio (computer speakers) can have delays or sound quality issues.

Ask questions:

You may submit questions anonymously via email to Cal-ICMA@DonMaruska.com in advance or via the webinar during the panel discussion. As moderator for the session, Don Maruska will pose the questions.

Presenters’ presentation materials:

We post these with the agenda at “Live Audio & Archives” tab of www.cal-icma.org/coaching. The PPT will be available about 2 hours before the webinar.

After a webinar occurs, a digital recording along with the PowerPoint materials and results of the polling questions will be available after 24 hours at the “Live Audio & Archives” tab of www.cal-icma.org/coaching.

Post-Webinar Group Discussions

Many agencies are organizing groups to participate in the webinars (live or recorded) and discuss the topics among themselves after the webinars. Some are summarizing their discussions and distributing

them to managers throughout their organizations. Use the Cal-ICMA Coaching Program as an effective way to enhance professional development in your agency. Here are some discussion starters for this session.

- a. What’s changing in our environment and how is that affecting the skills our team members need?
- b. What can we do to ensure that our agency has the needed skill sets?
- c. How can we use the ideas and resources from this webinar to help us?

More Resources

See the “Coaching Corner” at www.cal-icma.org/coaching for valuable resources to boost your career. Sign up for the complimentary email list to keep informed of future sessions and resources at www.cal-icma.org/coachingList.

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*The ILCMA Professional
Development Committee
Presents
Concealed Carry, Medical
Marijuana and a Legislative
Briefing ~ A Primer for the
Road Ahead*

In 2013, the inevitable finally happened. A Supreme Court decision forced Illinois' hand to become the last State in our great nation to allow the concealed carry of firearms. And after years of debate, the allowance for the compassionate use of medical marijuana by qualified patients also became legal.

How must local governments respond to and prepare for these changes in State Law? Specifically:

- What authority do local governments have to restrict the concealed carry of firearms in public buildings and on public properties without compromising one's constitutional rights?
- What authority (and restrictions) do local governments have to regulate the siting of marijuana cultivation and distribution centers near or within their jurisdictions?
- What rights do local governments have concerning their management of personnel who may legally use medical marijuana?

Join us to learn the answers to these questions and how you can assist your community to prepare itself with the realities of these new laws. It is also Veto Session time in our State Legislature; our presenters will also cover timely legislative matters along with their potential effects on the governance of our communities.

Presenter: Michael Zimmermann and Jeffrey Stein, Tressler, LLP.

Date:	Thursday, November 21, 2013	
Time:	9:00 a.m.	Registration and Continental Breakfast
	9:30 – 11:30 a.m.	Presentation
Location:	Renaissance Schaumburg 1551 N. Thoreau Dr. Schaumburg, IL	Addresses ICMA Practice Area 3: Functional and Operational Expertise and Planning
Cost:	\$30 for Professional Development Only \$50 if also attending the Metro Manager Luncheon (\$5 discount) \$20 for Downstate Member Video Stream Members in Transition – please e-mail or call Alex below to register	
RSVP:	Phone in Registration 815-753-5424	
By Nov. 15	Email registration to Alex Galindo at agalindo@niu.edu Online Registration with Credit Card: https://www.ilcma.org/forms.aspx?FID=79	

Cancellations must be made by Nov. 15. Any cancellations after that date will require full payment.



IAMMA November LUNCHEON Wednesday, November 13, 2013

Location:

Gatto's Restaurant & Bar
8005 183rd Street, Tinley Park, IL 60487



Time:

Networking 11:30a.m. Lunch 12:00p.m.

Cost: \$25.00

Checks can be made payable to IAMMA.

Please RSVP for luncheon by Friday, November 8 via the link below:

<https://www.surveymonkey.com/s/IAMMANovLuncheon>

For questions email Sarah Kuechler at skuechler@glenview.il.us

Round Table Discussion

This luncheon will be structured as open round table discussions around current issues or challenges facing public administrators. Come enjoy an opportunity to connect with peers and learn what is happening in other communities!

Payment and Attendance Policy:

Individuals who RSVP and order a lunch are required to issue payment upon check-in at the event. If payment is not received at the event, a \$5.00 invoicing fee will be added to the cost of the event. The \$5.00 invoicing fee will also be applied to individuals who RSVP and order a lunch, but do not attend. To avoid being charged for an event and the \$5.00 processing fee, individuals that RSVP and order a lunch must cancel by the registration deadline.



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- Directory of members
- Current job postings and position openings
- A calendar of ILCMA event.
- Sample ordinance creating the administrator position
- Handouts from previous conference and professional development presentations
- Range Rider information
- ILCMA By-law.
- Mentorship program information
- ILCMA publications including the
 - ILCMA Newsletter
 - "Guide to the Recruitment and Selection of a Chief Administrative Officer"
 - Guide for Members in Transition"
- Members only section – download documents section includes
 - model employment agreements
 - membership surveys
 - tips for the interim manager
 - signs of trouble and steps to take for the manager/administrator
- and Much, Much More.....

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Better Recruiting

By The Illinois City/County Management Association, Membership Services Committee

The Members in Transition (MIT) subcommittee of the Illinois City/County Management Association (ILCMA) exists to provide tools to assist those in the profession hoping to be re-employed. Its efforts complement and continue those of previous MIT Subcommittee members, the ILCMA Secretariat, ILCMA Board, ICMA/ILCMA Range Riders, and many others. The question explored by current MIT members was, "How can improvements be made to the municipal recruiting process for the applicant, search team (in-house or recruiter), and hiring body?"

The impetus behind this project began with the difficulty MITs often report in knowing what was most important to the hiring body and receiving feedback when not selected for an interview or a job offer. Narrowing future searches and improving performance are difficult for the MIT without this information. This led to a review of the recruiting process in general to provide context. Discussions with recruiters and personnel directors revealed additional issues. The resulting observations and suggestions will hopefully lead to an improved and better understood process.

Initially, position profiles should identify what's most important to the hiring body - not every positive attribute considered. Applicants are then better able to determine if they are a good fit for the job and focus their preparation. This is the job of the search team and consists of two phases. First, generating a comprehensive list of position duties, major issues, professional skills required, and personal characteristics desired through one-on-one and then group discussions with the elected officials, key staff, and community leaders. Second, resolving differences and uncertainties and boiling these down to the primary and secondary duties, issues, skills, and personality traits sought - which are then approved by the hiring body and included in the application material. Both take quite a bit of research time and facilitation skill to perfect.

An often overlooked, but important next step is the initial winnowing or "recruiter's cut". How is the ample list of applicants narrowed down by the search team to the few to be presented to the hiring body. The basic review looks at some combination of the following: cover letter, resume, references, requested supplemental material, internet search, criminal background check, psychological screening, phone interview, DVD of applicant answering preliminary interview questions, etc. The search team's personal knowledge of the applicant can also influence decision-making. Perhaps, they and the applicant have been involved in the profession and have talked at conferences, worked together on a committee, or know each other from past searches. All this is tied together by the experience and intuition of the search team.

Formal evaluation checklists to rank all the candidates are very useful tools. Search teams generally use them simply to manage all the applications. It would be extraordinarily helpful if decision-making bodies used them, too. Providing elected officials with a checklist of potential criteria based on earlier discussions would help speed and formalize the process. Including borderline or semi-legitimate draft criteria is an effective way to start the discussion about what to include. Additionally, summary information from these checklists should be shared with any requesting applicants by the search team at the end of the process.

continued on next page

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Keep in mind, even with checklists, participants are very human and some of the following will likely influence the selection process:

- a. Governing bodies may not agree among themselves, creating an oversized laundry list of everything each of them is looking for in a candidate. Without a strong consensus, each member of the governing body will have a different vision of the "perfect" candidate.
- b. Elected officials often place too much emphasis on experience in communities similar in size and demographics to their community rather than on skill sets.
- c. Elected officials are volunteers. Few have the experience or training needed for effective recruiting and it can be difficult for some personalities to stay focused on the process.
- d. It is part art and science. With multiple qualified candidates, it often comes down to subjective but often legitimate "Fit & Feel" – gut assessments.
- e. Many interviewers, often mask their true intentions or feelings, are simply uncomfortable having to explain their reasoning, or get nervous if they feel their comments might make it back to applicants.
- f. Municipalities and recruiters have to be wary of the time and cost of being sued. Municipal attorneys often counsel their employer not to provide written feedback about their decisions for fear of litigation – evaluation documents could become discoverable. Signed waivers by applicants could reduce, but would not eliminate, lawsuits. Be aware that employers are not career coaches and legally owe applicants nothing other than fair consideration. Recruiting firms are the employee of the hiring entity.
- g. Some candidates will misuse the opportunity for feedback by trying to debate the decision or by getting irritated rather than look for what they can learn from the constructive criticism.

This process will not be easy to improve. What then are some key tips for successful applicants. Remember the Boy Scout Motto – Be Prepared.

Ask a recruiter or range rider to review your resume and cover letter or provide a mock interview.

Follow the application instructions provided, key in on the desired skills specified in the job ad in your cover letter, and double check grammar, spelling, etc. They are often "part of the test" of the applicant's skill level and eye for detail.

It is prudent to be aware of and address any potential shortcomings. To shorten their list of qualified candidates, search teams and governing bodies will tend to look for information to disqualify a candidate from further consideration. Check whatever information is available electronically about you. Explain anything negative in the cover letter and discuss it with the search team. In addition, a record of short tenures, especially if due to terminations, can be hard to overcome. Some personal "soul searching" about the profession or a separate explanation, either in the cover letter or as a separate document in the resume materials, is advised.

Be comfortable and relaxed. You may have been without full-time work for some time and do not want to come across as intense or desperate. Speak slowly, clearly, and concisely.

Show genuine interest and excitement about the position and community. Be able to say why you want the job.

Know the community. Do your research. Review the community's website, meeting minutes, news articles and if possible visit the community prior to your interview. Talk with neighboring managers or consultants you know who are familiar with the organization. Ask a couple of questions at the end to demonstrate your knowledge.

Focus on the key criteria listed in the recruitment brochure and how your skills address specific issues facing the community. . Remember all of the finalists will usually be qualified. You need to stand out from the others.

"Senior" candidates should: dress in current business fashion, wear up-to-date glasses, avoid old hair styles, get up-to-speed on technology, and point out their advantages in perspective and range of experience.

Be aware that you are interviewing them as much as they are interviewing you. The recruiting process could be indicative of the way an organization addresses issues. You may or may not be comfortable with their style or see it as opportunity to introduce a more effective approach. Have questions ready for the recruiter and employer that will lead to a dialog which can help reveal whether a "best fit" is truly present.

There are organizations and decision-makers who value improvement more than they fear mistakes and are already conducting methodical, high quality recruiting.

Get to know the recruiters and your potential future employers. If they know you and feel comfortable with you, they will be more likely to share feedback with you.

Be yourself. Nobody is perfect and a lot depends upon the current circumstances in that municipality.

The process can be very subjective, feedback is hard to generate, and "Best Fit" is not 100% definable.

If you don't get a job offer, just accept that this wasn't the right fit for you and that your time will come!

Be aware that some people simply do not have the personality and demeanor to be a long-term success in this profession. They should recognize it and move on to a profession that is a better fit for them.

Finally, don't forget to view the wealth of MIT tips and resources provided by the ICMA and various state associations.

Regardless of the limitations, recruiting, like any other process, can be improved. Making it more methodical and providing constructive feedback to all applicants will lead to a better decision-making process. More informed decisions will generate longer, more successful tenures. To that end we propose that the MIT Subcommittee pursue the following:

1. Add this report to the MIT materials on the ILCMA (state association) website.
2. Encourage recruiters and personnel departments to:
 - a. Start the recruiting process reviewing the "do's and don'ts of recruiting" with the decision-makers.
 - b. Provide a list of potential selection criteria and help separate them as primary, secondary, and superfluous;
 - c. Help panelists define the "fit and feel" assessments they

continued on next page

- make during interviews so they can discuss their accuracy and appropriateness among themselves;
- d. Set aside more time during the interview process for applicant questions and two-way dialog;
 - e. Take copious notes during the entire process to provide every applicant, whether interviewed or not, with constructive summary feedback if they request it after the hire; and
 - f. Keep applicants informed of the timeline, updates, and any changes in a timely manner.
3. Develop model questions for applicants to ask recruiters and employers which will facilitate a two-way exchange and improve the chances of generating a "best-fit".
 4. Provide training to governing boards – such as an Illinois Municipal League conference panel discussion and a short "How to Recruit" guide.
 5. Develop a practical feedback tool with the assistance of municipal attorneys.
 6. Encourage members of our profession, as a professional courtesy, to be open to providing feedback when asked by applicants and invite unsuccessful candidates to contact them for feedback when they conduct their own search processes for department head and assistant positions.

We hope this information helps lead to Better Recruiting. Greater awareness can generate a more satisfying experience and more effective result for applicants, recruiting teams, and elected officials.

A special thank you to the 2012-2013 ILCMA MIT Subcommittee for their work on this article:

- Art Osten, Jr. (MIT) – author
- Dave Niemeyer, Village Manager, Oak Brook, IL – editor
- Marian Gibson, (MIT) – editor

Many thanks to the recruiting firms of Voorhees Associates, GovTempsUSA, Springsted, Mercer Group, and Public Administration Associates as well as the HR Directors of Algonquin, Des Plaines, Wheeling, and Woodstock, IL for their participation and insights.

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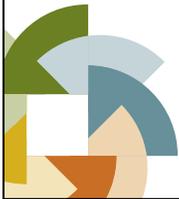
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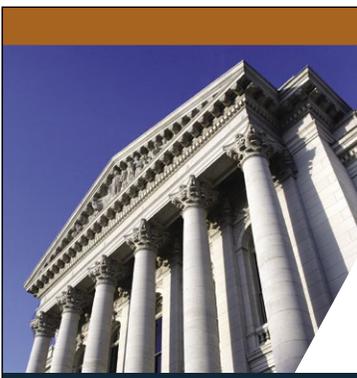
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Village of Hampshire, Village Administrator

Hampshire, IL (2010 pop. 5,563), located 50 miles northwest of Chicago within the I-90 growth corridor in Kane County, seeks experienced local government administrators to apply for the position of Village Administrator. The Village has a general fund budget of approximately \$3.0 million with 21 full-time and 3 part-time employees. The Village Administrator is appointed by and reports to the Village President and six-member Board of Trustees. ICMA recognized in 2010, the Village has had two Administrators since 2007.

Candidates should have 3 to 5 years' governmental experience in fiscal management, operating and capital budget development/administration, economic development, collective bargaining, risk management, and community development. Candidates must have excellent communication and interpersonal skills as well as an approachable, collaborative style with elected officials, staff and community. This position requires a bachelor's degree in public administration, public policy, or related field with a Master's Degree in Public Administration or similar area preferred.

Starting salary is \$90,000 +/- DOQ with excellent benefits. Residency is not required. Send cover letter, resume, five references and salary history to President Jeffrey Magnussen, P.O. Box 457, Hampshire, IL 60140 or submit electronically to lvasquez@hampshireil.org. Open until filled but first review date is November 22, 2013. Hampshire is an equal opportunity employer. . . .

Village of Lakewood, Deputy Village Manager

The Village of Lakewood (pop 3,811) is a dynamic community situated in the geographic center of McHenry County. It is a full service municipal organization that includes. Administration, Finance, Building, Planning and Zoning, Public Works (including water and wastewater), Police (including Lake Patrol), Fire, and owns and operates a municipal golf course. Per the 2010 Census, the average household income is approximately \$106,000. The Village of Lakewood is stable politically, administratively, and financially. The Village of Lakewood's AAA bond rating was recently affirmed by Standard and Poor's. Historically known as a residential/lake/golf course community, the Village of Lakewood has spent the past decade preparing for destination oriented retail/commercial development along the IL Rt 47 and 176 corridors. Recent actions include the annexation of nearly 560 acres along this corridor and the purchase of a 45 acre parcel at the intersection of the two state highways.

The Village of Lakewood has demonstrated a long-standing commitment to the environment. Accomplishments include designation as a Tree City, recognition from The Land Conservancy and The Environmental Defenders, adoption of best practices for storm water, and unique Styrofoam and electronics recycling programs. The Village of Lakewood is in the midst of a number of strategic initiatives and has determined that the newly created position of Deputy Village Manager is needed in order to move these projects forward. Examples of these initiatives include soliciting a restaurant for the current Village Hall site on the lakefront, construction of a new Village Hall, significant water and wastewater projects, and aggressive economic development targeted towards the solicitation of commercial/retail businesses along the IL Rt 47 and 176 corridors.

The Deputy Village Manager will provide direct oversight of the Public Works Department and assume much of the responsibility for the day to day operations of the organization, as well as provide support for strategic initiatives. No residency required. A complete job description can be found on the Village's website. The position offers a salary of \$90,000 +/- DOQ with a full and competitive benefit package. A Bachelor's Degree in Public Administration, Business Administration or a related field is required. A Master's Degree in Public Administration is highly desirable. At least 5 years of progressively responsible municipal management experience in local government is required. In order to apply, please complete the employment application found online and submit it along with a cover letter and resume (including five professional references. no later than 4:30 p.m. on December 13, 2013 to Village Manager Catherine Peterson, 2500 Lake Avenue, Village of Lakewood, IL 60014 or peterson@village.lakewood.il.us.

City of Elmhurst, Director of Public Works

As a community of 44,121, the City of Elmhurst, IL is seeking a visionary leader for the position of Director of Public Works. The City was recently recognized as one of the top places to live in Illinois having outstanding housing, schools, parks, and city services. Located 16 miles west of downtown Chicago, the City of Elmhurst is a regional destination point with close proximity to major highways and public transportation including O'Hare International Airport. The City of Elmhurst is a community rich in its heritage, invested in its present and focused towards its future.

The Director of Public Works serves as a strategic partner with City Departments and the community. The Public Works Director plans, organizes and administers a full-service public works department with the mission of providing superior services which include: engineering, street maintenance, forestry and grounds maintenance, electrical, fleet services, building maintenance, water production and treatment, and water distribution and sewer collection. The Elmhurst Public Works Department has a current staff of eighty-nine FTE and an operating budget of over \$55.6 million.

Qualifications:

- Bachelor's Degree in Civil Engineering or a closely related field;
- Six (6) years of senior level management experience in a major public works setting; or an equivalent combination of education, training and experience.
- Previous experience in a collective bargaining work environment a plus.

The annual salary is +/- \$129,205 and will reflect the qualifications and experience of the selected candidate. Excellent benefit package. Please send cover letter, resume with salary history, and three references to the City of Elmhurst, Human Resources Department, 209 N. York, Elmhurst, IL, 60126. Electronic submissions may be sent to jobs@elmhurst.org. Interested candidates should submit documents by Friday, December 6, 2013. Please visit www.elmhurst.org for additional information regarding this opportunity. The City of Elmhurst is an equal opportunity/ADA employer.

Lake County, Sr. Research Analyst

Job Description

Lake County is seeking an individual to coordinate the County's performance measurement program, conduct cost-benefit/return on investment analysis and coordinate the maintenance and development of automated reports for the Finance and Administrative Services Department. Responsibilities may include monitoring various departmental budgets.

The successful candidate will conduct research, provide data driven analysis and communicate findings to County staff and officials. The objective of the work performed is to improve the efficiency/effectiveness of business operations, measure the effectiveness of existing/changing programs and validate the justification of new initiatives. In addition the successful candidate will develop/generate automated reports related to financial, budgetary and performance management. This position will interface with the County's Information Technology Department to maintain and improve the efficiency of automated financial reporting and related automated systems.

This analyst position will also be assigned to various projects as needed in connection with monitoring departmental budgets and producing an annual budget.

Required Skills

In order to be successful in this position, the candidate must have good knowledge of public finance and budget procedures, laws, ordinances and regulations effecting county government. Strong quantitative and analytical skills are required. Must be proficient with statistical software and relational databases; have advanced expertise in Excel and Visio; and have experience with business intelligence software. Good knowledge of the structure, services and positions of County government and experience with performance measurements. Strong oral and written communication skills are essential to be able to communicate successfully with department heads, financial and non-financial staff, County Board members and the general public. The position requires the ability to utilize software packages including spreadsheet, database, data-mining, financial analysis, and graphics programs. Familiarity with Oracle is desirable.

Required Experience

We are looking for a candidate who has completed their bachelor's degree in public or business administration, statistics, math, finance, business, operations research, econometrics or equivalent; a master's degree is preferred. 3 – 5 years of experience working with performance measurement standards and processes,

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preferably in government. Some experience in budget preparation, analysis and administration, including conducting management or related research studies is preferred.

Any offer of employment is conditioned on the successful completion of a pre-employment medical exam, which includes a drug and alcohol screen and a background screening.

Lake County Government offers a competitive salary and benefit package, and is committed to being an employer of choice.

Lake County is an Equal Opportunity Employer

Job Location: Waukegan, Illinois

Position Type: Full-Time/Regular

Salary: 60,429.00 - 74,310.00 USD

Applications will be accepted: Until filled

Tracking Code: FAS.14068.1232

Village Of Inverness, Village Administrator

Inverness, IL (7,400) Quiet, stable residential community located in rural/suburban northwest Cook County, Illinois seeks experienced local government administrators to apply for the position of Village Administrator. Incorporated in 1962, Inverness is a home rule community comprised of beautiful neighborhoods and a charming business professional area spread over 6.5 square miles. It is bordered by Palatine, Hoffman Estates and Barrington.

The Village has 17 full-time and 4 part-time employees and an annual total budget of \$4.5 million. The Village's operating departments include police, code enforcement, building inspection and zoning administration. The Village contracts for many of its services including public works, finance, and fleet maintenance. Fire and EMS are provided by nearby fire protection districts.

The Village Administrator is appointed by and reports to the Mayor. The current Village Administrator is retiring after more than 16 years of service. The Mayor has been in office for 17 years. The next Village Administrator can expect to work closely with the Mayor, elected officials and staff to administer the Village's contract and in house services, and revise and develop necessary policies and procedures for the effective operation of the Village.

Candidates will be expected to have a strong background in municipal operations, particularly finance and service contract negotiation. The position requires a bachelor's degree in public administration or public policy, business administration, finance or related field. A master's degree is preferred. The successful candidate will be a "hands on" manager and possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and customer service. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential.

Residency is not required. Salary: \$130,000+/- DOQ. Candidates should apply by December 5 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246. Equal Opportunity Employer.



City of Evanston, Assistant to the City Manager/Intergovernmental Affairs Coordinator

The City is seeking an individual that will serve as an instrumental advisory and reporting role to the City Manager regarding policy issues, strategic initiatives and legislative proposals. The position coordinates intergovernmental relations for the City to develop and implement plans to secure funding for City projects and programs. The individual would be responsible for a variety of research, analysis, project coordination and legislative liaison activities. The employee would coordinate the legislative program advocating with federal, state and local executives and legislative bodies to advance the interests and business plans of the City and its residents. Special projects for the City Manager, Mayor and City Council would be performed as assigned.

A Bachelor's degree, or equivalent, in business administration, political science or a related field is required. A Master's degree is strongly preferred and a Law degree is a plus.

The candidate should have five to seven years of progressive responsibility and experience in working with city, county, state and federal legislatures, local officials and department heads. This individual should have five years of management experience and two years in the development of funding sources, or equivalent combination of education and/or experience.

Other minimum requirements for the job:

- Knowledge of principals of public policy issues, political issues and public administration
- Knowledge of the methods and procedures for securing grant funding – both government and private
- Demonstrated analytical skills and ability to work with internal and external stakeholders
- Effective oral and written communications skills and ability to represent the City's interest and positions before legislative and rule-making authorities at all governmental levels.

The salary range for this position is \$69,637 - \$100,974 with the starting salary in most cases no higher than the midpoint for the range. The position is full-time, exempt. Night and week-end work may be required.

City of Evanston provides a comprehensive benefit package which includes medical, dental, life insurance, Illinois Municipal Retirement Fund Pension, paid sick time, vacation and holiday time.

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date November 8, 2013. Only online applications will be considered.

Full job description can viewed on the City of Evanston website under employment.

Village of Forsyth, Village Administrator

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

The Village of Forsyth enjoys stable revenue sources that are responsible for its many amenities, which include a public library, water treatment plant, parks and bike trails, a fire protection district and elementary school, with contracted police and sanitary sewer services. The operating budget for 2013/2014 is \$9,605,282. Visit our website at www.forsythvillage.us for additional information.

The successful candidate should have demonstrated leadership experience, excellent oral and written communication skills, and familiarity with organizational budgeting and municipal operations. Information technology skills are expected. A four-year college degree is preferred, with preference given to applicants with experience in public policy or municipal government. Residency within the Village is required within 9 months of employment with an employment agreement offered. Salary is negotiable, DOQ, with a generous benefits package.

Send Cover Letter and Resume to:
Mayor, Marilyn Johnson
301 S. Rt 51
Forsyth, I. 62535

Application Deadline. Close of Business on November 15, 2013.

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The Communication Tool for ILCMA & IAMMA

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

- Displays the most current 10 questions asked
- Enables you to search question and answer history
- Allows you to build your own profile so that it is personalized to your interests
- Ability to opt in/out of categories and tailor options for receiving information
- Ability to capture, store, sort and view all current and archived information
- See the latest questions from both associations – as well as your topics of interest
- Ability to respond to a posted question as well as an e-mailed question



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