

City/County Management IN ILLINOIS

Volume 11 No. 4

Strengthening the quality
of local governance through
professional management

NOVEMBER
2015



In this issue

| | |
|------------------------------|----|
| Conference Save the Date | 2 |
| Who's Who | 3 |
| Welcome New Members | 4 |
| Next Big Thing | 4 |
| Corporate Partner Spotlights | 5 |
| Prof. Development Committee | 7 |
| IML Managers Monthly Column | 8 |
| Coaching Programs | 12 |
| Alliance for Innovation | 13 |
| SWICMA/Downstate Meeting | 15 |
| Metro Manager Luncheon | 17 |
| Managers in Transition | 18 |
| Botch Scholarship | 21 |
| Workforce Turnover | 23 |
| Midwest Leadership Institute | 24 |
| IAMMA Luncheon | 25 |
| Job Mart | 26 |



Calendar of Events

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

November 5
CAL-ICMA Coaching Webinar

November 5 – 6
**Downstate/SWICMA
Fall Meeting
Columbia, IL**

November 12
IAMMA Meeting

November 19
**Metro Manager Meeting
Lombard, IL**

November 19
**ILCMA Professional
Development
Lombard, IL**

December 4
**SWICMA Luncheon
Highland, IL**

December 9
**Metro/IAMMA Holiday
Luncheon
Lombard, IL**

January 15, 2016
**Illinois Financial
Forecast Forum
Lombard, IL**

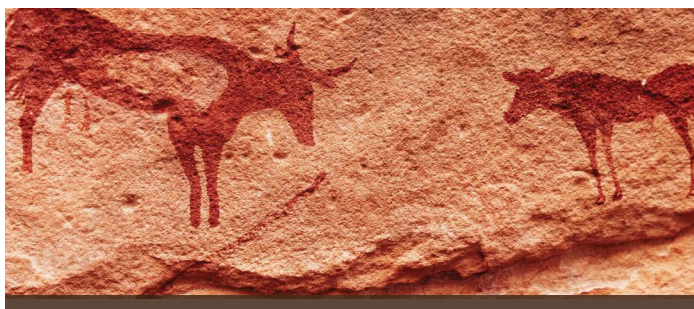
January 21, 2016
**ILCMA Professional
Development
Lombard, IL**

January 21, 2016
**Metro Manager Luncheon
Lombard, IL**

February 3 – 5, 2016
**ILCMA Winter Conference
Normal, IL**



DISCLAIMER. Statements or expressions of opinions appearing herein are those of the authors and not necessarily those of the Association or its editor. The publication of any advertisement is not to be construed as an endorsement of the product or service offered.



GOING BEYOND NORMAL

Evolution in Government

SAVE
THE
DATE

FEB
3RD-5TH
2016

REGISTER BY JANUARY 29

ILCMA 2016 WINTER CONFERENCE



SAFEbuilt®

Building Department Services
Community Planning & Zoning
Code Enforcement

Mike Post Midwest Business Development Manager
(312) 339-0436 • www.SAFEbuilt.com

**CHRISTOPHER B. BURKE
ENGINEERING, LTD.**



9575 West Higgins Road, Suite 600 Rosemont, Illinois 60018
PH (847) 823-0500 FAX (847) 823-0520

*Environmental • Mechanical/Electrical
Stormwater Management • Water Resources
Transportation • Surveying • Structural*

Office Locations:

Rosemont, IL • St. Charles, IL • Peoria, IL • New Lenox, IL • Evansville, IN
Indianapolis, IN • South Bend, IN • Crown Point, IN • Ft. Wayne, IN • Columbus, IN



transportation
water
governmental services
senior living
energy
land development

Phone **800.728.7805**
HRGreen.com

Aurora | Evanston | McHenry | New Lenox | Rockford | Yorkville

design + construct + own + operate



Building & Fire Construction Codes

2420 Vantage Drive | Elgin, IL 60124

Richard A. Piccolo
President
Master Code Professional

Website: Constructioncodes.com

Phone (847) 428-7010 | Fax (847) 428-3151 | Email rpiccolo@bfccs.org

With more than 70 municipal clients in the state, **Gallagher Benefit Services** will consult with your entity on the following:

- » Medical
- » Vision, Dental, Life
- » Other voluntary benefits
- » Long-Term Care
- » Flexible Spending Accounts
- » Healthcare Reform
- » Compliance
- » Property & Casualty
- » Workers Compensation
- » Municipal Retirement/ Executive Consulting
- » Cooperative Purchasing
- » HR Consulting

Gregg R. Aleman
Area Senior Vice President
630.285.3637
gregg_aleman@ajg.com

Erin N. Duffy
Account Executive
630.285.4439
erin_duffy@ajg.com


Gallagher Benefit Services, Inc.
thinking ahead

PARAMEDIC SERVICES
of Illinois, Inc.



www.paramedicservices.com

A LEADING PROVIDER OF
CONTRACTURAL PARAMEDIC
&
AMBULANCE BILLING SERVICES

9815 W. LAWRENCE AVE.
SCHILLER PARK, IL 60176
PHONE: (847) 678-4900
FAX: (847) 678-2854



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

Diann Reed

Manager
Local Government Health Plan

801 South 7th Street
Springfield, IL 62703

Office: (217) 524-1227
Mobile: (217) 524-7541

Diann.Reed@illinois.gov

Insurance / Risk Advisory / Employee Benefits

HORTON

Michael E Wojcik, MBA, CFP®, CLU
Senior Vice President

10320 Orland Parkway
Orland Park, IL 60467

www.thehortongroup.com

Phone 708.845.3126
Cell 708.650.1557
Fax 708.845.4126
mike.wojcik@thehortongroup.com

Who's Who Directory Update

Rachel Skaggs has been appointed as the new city manager in the city of Princeton. Her new contact information is:

Rachel Skaggs
City Manager
City of Princeton
2 South Main Street
Princeton, IL 61356
Ph: 815-303-2187
Email: rskaggs@princeton-il.com

John Downs has retired from the village of Mokena after twenty-seven years of service. ILCMA has donated \$100 in John's honor to the ICMA Fund for the Profession.

John Tomasoski was named Mokena's new village administrator. Tomasoski, has 14 years experience in public administration, including nine years as city administrator in Crest Hill.

Mik Cassady has been appointed as the new village manager in Mt. Prospect. He was formerly the village manager in Bensenville.

Daniel DiSanto has been appointed as the new village administrator in the village of Oswego. He was formerly the assistant village manager in Bensenville.

Tm Ridder is the new public works director in the city of Dixon.

Brad Townsend has been appointed as the new village manager/comptroller in the village of Schiller Park. His new contact information is:
Bradford J Townsend, ICMA-CM
Village Manager/Comptroller
9526 W Irving Park Road
Schiller Park, IL 60176
Phone: 847-671-8510
Mobile: 630-390-8800



BAKER TILLY

Accountants and Advisors

Caitlin Humrickhouse

Senior Consultant
312 729 8098
caitlin.humrickhouse@bakertilly.com

Welcome New Members!

Allen Barker, City of Olney, City Manager
Daniel Betts, Director of Permits, Concessions
and Volunteer Resources
J.W. Fairman, Jr., Village of Sauk Village, Administrator/
Director of Public Safety
Caitlin Humrickhouse, Baker Tilly
Jonathan Kellogg, Village of Mundelein,
Administrative Intern
Joel Klahn, Leopardo
Heather Kuykendall, City of Charleston, Comptroller
Joseph La Margo, Village of Orland Park, Assistant
Village Manager
Leigh McMillen, Leopardo
Kyle O'Rourke, Baker Tilly
Suzanne Ostrovsky, Village of Hinsdale, Management
Analyst

ComEd

An Exelon Company

powering lives

Designing Customized Financial Solutions
for Outstanding Communities.



EHLERS

LEADERS IN PUBLIC FINANCE

www.ehlers-inc.com

60
YEARS

Strengthening
Communities
Together



**Illinois Metropolitan
Investment Fund**

Laura F. Allen
630-571-0480, ext. 229

Debra A. Zimmerman
618-665-4638

Investing together for
our communities

www.investIMET.com

What are the Next Big Things Facing Local Government?

The Alliance for Innovation, a network of 350 innovative city and county governments who are inspiring innovation to advance communities, has released a new report, "The Next Big Things: The Next 20 Years in Local Government." It highlights 44 trends in four categories —Resources, Technology, Demographics, and Governance —that they believe will have deep impact on how local government operates for the next generation.

"Some say we are entering 'the city century' when local communities, not the federal or state governments, will set priorities and be leaders in government innovation. The Next Big Things will fuel those efforts by helping local governments focus on the right things and offering tools to help them prioritize and take action," said Karen Thoreson, President of the Alliance for Innovation.

The 44 trends were gathered from a national and international panel of experts, plus an exhaustive literature scan. The 44 trends are:

1. Climate Change
2. Food Insecurity
3. Water Shortages & Access
4. Energy Grid Disruption
5. Mining
6. The "NORC" Shift
7. Digital Citizens
8. Sharing Economy
9. Education Reform
10. Open Innovation
11. Behavioral Insights
12. Unmanning
13. Decentralized Manufacturing & 3-D Printing
14. Global, Digital Currency
15. Carless Cities
16. Infrastructure Overhaul
17. New Financial Partnerships
18. Microgrids
19. Off-Gridding
20. Electric Vehicles
21. Water Recycling
22. Desalinization
23. Nanotechnology
24. Tech-Enabled Health Care
25. Biomimicry
26. Tribalism & Identity Politics
27. Structural (Youth) Unemployment
28. Civil Rights Spring
29. Mass Migration
30. Middle Class Map

continued on page 21

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.

Evolving Energy & Sustainability Requirements for a More Efficient Built Environment

By Ruairi Barnwell. He is Principal - Energy Services Leader, DLR Group

Building performance requirements are changing rapidly. State energy codes are being updated with more stringent minimum requirements and voluntary reach standards are becoming harder to achieve.

The design of buildings for local communities is heavily influenced by these realities. City managers must balance a variety of factors to ensure that the minimum requirements are being met and that high-performance buildings are being delivered, while adhering to budget constraints.

Let's take a quick look at what is changing with Energy Codes and Sustainability Standards, and how they are impacting the design, construction, and operations of our buildings.

We have new Energy Codes in Illinois. In January 2013, Illinois updated its minimum energy code to adapt the International Energy Conservation Code (IECC) 2012. This was a significant update on the previous Illinois Energy Code and represented an approximate 25% to 30% change in minimum efficiencies. So basically, the worst building you could design and build by following code minimums immediately became 30% more efficient. The improvements in efficiencies were incremental across all of the major building components: better envelope insulation R-values, higher HVAC equipment efficiencies, lower lighting power densities, and mandatory incorporation of HVAC building controls strategies such as optimal start/stop, economizer functions, and heat recovery. Basically, if it was a 'nice-to-do' and a best practice for high-performance building design, it is now a 'need-to-do' under the new code.

Illinois was the second state in the nation (after Maryland) to adapt this progressive new Energy Code. The State of Illinois has committed to reviewing the Energy Code on a three year cycle. This could potentially mean another significant energy code update in 2016 if IECC 2015, with an additional 8% to 10% in efficiency improvements, is adopted.

There are two approaches for creating a more efficient built environment, the 'carrot', and the 'stick'. If mandatory minimum efficiencies and Energy Codes are the stick, then



LEED and other voluntary energy and sustainability 'reach' standards are the carrot.

We are still effectively working on the older version of LEED (2009) at the moment. This currently puts Illinois into a unique situation where it is tougher to be Energy Code compliant than it is to hit the minimum prerequisites for LEED. The newer version of LEED (V4) will come into full effect on October 31, 2016, Halloween night, quite appropriately as it will be a little scary to see how the industry reacts (or doesn't) to the new more stringent and more labor intensive LEED process.

Increasingly stringent minimum codes and sustainability standards inevitably result in higher costs. As an industry, and as designers leading our clients, we need to take a longer term view on high-performance building operations, rather than the current focus on first cost above all else. More efficient equipment will likely have a higher price tag, but much lower impact on long term operational costs, while providing superior comfort and indoor environmental quality.

An integrated design process is critical to success with these stringent new requirements. Getting the architect, engineer, contractor, and owner at the same table as early as possible in every project is vital to balance the needs of a high-performance building design and the realities of a tight budget.

Sustainability in the built environment can be generally summed up as follows:

1. Managing resources appropriately; i.e., gas, electricity, and water.
2. Elevating the 'Human Experience' of buildings; i.e. improving the building performance as it relates to occupant health, well-being, and productivity.

continued on page 11

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.

Creative Ways Communities are Dealing with Staffing Shortages

As local governments recover from the recent recession, managers are finding they are now in the midst of a shortage of qualified candidates for critical positions. These key positions, at all levels of local government, include finance, human resources, public works and engineering, inspections, and technology.

Reasons Behind Staffing Shortages

Skilled Successors – Fewer people are available in the workforce that are skilled and ready to take over for those leaving positions. There are close to 40 million fewer people in Generation X (ages 35-50), the group immediately following the Baby Boomers. This shortage of trained individuals will leave local governments with less traditional options to fill positions. New talent may be brought in from other sectors or disciplines. Early career individuals will also be tapped to fill positions. In either situation, those individuals will need to be further trained to reach their full potential in their new positions.

Salaries - The end of the recession has meant an increase in hiring for many businesses, particularly engineering and accounting firms. A public sector position generally cannot compete with a private sector position, as it relates to salary and flexibility in the work schedule/environment. Local government must look at its compensation and benefits models to become more competitive with other sectors.

New Talent - Local government is losing the race for talent. Unlike the private and nonprofit sectors, local government has not successfully marketed itself to younger professionals. Today, local government is generally not seen as a service profession as many MPA programs have more nonprofit focused candidates than government focused students. Sadly, government can be perceived as bureaucratic, lacking in innovation, vision, and purpose. The private sector is recruiting technical staff, such as accountants and engineers directly from college. Companies will train early career employees and offer them clear opportunities for advancement, which makes those positions appealing to many young professionals.



855.684.GOVHR
855.684.6847

WWW.GOVHRUSA.COM

GovHR USA
Voorhees Associates GovTempsUSA

Heidi Voorhees & Joellen Cademartori Earl
Co-Owners

- ★ Recruitment
- ★ Interim Staffing
- ★ Management Consulting
- ★ Professional Development
- ★ Human Resources Consulting

VOORHEES ASSOCIATES LLC
LEADERSHIP IN PUBLIC MANAGEMENT

COMBINED
TO
SERVE YOU

GOVTEMPSUSA

What Communities are Doing

Growing Their Own – Some communities are investing in their current employees. They are providing important encouragement and financial support for them to continue their education. This is particularly common in finance departments. Local government needs to look for employees with an aptitude for higher positions that need encouragement and support to finish their degrees and obtain necessary certifications. Further, for early career employees, local governments must be able to lay out career ladders showing how upward mobility can be gained.

Short and Long Term Contract Employees

Many pension eligible employees are not ready to stop working and have a lot to offer local government employers. Engineers, accountants, finance directors, and public works directors are in high demand for short- and long-term placements. By using contract employees, local governments avoid paying employer and unemployment taxes, workers' compensation and liability insurance premiums, pension contributions, medical, and other benefits. There is flexibility with contract assignments, allowing governments to staff up for projects during peak time periods or to buy some time to rethink organizational structure or current departmental staffing configurations.

Mentoring – Communities are investing in mentors for recently promoted department heads. Often the newly promoted employee is an early career employee who is very talented but may need some guidance in certain technical or managerial areas, such as a first bond issue or construction management project. Several communities have utilized this practice of pairing seasoned professionals with recently promoted staff. It is an economical way

continued on page 11



*The ILCMA Professional
Development Committee
Presents*
**Cyber Security and Managing
Municipal IT Infrastructure**

Municipal managers must work through a myriad of challenges and one facing many communities in recent years is a threat to our IT infrastructure. Communities have been impacted by viruses, hacks, and other threats to our security. While data breaches have become increasingly common place at the corporate and federal level, little information sharing has taken place at the municipal level on ways to safeguard our networks.

This presentation will provide information and strategies for:

- Conducting an audit of your internal security controls
- First hand account of cyber attacks and advice on how to react both before, during and after an event.
- Best practices on IT security

Chris Westgor from the City of Schaumburg, **Rich Ocampo** from Advanced Business Networks, and **Ed Marchewka** of Gift of Hope and former Security Manager for Chicago Public Schools will facilitate this important and timely discussion about information technology and how local governments can prepare and weather an attack on your IT infrastructure. This presentation will be a great learning experience for city and village managers as well as local government IT professionals.

Date: Thursday, November 19, 2015

Time: 8:30 a.m. Registration and Continental Breakfast
9:00 – 11:30 a.m. Presentations

Location: **Harry Caray's** **Addresses ICMA Practice Areas 3 & 7:** Functional and
70 Yorktown Center Operational Expertise and Planning & Technological Literacy
Lombard, IL

Cost: \$35 for Professional Development Only
\$55 if also attending the Metro Manager Luncheon (\$5 discount)
Members in Transition – please e-mail or call Alex below to register

RSVP: Online Registration (**no credit card required**): <https://www.ilcma.org/?p=2675>
By Nov. 16 Phone in Registration 815-753-5424
Email registration to Alex Galindo at agalindo@niu.edu

*Cancellations must be made **by Nov. 16**.
Any cancellations after that date will require full payment.*

IML Managers Monthly Column

Pyramid of Success – Lessons for City Management

By Paul Grimes, Village Manager, Village of Orland Park

When discussing leadership principles, a common impulse is to shrug off the many mushy books, courses, lectures, and webinars that we've all devoted to this topic. (And, perhaps, due warning should be given for this article, too). One of the most enduring models of leadership, however, is John Wooden's *Pyramid of Success*. I had the occasion to revisit Wooden's Pyramid and was reminded of its timeless principles and impeccable organization. Wooden was of course known for his fastidious preparation in coaching and teaching. Those of us that are old enough probably remember John Wooden's post-coaching life on the corporate speaking circuit. And in his many lectures, he was known to speak with elegant lucidity with little or no reference to any notes.

His Pyramid, however, was something of a different sort. Fashioned when he was still teaching and coaching in Indiana, Wooden's pyramid served as a guidepost for him – and his players, friends, staff, and students – throughout his coaching career.

While the *Pyramid of Success*, by its title, almost suggests a certain permanency, it is noteworthy for how flexible Wooden was in applying its principles. That is one of the key takeaways from Wooden's approach to leadership; and to fully grasp it, it takes a little background for context.

Wooden epitomized the stereotypical hardscrabble farm boy from Southern Indiana. Raised in a materially poor household, Wooden would say he learned many of life's richest lessons during those lean years. He was devoutly religious and remained so to his death. He was devoted to his high school sweetheart, and books have been written merely about his love letters to his beloved Nell, even after she died nearly twenty-five years before him. You could probably fill in the rest of the descriptors, but you get the point: "John Bob" Wooden was a clean-cut, naïve, idealistic yokel from the Midwest who found his way to Los Angeles and UCLA. That alone is remarkable, but what would then take place over the next 28 years was spellbinding: such success at UCLA that Wooden was named Coach of the Century by ESPN.

But what I think those of us in city management may find most interesting is Wooden's success in the face of adversity. How did a young coach with such odds stacked



against him reach such **competitive greatness**, the top tier of the Pyramid? (Wooden and his wife nearly turned around when they reached Los Angeles, thinking it was a big mistake.) While Wooden brought competitive teams to UCLA, his teams would never seem to get over the hump, and they were often bested by their then-nemesis, the University of California. It took 16 years for Wooden to win his first championship. His Pyramid principles of **patience** and **faith** clearly were tested, and Wooden, as would be expected, overcame periods of self-doubt and frustration to remain **intent** in staying the course.

But it was not until Wooden allowed his assistant coach, Jerry Norman, to bring in recruits that were different from Wooden's comfort zone, along with a different game approach to capitalize on the skills of his athletes, that UCLA began winning championships. Wooden's **adaptability** belied his schoolhouse demeanor, and his **loyalty** to and **cooperation** with Coach Norman allowed UCLA to reach new heights.

Two of the greatest players ever to play collegiate and professional basketball, Kareem Abdul-Jabbar (Lew Alcindor) and Bill Walton, were polar opposites of Wooden. Austere, humble, and simple, Wooden summoned extreme **self-control** in dealing with his talented players (along with an overbearing and legendary athletic director). While motivated and loyal, Abdul-Jabbar and Walton nonetheless had a vastly different world view than Wooden. Indeed, Wooden, the Indiana farm boy, presided over a program during one of the most turbulent periods in American history on a campus that was arguably ground zero in counter culture and non-conformance. This was a man whose early life experience was the Great Depression and World War II surrounded by counter-culture Baby Boomers! And yet they won. And won, and won -- ten national championships in twelve years, seven of them consecutively.

continued on page 9

Wooden believed in intense preparation, and invoked his oft-spoken proverb, “failure to prepare is preparation to fail.” Yet what many are surprised to learn is that Wooden, remarkably, rarely designed game plans for his teams against their opponents. Those around him marveled at his **poise** and **confidence** in his team’s preparation, and he let their creative team spirit, expressed through **initiative**, **alertness**, and **enthusiasm** lead the way. Wooden’s instructions to his team were distilled into concepts as simple as “be quick but don’t hurry.” Their **conditioning** was always their ace card, and Wooden’s teams excelled in this area. As Wooden wrote, “ability may get you to the top, but character keeps you there.”

How he reacted when he failed even to meet his own Pyramid principles is perhaps the most interesting aspect of Wooden. Contrary to his public image, Wooden was no saint. Given to sanctimony, pride, and sometimes inexplicable indifference toward his players, Wooden was not universally well liked by many of his peer coaches. At times, the principles of **friendship**, **cooperation**, and **loyalty** appeared to be selectively deployed by Wooden. He was known to not only harass game officials, but opposing players as well. And it wasn’t until later in life that some of his embittered players, who felt overlooked by Wooden, reconciled with him and recognized him for what he was: a great teacher who was flawed like everyone else and failed to live up to some of the leadership attributes that he advocated.

The lesson for us, then, is that we can slip up sometimes, fall short of what we would like to be, and still serve our profession with distinction. Equally, those around us, either elected officials or staff (or family), may fall short from time to time, or develop expectations that can appear unreasonable or unfair. Wooden often noted that he was unhappiest when his teams were in the midst of their historic 88-game winning streak.

The expectations of fans, boosters, and players took a toll on Wooden. Fickle boosters and fans over the years will do that. Yet he never wavered from the principles espoused in his *Pyramid of Success*. Those same principles might be worth taking a few minutes of your time to review, for to those of us in the city management profession, knowing how leaders fall and recover is often more informative than lessons in success. See the pyramid of success at: www.coachwooden.com/pyramid-of-success



Clark Dietz
ENGINEERS

Civil/Environmental
Transportation
Structural
Mechanical/Electrical

Illinois Indiana Wisconsin

Chicago 312.648.9900 Champaign 217.373.8900 | www.clarkdietz.com

Searching for Water and Energy Savings?



Saving water also means saving energy. Our engineering audit will uncover improvements, and the savings will be used to offset the costs. Let us help you find the answers.

For more information, call (847) 207-7268 or visit www.johnsoncontrols.com/water.

Johnson Controls



W.B. OLSON, INC.
The Construction People
www.wbo.com



- ▶ Cash Flow Management
- ▶ Bond Proceeds Management
- ▶ Financial Planning
- ▶ Fixed Term Investments
- ▶ Bank Credit Analysis
- ▶ Investment Banking

Courtney Soesbe: 630.657.6421

2135 CityGate Lane, 7th Floor
Naperville, IL 60563
www.pmanetwork.com

PMA Financial Network, Inc. | PMA Securities, Inc.
Member, FINRA, SIPC

Ancel Glink

DIAMOND BUSH
DiCIANNI
& KRAFTHEFER

Representing local governments and public officials.
Contact Stewart Diamond or Adam Simon.

312-782-7606 | ANCELGLINK.COM

FOR LOCAL GOVERNMENT LAW, THINK ANCEL GLINK



Elevate Performance

Tap into Sikich's suite of government-focused solutions that uniquely mix real-world insights, best-in-class services, and the personal touch you deserve.

Aim higher at www.sikich.com.

Sikich



GIS/IT Consulting

thomas a. thomey
tthomey@mgpinc.com
847-656-5698 Ext. 704
mobile: 847-366-6235
www.mgpinc.com

Proud service provider for:



AMERICA'S BUILDING RECORDS

Join America's Building Records

A community built for the building industry; a centralized digital repository for any information that will expedite construction across the country, while establishing a monumental record of structures for the future.

1.855.227.2711 www.buildingrecords.us

SIEMENS

Becky Werra, LEED® AP
Energy and Environmental Solutions
Becky.Werra@Siemens.com · (847) 493-7764

Siemens Industry, Inc. · Building Technologies Division
usa.siemens.com/buildingtechnologies



WILLIAMS ARCHITECTS

500 Park Blvd. | Suite 800
Itasca, IL 60143
p 630 221 1212
www.williams-architects.com

ARCHITECTURE | PLANNING | INTERIORS



AFS Alternative Fuel Supply

Turnkey solutions for transitioning municipal fleets towards clean, cost-effective fuels

Call Today For Your Free Fleet Survey!

847-380-2027
sales@altfuelsupply.com



GEWALT HAMILTON ASSOCIATES, INC.
CONSULTING ENGINEERS

Providing Superior Client Service for 30 Years

| | | |
|--|---|--|
| Municipal Engineering Surveying Environmental Consulting | Water Resources Construction Phase Services GIS | Traffic Engineering Civil Design Transportation Planning |
|--|---|--|

Corporate Headquarters
850 Forest Edge Dr
Vernon Hills, IL 60061
847.478.9700

www.gha-engineers.com

Chicago Branch Office
312.329.0577
Gurnee Branch Office
847.855.1100

CORDOGANCLARK
ARCHITECTS · ENGINEERS · CONSTRUCTION

BRIAN KRONWITTER, AIA, DBIA
Executive Vice President

| | |
|---|---|
| 960 Ridgeway Avenue Aurora, Illinois 60506 Tel 630.896.4678 Fax 630.896.4987 Cell: 630.209.7525 | 716 North Wells Street Chicago, Illinois 60654 Tel 312.943.7300 Fax 312.943.4771 bkronewitter@cordoganclark.com |
|---|---|

Advancing Civic Leadership

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

November 16, 2015 – Giving DuPage/DuPage County Family Center

Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern

November 20, 2015 – NIU Naperville

Collaboration, Coordination, and Consolidation in Local Government

December 1, 2015 – Prairie State College

Ethical Leadership: Oxyoron to Government Employees?

December 2, 2015 – DeKalb County Community Foundation

What's Write Got to Do With It? Grant Writing Skills and Secrets

December 8, 2015 – NIU Naperville

Improving Intergovernmental Relations—Partnerships with State and Federal Agencies

Full Course Catalog and Online Registration

www.cgs.niu.edu



MAXIMIZING REVENUES for local governments

AZAVARAUDIT.COM
(312) 583-0100



SERVING COMMUNITIES THROUGHOUT ILLINOIS.

Please contact Jason Perry or visit our website to learn more about how we can maximize your revenue.



continued from page 5

3. ...and doing all of this while maintaining Economic Viability; i.e., if it doesn't make financial sense, it is not likely to move forward.

Today's design and construction industry needs to balance low energy, high-performance design that promotes the health, well-being, and productivity of the occupant, elevates the human experience, and provides long-term resiliency and operational efficiencies.

This is easier said than done, but it's an exciting challenge at a time when our industry is at a critical juncture with both the carrot and the stick. The overarching benefit for everyone is a more efficient and higher performing built environment.

continued from page 6

to acquire skills for an employee and in many cases establishes a long-term relationship between the employee and the mentor.

Job Sharing – While some communities have shared a retired contract engineer or finance director, there is room for growth in this area. Smaller communities often have difficulty recruiting highly technical positions and may have to rely on more expensive options such as consulting firms for engineering and/or finance expertise. If two or three smaller communities pooled their resources and collaborated on the salary, they could hire a certified public accountant or professional engineer on a contract. Information Technology and Geographic Information Systems consortiums are helping small and large communities obtain the technical assistance they need in these areas with great success and efficiency.

Options to address these shortages are growing. Communities who grow their own, utilize contracting options, provide mentors and/or develop job sharing opportunities will be well positioned to address staffing shortages now and in the future.

IT Services
Surveillance
Voice & Data

**Current
Technologies**

An eye on the future of technology

1423 Centre Circle • Downers Grove, IL 60515
630.388.0240 • fax: 630.388.0241 • currenttech.net



2015 Coaching Webinars

Get the most from these 90-minute sessions — **FREE**
All sessions are listed in Pacific Time (PT).

Developing Effective Relationships with Elected Officials

10-11:30 a.m. PT, Thursday, March 5

Best Practices in Strategic Planning and Action

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, April 1

Moving from Conflict to Civility and Problem Solving

10-11:30 a.m. PT, Thursday, May 14

Engaging Employees Effectively

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, September 16

Serving Diverse Populations Successfully

1-2:30 p.m. PT, Wednesday, October 21

Best Practices for Managing Social Media & Gossip

10-11:30 a.m. PT, Thursday, November 5

1. Subscribe to email list for notices with webinar details.

This is best way to get the registration details about webinars delivered to you as soon as they are available. Subscribe to the list at www.cal-icma.org/coachingList.

2. Register in advance for each webinar.

There is no charge for participating in the webinars, but each requires its own advance registration. Links to register for each webinar are available now at www.cal-icma.org/coaching. After registration for a webinar, you'll receive full details about log-in procedures and listening options.

3. Organize a group to participate in each webinar.

This is great way to share the learning experience and discuss opportunities to apply the information to your agency.

4. Ask questions and participate.

In advance: submit questions via email to Don Maruska, Director of the Cal-ICMA Coaching Program, at cal-icma@DonMaruska.com.

During the webinar: use the webinar "Question" tool. As webinar moderator, Don Maruska will pose the questions anonymously on your behalf. We also invite you to participate in the online polls that gather audience members' insights.

5. Access the presentations, video recordings, and polling results.

About 24 hours after a webinar, a digital recording and the presentation and audience polling results will be available at the "Agendas & Archives" tab of www.cal-icma.org/coaching.

6. Discuss the results.

Many agencies are arranging groups to listen to the webinars (live or via recording) and have discussions afterwards about application of the ideas to their specific organizations. Each webinar has suggested post-webinar group discussion questions in the Agenda notice.

7. Missed a live webinar? Don't worry!

All webinars are archived for on-demand viewing or download in mp4 format for individual or group viewing at your convenience. The presentations are saved at "Agendas & Archives" tab of www.cal-icma.org/coaching compliments of Granicus, an ICMA strategic partner. You also can subscribe to podcasts to listen while you are on the go.

Find us on...



Career Compass

The Coaching Program offers a series of "Career Compass" articles. Written by ICMA Liaison for Next Generation Initiatives, Dr. Frank Benest, these columns will help you navigate the course to a successful government career. Recent topics include:

- "Your Staff Meetings Don't Have To Be Dreary"
- "The Courage To Do the Right Thing"
- "The Post-Heroic Leader"

To view all the columns, visit the Cal-ICMA website at:

www.cal-icma.org/coaching and click on "Coaching Programs & Resources."

To suggest topics for future columns, contact Frank at frank@frankbenest.com.





Revisiting Red Tape to Green Tape: Grievance Policies in Local Government

by Toni Shope, Strategic Initiatives Director, Alliance for Innovation

Grievance policies; your enthusiasm can be felt BUT don't stop reading! Grievance policies are important to local government organizations given the rise in legal protections for employees, the role of grievance in indicating managerial effectiveness, and the role they play in giving employees a voice in adverse employment decisions. The Local Government Research Collaborative contracted for research on this topic with the University of North Carolina- School of Government; principal researcher Leisha DeHart-Davis. A recent webinar, held on July 29th dived deeper into DeHart-Davis's findings and implications for local governments.

Answering the "Why"

DeHart-Davis kicked off the webinar sharing five reasons why grievance policies are important. First, grievance policies are a way for local government to manage legal risk. Grievance policies involve an investigation process for when an employee believes they have been adversely treated. The process surfaces information that will tell you the extent your organization was at fault, build a case to prove otherwise or take steps to address these issues managerially. Second, grievance policies allow you to track data across the organization so you can identify managerial and department hotspots that you should be addressing. Third, grievance policies are important to symbolize fairness; for employees to see the organization as being willing to listen. Furthering on this and the fourth reason why grievance policies are important, is employee voice. It gives the employees an opportunity to make their concerns known. And last, DeHart-Davis discussed the importance of potential conflict resolution. If you have a process in place that brings together managers and employees, you are going to increase odds of getting past the conflict. But does the data suggest this is true?

With the importance of grievance policies clarified, DeHart-Davis set out to answer these research questions in her study:

- How common are grievance policies and rates?
- How are grievance policies designed?
- What factors influence grievance rates?
- How do grievances affect local government organizations?

She studied North Carolina cities and counties, through surveys and interviews, due to their variation in size and structure. And the UNC-School of Government has close working relationships in North Carolina that provided access into these localities.

Most Important Findings and Implications for Local Government

Eight key findings and implications were shared during her presentation.

1. Grievances are rare but costly. The research shows between 1-2% of respondents grieve each year; some didn't have any grievances while one city reported a 21% grievance rate. While the grievances were low, the research shows they are very time-consuming and emotionally draining for managers and employees. On average it takes four weeks to solve a grievance.
2. Grievances correlate with turnover. The higher the local government grievance rate the higher their turnover rate. Turnover is costly for local governments.
3. Grievance outcomes tend to uphold management decisions. On average 78% end in favor of management rather than the employee. This indicates grievances are not a form of employee voice, more a management of legal risk.
4. Well-designed grievance policies led to better management decisions. It's important to invest time in policy design and involve stakeholders.
5. Grievance policies are sometimes not understood. Grievance policies are complicated and difficult to understand. Simplify grievance policies and communicate them clearly to both employees and supervisors.
6. Training correlates with department resolved grievances and upheld management decisions. The more training local

continued on page 14



continued from page 13

governments offer, the more likely grievances will resolve at a lower level of the organization. Training is a form of risk management and the investment made in workforce will ultimately pay us back.

7. New grievance policies are perceived as more effective. On average survey respondents indicated their policy was nine years of age. Grievance policies should be revised periodically; updating every three to five years.

8. Often grievance data is not collected. This is a missed opportunity to understand your organization.

What Should I Do with This Research?

DeHart-Davis concluded her presentation by sharing some insights in how she would respond to the research findings if she were a manager for a day.

- Update grievance policy. If your policy is five years old, proceed with updating; and if three years old, think about how well it's working. There is a correlation between age of the policy and its effectiveness.
- Minimize grievances by creating a great workplace. Invest in training to build a workplace that your employees want to come to everyday. This includes a meaningful employee survey process, a performance evaluation system, and effective supervisory training.
- Create an HR dashboard. Consider having real time data on turnover, disciplinary actions, and rates of grievances across departments.
- Conduct green tape evaluation of grievance policies. What is the policy's purpose? Is it doing what we think it is doing? Is it being consistently applied? It is being understood by employees and supervisors alike?
- Rename to appeals process. The word "grievance" itself sets up adverse relationships between managers and employees.

Two panelists, Ted Voorhees, City Manager, Fayetteville, North Carolina, and James Jayne, County Manager, Navajo County, Arizona, responded to DeHart Davis presentation with implications for their organizations.

Voorhees discussed Fayetteville's personnel ordinance that lays out their grievance policy. He indicated that this is not a recommended best practice and Fayetteville is currently rewriting their personnel ordinance and replacing with updated policies. Additionally, Voorhees added the formal grievance process is about adverse personnel actions and there are many other ways to talk about personnel issues.

Fayetteville is putting in place better training, pushing to institutionalize employee surveys and give employees a voice.

Jayne shared Navajo County is operating with a legislative lens rather than creating a forum for conversions, which includes listening to employees. Navajo last updated their policy in 2008. They have been prompted by the report, creating a team to move forward with additional policy updates. This will include renaming the policy to a more constructive name. Furthermore, the report highlighted the importance of training during onboarding and providing other professional development opportunities, including better training for supervisors.

Jayne concluded by saying, "It's about creating a better and more consistent conversation between employees and supervisors to strengthen relationships and build trust."

To access the complete report and view the webinar visit www.transformgov.org, look under the research tab or visit http://transformgov.org/en/research/lgrc/red_tape_to_green_tape.

About the Local Government Research Collaborative: In early 2013, 21 local governments and three universities joined together with the Alliance for Innovation, the International City/County Management Association, and the Center for Urban Innovation at Arizona State University to establish the Local Government Research Collaborative (LGRC). The LGRC is developing and funding an actionable research agenda that addresses significant issues confronting local governments. For more information on the LGRC, contact Toni Shope, Strategic Initiatives Director, Alliance for Innovation, tshope@transformgov.org.



PS We take care of IT

Is Your Network at Risk?

FREE Vulnerability Scan for ILCMA members*

Prescient Solutions

Schaumburg Corporate Center
1515 Woodfield Rd., Suite 880
Schaumburg, IL 60173

847-240-3900
www.pswetakecareofit.com

*Some restrictions apply

JOINT SWICMA/DOWNSTATE FALL MEETING

Columbia, IL
November 5 & 6, 2015

Thursday, November 5

Noon **Annbriar Golf Course** (weather permitting)
1524 Birdie Lane, Waterloo, IL
Lunch is available at the restaurant. **TEE TIMES begin at 12:30 P.M.** Please pay at the course!

6:00 p.m. Social Hour – **Reifschneider's Grill & Grape Restaurant**, 608 N. Main, Columbia IL

7:00 p.m. Dinner – **Reifschneider's Grill & Grape Restaurant** (Individual Pay)

Friday, November 6 **The Falls**, 300 Admiral Weinel Boulevard, Columbia, IL

8:00 a.m. REGISTRATION/BREAKFAST (Breakfast is included in the registration fee)

8:30 – 9:30 a.m. A Primer on Special Service Areas

One of the most underutilized tools in a municipality's toolbox, a Special Service Area (SSA) should be considered as a financing mechanism for infrastructure and economic development projects in a targeted area. You will learn for what purposes an SSA can be established and how one can be implemented.

Presenter: Doug Gruenke – Bruckert, Gruenke & Long

9:30 - 9:40 a.m. BREAK

9:40 – 10:40 a.m. Avoiding the "Cadillac Tax" and Methods to Reduce Health Insurance Costs

On January 1, 2018, the Affordable Care Act's "Cadillac Tax" is scheduled to take effect. This is a 40% excise tax on employer-sponsored health coverage that provides high-cost benefits. Employers that offer these benefit-rich plans will be subject to the excise tax unless they take action. The presenters will provide tips to avoid the "Cadillac Tax" and discuss a recent case study from the City of Columbia.

Presenters: Holley Maher & Pete Shemetulskis – MRCT

James Morani – City of Columbia

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

10:50 - 11:50 a.m. Labor and Employment Best Practices

Managing your workforce properly can reduce operational costs and limit liability. In this session, you will learn best practices in the areas of collective bargaining and employment policies. An update on recent case law will also be presented.

Presenter: Heidi Eckert & Corey Franklin – Lowenbaum Law

11:50 p.m. LUNCH AND BUSINESS MEETING (Lunch is included in the registration fee)

Registration Form Fall Meeting
SWICMA/Downstate City/County Management Association
November 5-6, 2015
Columbia, IL

Name: _____

Title: _____

Jurisdiction: _____

Address: _____

Phone: _____ E-mail: _____

Registration Fee: \$50 – Includes breakfast and lunch on Friday. Please have registrations in by Friday, October 30, 2015.

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 \$40.00 for greens fees and cart. Lunch is available at the clubhouse restaurant. ***Please pay at the course and RSVP by October 30.***

___ Yes, I will participate in the golf outing on Thursday, November 5 at Annbriar Golf Course.
(Please pay at the golf course and RSVP by **October 30**).

___ Yes, I will attend the Fall Meeting in Columbia, IL on Friday, November 6.

___ Yes, I will attend the social hour and dinner on Thursday evening at Reifschneider's

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

Registration Deadline: Friday, October 30, 2015.

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: To secure a room in the Downstate City/County Management Association room block, please call the **Hampton Inn**, 165 Admiral Trost Dr., Columbia, IL at 618-281-9000 to **reserve your room by October 15, 2015**. Rooms are \$94.00 plus tax. You can also go online to make your reservation:
http://hamptoninn.hilton.com/en/hp/groups/personalized/S/STLCLHX-DTC-20151105/index.jhtml?WT.mc_id=POG

Cancellations: To receive a full refund, cancellations must be received by Friday, October 30, 2015. 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.



November Luncheon

The Cadillac Tax – Is Your Municipality Really Prepared?

All employer-sponsored health coverage (including retiree coverage), whether insured or self-funded, will be responsible for the Excise (Cadillac) Tax in 2018. Governmental organizations are NOT exempt! This presentation will review IRS interpretations and explain:

- How the Cadillac Tax will affect Municipal Employers.
- How the Tax will be calculated.
- The coverages applicable to the Cadillac Tax.
- Proven strategies to mitigate the impact.
 - Consumer Driven Health Plans
 - Wellness Efforts
 - Retiree Carve Out Programs
- Efforts to Eliminate or Alter the Tax; Who is the Alliance to Fight the 40?

Make sure to have your finance and human resource management personnel attend with you. What you will learn will be invaluable in fiscal planning for the months ahead.

Speaker: **Mike Wojcik, Senior Vice-President of the Horton Group**

Date: Thursday, November 19, 2015

Time: 11:30 AM networking
 12:00 PM 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). Additional \$5 charge for invoicing the cost of the luncheon.

RSVP: **By November 6, 2015** Online at <https://www.ilcma.org/?p=2675> (*no credit card required*) or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.



Cancellations must be made by November 13. Any cancellations after that date will require full payment for the luncheon

ILCMA Membership Responsibilities For Members In Transition

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

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

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

Do you have Special Projects for which you need Additional Help? 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:

Member in Transition Program (MIT) – ILCMA keeps a list of Illinois managers and assistants in transition. These members 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 MIT's 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 Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

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.)

John Kolata
jdkolata@hotmail.com
309-525-2359

Jim Snider
jwsiss12@yahoo.com
309-713-6788

George Gray
219-765-7014
write463@gmail.com

Erik Bush
erik.bush412@gmail.com

Eric Tison
cubguy77@comcast.net
815-956-0156



Our purpose is simple:
to help provide financial
security for our clients and
their families

John Passananti, CLU
Founder & Senior Managing Partner
The Business Strategies Group of IL
A Division of AXA Advisors, LLC
Tel: (630)575-5000
John.Passananti@axa-advisors.com
www.axa.com

AXA Advisors, LLC.
1515 W. 22nd St., Ste. 300
Oak Brook, IL 60523

AXA Advisors, LLC (member FINRA, SIPC).
1290 Avenue of the Americas, NY, NY 10104.
GE-80880 (10/12) (Exp. 10/14)



AXA ADVISORS
redefining standards®

 **NORTHERN ILLINOIS UNIVERSITY**
**Center for
Governmental Studies**
Outreach, Engagement, and Information Technologies

**BUILDING
STRONGER REGIONS
THROUGH
INNOVATION
AND
COLLABORATION**

SERVICES TO LOCAL GOVERNMENT:
Strategic planning
Comprehensive survey research
Community and economic development
Demographics and mapping
Economic impact analyses
Professional development
Digital financial reporting

Contact:
Dawn S. Peters
Assistant Director
Public Management and Training
815.753.0923
dpeters@niu.edu

www.cgs.niu.edu

 **SB Friedman**
Development Advisors

tel (312) 424-4250
fax (312) 424-4262
www.sbfriedman.com

Public-Private Partnerships
Public-Private Development Finance
Market and Economic Feasibility
Impact Analysis
Community and Economic Development
Urban Economic and Policy Studies

VISION | ECONOMICS | STRATEGY | FINANCE | IMPLEMENTATION

 **CTS
GROUP**
**Green
by design.**

**Turn-key Solutions for
Energy Efficiency**

- / Engineered solutions improve energy & operational savings
- / Maximize economic and environmental impact
- / Provide safe, comfortable and productive environments
- / Guaranteed price, savings and performance

ctsgroup.com
636.230.0843

 **TRIA**
ARCHITECTURE

*Architectural Solutions To
Meet Your Needs*



James A. Petrakos, AIA, LEED AP
Principal Architect


Rosalinda Mesa
Marketing Coordinator

Office Locations
Burr Ridge | Homewood
630.455.4500


www.TriaArchitecture.com

BKV
GROUP

Architecture
Interior Design
Landscape Architecture
Engineering



*Enriching Lives and
Strengthening Communities*



www.bkvgroup.com p:312.279.0470

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

Oak Brook 630.574.8300
Chicago 312.942.8461
O'Fallon 618.624.3361

fgmarchitects.com

FGM ARCHITECTS

Join The Legacy Project for another thought provoking book review, facilitated by Dr. Alicia Schatteman!

When: Wednesday, November 11, 2015 at 9:30 a.m. – 11:30 a.m.
Where: Itasca Village Hall - 550 W Irving Park Road, Itasca
What: *Daring Greatly* by Dr. Brené Brown
Cost: FREE!
Register: Email Jennifer McMahon at jmcmahon@warrenville.il.us

This #1 *New York Times* bestseller, written by thought leader Dr. Brené Brown, is a transformative new vision for the way we lead, love, work, parent, and educate by teaching us the power of vulnerability. Brené Brown, Ph.D., LMSW is a research professor at the University of Houston Graduate College of Social Work. She has spent the past decade studying vulnerability, courage, worthiness, and shame. Her 2010 TEDx Houston talk on the power of vulnerability is one of the most watched talks on TED.com, with over 15 million views. For more information on Dr. Brown and her work visit <http://brenebrown.com>.



"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; . . . who at best knows in the end the triumph of high achievement, **and who at worst, if he fails, at least fails while daring greatly.**"

—Theodore Roosevelt



 **Legacy Project**
ADVANCING WOMEN IN LOCAL GOVERNMENT

Experience you can count on.

Put our public finance expertise and capabilities to work for your community.

800-686-4346

rwbaird.com/publicfinance



©2015 Robert W. Baird & Co. Incorporated. Member SIPC. MG-43457.



ALEXANDER WEISS
CONSULTING LLC

Alexander Weiss, PhD
President

2705 Ridge Ave.
Evanston IL 60201
Phone 847-332-1160
Mobile 847-644-3930
e-mail aweiss@alexanderweissconsulting.com



SPEER FINANCIAL, INC.
PUBLIC FINANCE CONSULTANTS SINCE 1954
WWW.SPEERFINANCIAL.COM

KEVIN W. MCCANNA, CIPFA, CFA
PRESIDENT
kmccanna@speerfinancial.com

DAVID F. PHILLIPS, CIPFA
SENIOR VICE PRESIDENT/
DIRECTOR OF MARKETING
dphillips@speerfinancial.com

ONE NORTH LASALLE STREET, SUITE 4100
CHICAGO, ILLINOIS 60602
PHONE (312) 346 - 3700
FAX (312) 346 - 8833

BAXTER & WOODMAN
Consulting Engineers



Specializing in the following services:

- Water
- Wastewater
- Transportation
- Stormwater
- Construction
- Municipal
- Technology
- GIS

815.459.1260 • baxterwoodman.com

continued from page 4

31. Elder Expense
32. Urbanization: Mega & Mid-Sized
33. Rural v. Urban
34. Smart Citizens
35. Nomadic Workforce
36. Hyper-Localization
37. Declining Federal Government
38. Trust in Government
39. City-to-City Collaboration
40. VUCA Leadership
41. Citizen Engagement
42. Direct Democracy
43. Corporate and Special Interest Influence
44. Fiscal Uncertainty

Rebecca Ryan, the principal author of the report and the Alliance's resident futurist says, "Not all of these 44 trends will impact every community, but this research gives communities a strong starting spot, and a process to prioritize and take action."

About the Alliance for Innovation: The Alliance for Innovation is inspiring innovation to advance communities. As the premier resource for emerging practices in local government, the Alliance is building cultures of innovation and connecting thought leaders in the profession with the help of our partners ICMA and ASU. We are accessible and valuable to all levels of an organization. For more information visit www.transformgov.org.



Botch Endows Scholarship for City Management Legacy Students



Ray Botch, who has claimed fame by sending over seven hundred KUCIMAT hats*, has recently created a scholarship to support MPA students who have a legacy of city management. As the son of a city manager who followed his father's footsteps into the city management profession, Mr. Botch established the Raymond P. Botch and

Raymond Paul Botch, Jr. City Management Scholarship to provide scholarships for sons, daughters, or relatives of past and present city managers to become future city managers. Botch gave \$30,000 to create the fund and is giving additional monthly gifts.

When asked why he wanted to establish this specific scholarship, Botch shared, "The two biggest influences on my becoming a city manager were dad and the Kansas University KUCIMAT City Management intern-option MPA Program. In 1965 during my senior year at St. Ambrose College in Davenport, Iowa, I told my father I wanted a career in city management. He said, and I remember it vividly, 'Then you will need an MPA from Kanas University.' In 1966 I became a member of the KUCIMAT Class of 1968."

Botch continues, "Dad was very familiar with the KUCIMAT program as he had attended the April City Management School several times, and he was a friend of Dr. Stene. Dad also had several KUCIMAT interns in Elgin and Rock Island. He was impressed with their knowledge and willingness to work and learn. One of his interns, Winston O. Franklin, would later become city manager of Phoenix, AZ. Before I enrolled at KU, I had the luxury of attending the April City Management Conference and visited with Dr. Stene about the KUCIMAT Program."

The Class of 1968 was one of the last to have "Case Problems in City Management" written and taught by Dr. Stene. Botch says it was interesting to later find which cities were parts of the case problems.

"City Management is a calling not a job," Botch says. "It takes a special make-up to be a successful city manager. To me the KUCIMAT Program helped bring out those talents. As KUCIMATS, we are part of Professor Edwin O Stene's dream to provide better local government through

continued on page 22

continued from page 21

better educated and trained professional city managers. Giving to the program is my way of saying thank you and keeping Dr. Stene's dream alive."

After graduating from KU, Botch became assistant to the city manager in Highland Park, IL (1967-1970). His mentor was future ICMA President Stan Kennedy. He then became city manager of Mt. Vernon, IL (1970-1984) and then village manager in Westmont, IL (1985-2004).

Upon his retirement as Village Manager of Westmont, the Illinois General Assembly honored Botch with a House Resolution of congratulations. The resolution shared these highlights of Botch's career:

- Westmont's police department and fire department received accreditation by their national accrediting agencies.
- For three consecutive years, Westmont received the Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Westmont's yearly business revenues increased from \$295 million in 1990 to \$823 million in 2002, allowing Westmont to have one of the lowest municipal tax rates in its county.
- In appreciation of Botch's efforts to redevelop the downtown area, Westmont honored him by renaming a building to be the Raymond P. Botch, Jr. Westmont Centre. (You can read more about the Westmont Centre in the program created for the dedication.)
- Botch became an ICMA Credentialed Manager in 2003.
- In 1998, Botch was the Westmont Citizen of the Year.
- Botch received the Distinguished Service Award from the Westmont Chamber of Commerce and Tourism Bureau in 1997.
- In 1994, Botch was named Business Person of the Year by the Westmont Chamber of Commerce and Tourism Bureau.
- The Downers Grove/Westmont Knights of Columbus honored Botch as the Government Official of the Year in 1990.
- And numerous other points of recognition that you can read in the resolution here.

In sharing about this fund, it is only fitting to give historical background on both Botch men.

Botch's father, Ray P. Botch, worked for the International City Managers Association (ICMA), revising the training manuals on municipal finance and administration. From ICMA, he went to Carroll College, where he was professor and headed the department of business administration, and then he began his career in city management at Pendleton, OR. After six years, he moved into the city manager post at Elgin, IL, spending six years there before being hired by Rock Island, IL, as city manager.

During his time at Rock Island, Botch received national recognition for combating the 1965 Mississippi River flood. He was given the nickname "The Rock of Rock Island" for his leadership. At the 1977 ICMA convention, Botch was awarded ICMA'S Distinguished Service Award which was presented to him by ICMA'S President (and KUCIMAT) Bob Kipp.

Botch retired from Rock Island after 16 years. In a newspaper article about him at the time of his retirement in 1977, he talks about the issues that the incoming city manager will need to deal with: creating a wider economic base and dealing with the city's solid waste. It's interesting to note that listed among Botch Jr.'s accomplishments in Mt. Vernon are numerous economic development projects. In fact, in 1972 he was a member of the economic development team that brought General Tire Company's Radial Ply Tire Plant to Mt. Vernon. Today owned by Continental Tire, it is Southern Illinois' largest employer providing over 3,000 jobs. Perhaps the son became the teacher?

Botch Jr. did indeed become a teacher of sorts. He regularly seeks to pass along what he learned in 35 years of city management to those who are entering the profession now. In an article titled, "Words from the Trenches," Botch shares his insights. He encourages those in (or entering) city management to be a leader, not a boss, to work amicably with/for all, to be visible to employees and citizens, to care, to manage the budget wisely but creatively, to communicate the budget message inspirationally, to be active in associations and the community, etc. You can read the full "Words from the Trenches" article [here](#).

From 1950 until 2004, there was a Ray Botch in city management. Humorously, Botch posits: "If Dad is 'The Rock of Rock Island' am I 'The Pebble'?" At the School of Public Affairs and Administration, we certainly think so, but not because we think that pebbles are small; pebbles have grand effect.

The fund is managed by KU Endowment, and anyone can contribute to the fund.



Aqua America Midwest
1000 S. Schuyler Avenue
Kankakee, IL 60901

Jim Bilotta
Director, Corporate Development

T: 815.614.2042
C: 815.791.7133
jpbilotta@aquaamerica.com
www.aquaamerica.com

An Aqua America Company

Workforce Turnover and Replacement in Downstate Illinois

Illinois is expected to experience a higher rate of decline in its workforce than other Midwestern states between now and 2030.

Documentation for this often observed concern about Illinois' economy is provided in a report just issued by Northern Illinois University's Center for Governmental Studies entitled, "Workforce Turnover and Replacement in Downstate Illinois" prepared by economists Norman Walzer and Andrew Blanke.

Although aimed at rural Illinois, the authors' provide workforce data for Chicago, downstate metropolitan areas, and adjacent counties. As the report's title suggests, the outlook for all Illinois' workforce is not good for the foreseeable future.

In addition to Illinois' declining workforce, the report also finds that:

- Illinois' workforce has changed markedly since the last recession;
- Illinois counties have experienced a higher rate of out-migration of workers than other Midwestern states;
- Even in Illinois' rural areas, many jobs are unfilled because of a shortage of qualified applicants;
- Private-public partnerships may be rural Illinois' best hope for rebuilding the prosperity of many counties and regions in the state.

On a more positive note, the report describes strategies used successfully in other states to address these concerns, and especially to encourage the in-migration of skilled workers to fill the state's unfilled jobs.

The report concludes with two critical observations:

1. A concerted effort to attract young adults may make Illinois more competitive with other Midwestern states in terms of workforce availability to support economic growth.
2. Without such an organized effort, Illinois faces the potential of workforce shortages as the BabyBoom generation retires or relocates to other areas.

Read the full profile here http://www.cgs.niu.edu/Policy_Profiles/policy-profile-v15n3-Workforce-Turnover-and-Replacement-In-Downstate-Illinois.pdf.

To read past Policy Profiles reports, visit http://www.cgs.niu.edu/Policy_Profiles/index.shtml



Citizen Engagement Technologies

- CRM / 311
- Public Records Management
- Social Media Archiving
- Mobile Platforms
- Code Enforcement & Permitting
- Local Business Technologies

(630) 633 7333 • www.govqa.com



MSA

PROFESSIONAL SERVICES

More ideas. Better solutions.®

Champaign: (877) 352-0081

www.msa-ps.com

ENGINEERING • SURVEYING • ARCHITECTURE • ENVIRONMENTAL • PLANNING • FUNDING



Midwest Leadership Institute

Helping local government navigate a complex world in a time of disruptive change

Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

Who Should Attend

Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career who would like to:

- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

The Institute is an intensive 4.5 day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

Curriculum

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an **ICMA Credentialed Manager**, the Institute includes practice areas 1,2,6,8,9,13,14,17,18

A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program

Instructors

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

Logistics

Each program is limited to 30 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute will be held **April 11 – 15, 2016** at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.

Register Today

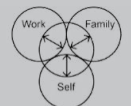


NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Information Technologies

Limardi Consulting,



**MORRISON
ASSOCIATES**



IAMMA September Luncheon

Thursday, November 12, 2015

Location:

Elk Grove Village Public Library
1001 Wellington Ave, Elk Grove Village, IL 60007

Time:

9:15 a.m. Registration and Continental Breakfast
9:30 – 11:00 a.m. Presentation

Cost: \$10.00 (Pre-pay online or cash or check at the door) for breakfast
Checks can be made payable to IAMMA.

RSVP on Eventbrite or pay at the door (with a prior RSVP).

<http://iamma-november-2015.eventbrite.com>

Topic: Secure the Job You Want

Whether you are preparing to graduate or looking to take the next step in your career, it is always important to stay up-to-date on current local government hiring trends.

Presenter: Heidi J. Voorhees, co-owner of GovHR USA, will discuss the latest local government hiring trends, interview "dos and don'ts" and answer your job search questions.

Come for a light breakfast and coffee, networking and get the inside scoop on best practices for job candidates. Parking in the shared municipal/library lot.

Check in at 9:15 a.m.; presentation at 9:30 a.m.

Contact Luncheon Committee Members Brian Southey (bsouthey@elkgrove.org) or Alan Avitia (aavitia@elkgrove.org) with any questions.

Cancellations must be made by Monday, Nov. 9.
Any cancellations after that date will require full payment.

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.

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

City of Collinsville, City Manager

The City of Collinsville [IL] is accepting applications for the position of City Manager. The City Manager is the chief administrative officer of the City and is responsible to the Mayor and four City Council members that serve four year staggered terms, for the management and operations of all affairs of all departments of the City. As chief administrative officer, the position has management and controls of all matters and things pertaining to the day-to-day operations of the City. The City Manager shall also have supervision responsibilities over departments and/or officers that may be created or appointed in the future. The City has an Operating Budget of \$40 Million, with a Capital Reserve Fund of \$1.5 Million. There are 150 employees. Duties shall be performed in conformity with the ordinances or resolutions of the City and the Statutes of the State. Standard office hours are required, along with substantial overtime work on nights, weekends, holidays, etc. as necessary. This position is a high visibility position requiring the ability to interact with the public, employees, elected officials, and outside agencies such as union officials, contractors, developers, architects, attorneys, auditors, legislators, state, local, and federal government officials, citizens, and others. A high degree of oral and written communications skills is required, along with the ability to speak in public and represent the City in an official capacity. Knowledge of sound Performance Management/Measurement/Budgeting principles and practices, finance, and personnel are a key requirement for this position. The minimum requirements of this position are as follows: Master's Degree in Public Administration, Political Science, or a related field. A minimum of ten years experience, with progressive responsibility in municipal government with population of at least 25,000, with at least five years in a leadership or administrative capacity. Salary commensurate with experience with a starting range of \$110,000 to \$125,000. To view full details of this job visit www.collinsvilleil.org and click on the "employment" tab. Residency is required within six months after employment. An Employment Agreement will be offered. Candidates must apply by November 14, 2015, with a cover letter and at least five work related references to: dave.anderson24@comcast.net. Consultant for Collinsville.

City of Rock Island, Budget & Grants Manager - CED

The City of Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population

of 436,672. Hours are full time and annual salary range is \$45,482 to \$70,557 with benefits. This is a highly responsible, professional, technical and administrative work in researching, developing and monitoring grants. The employee develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants. The incumbent prepares the department's annual budget including budgetary monitoring and control. Work also includes the research, analysis and coordination of a variety of special projects from inception through completion. Work is performed under the direction of the Community and Economic Development Director and is reviewed through conferences and reports. Graduation from an accredited four year college or university with major course work in economic development, planning, accounting, finance, economics, political science, business or public administration or a related field; some accounting experience is required; or any equivalent combination of training and experience. Possession of a valid Class "D" Illinois driver's license or an equivalent license from the employee's state of residence. Selected candidates must meet a residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. For full job description please visit the website at www.rigov.org. Must pass a background check, physical and substance screening. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted continuously. EOE

Village of Lincolnwood, Parks and Recreation Director

The Village of Lincolnwood, Illinois (12,590 - 2010 census) is seeking a qualified professional to be the Village's Parks and Recreation Director. The current Director is retiring from the field after nine years with the Village along with serving as the most recent Illinois Park and Recreation Association Chairperson. An Illinois Distinguished Accredited Agency, Lincolnwood operates as a professionally managed Home-Rule municipality directly north of the City of Chicago with an area of 2.7 square miles, and a unique blend of residential, commercial, and manufacturing areas. The Village is located in Cook County and is governed by a Board of six Trustees and Village President who appoint a Village Manager who oversees the daily operations of the Village. The Village President also appoints a seven-member Parks and Recreation Advisory Board made up of residents of the Village, which meets on a monthly basis hearing public input, providing direction to the department and making recommendations to the Village Board. In addition to the Parks Department, the Village is a full-service community with Departments for Fire, Police, Community Development, Finance, and Administration. The Department is an integral part of the

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

Village that works extensively with other Departments, the community, and the region as a whole.

The educational requirements for the position include a Bachelor's degree in park and recreation administration or a related field, from a four-year college or university. A Master's Degree in park and recreation administration or related field is preferred. The position requires at least five years progressive experience in the parks and recreation field. Certified Park and Recreation Professional (CPRP) status or the ability to receive this certification is required within six months of accepting the position.

The salary range for the position is \$96,189 – \$129,969 with the starting salary dependent on the qualifications of the successful candidate.

The Village is an equal opportunity employer and encourages all interested parties to apply for the position within the guidelines outlined in this section. To apply, please submit a resume, cover letter, and three professional references to Charles Meyer, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or by e-mail at cmeyer@lwd.org. Electronic submissions are preferred. The application deadline is November 18, 2015, at 5:00 p.m. The recruitment packet for the position is available here.

Village of Clarendon Hills, Accountant

The Village of Clarendon Hills, population 8,427, seeks candidates for the position of Accountant. The Village's Accountant is responsible for maintaining the Village's financial records in a variety of areas in accordance with Generally Accepted Accounting Practices. The Accountant oversees many accounting responsibilities under the direction of the Finance Director, including accounts receivable, accounts payable, utility billing and cash receipting. The Accountant is also responsible for payroll and maintaining the Village's benefit programs. The Accountant plays a significant role with the annual budget and audit process.

An ideal candidate would have strong analytical skills and be knowledgeable of accounting practices and principles. A Bachelor's Degree in accounting or related field, or an equivalent combination of training and experience, is required. Candidates are expected to have at least three years of accounting experience, with a preference for municipal accounting experience.

This is a non-exempt position, working 40 hours per week. Pay range is from \$59,384 to \$79,190 depending on qualifications. Benefits include participation in the

Illinois Municipal Retirement Fund, health insurance, and paid holidays vacation, and sick leave. The Village is an Equal Opportunity Employer.

To view a complete job description, visit the Village's website at www.clarendonhills.us/employment.cfm.

If you are interested in applying for this opportunity, please submit a cover letter and resume to Assistant to the Village Manager, Zach Creer at zcreer@clarendonhills.us. First consideration of resumes will be on November 16.

Village of Westchester, Chief of Police

The Village of Westchester, IL is seeking candidates for the position of Chief of Police. The Village of Westchester, located approximately 14 miles west of Chicago, is a Non-Home Rule Community with a population of 16,718. The Chief is a sworn, exempt position reporting directly to the Village Manager and is responsible for the administration and direction of the Police Department. The Westchester Police Department consists of 29 sworn police officers and 4 full-time civilian positions. The Departmental Budget for Fiscal 2016 is \$5,728,501. The salary is \$106,000 - \$115,000 DOQ with an excellent benefit package.

The application and selection process is open to both internal and external candidates. The most recent Chief of Police is retiring from the Department on December 31, 2015. The application package must include a cover letter, resume, salary history and names and contact information of three work references. Applications will be kept strictly confidential. Address applications to Janet Matthys, Village Manager, Village of Westchester, 10300 W Roosevelt Rd, Westchester, IL 60154. Interested candidates should apply by sending all documents electronically to Janet Matthys, Village Manager at jmatthys@westchester-il.org. For a complete list of candidate requirements, please visit the Village website at www.westchester-il.org. For full consideration, applications must be submitted by November 13, 2015.



Let us help identify state and federal funding sources and engineering design solutions that meet your budget.

Serving Illinois communities for more than a century.

ENGINEERS | ARCHITECTS | SURVEYORS | SCIENTISTS

www.f-w.com // 309.663.8435

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

Village of Lisle, Village Planner

The Village Planner reports to the Community & Economic Development Director and is responsible for coordinating the Village's development review process; conducting plan reviews; providing land use and zoning information to the public; coordinating comprehensive planning efforts; preparing reports and graphics for Planning and Zoning Commission meetings and making presentations; and overseeing various other projects related to land use, zoning and economic development.

The successful candidate will be expected to have a professional background in urban and/or regional planning and a minimum of three years of progressively responsible direct planning experience in a municipal, public agency or private sector setting or equivalent combination of education, training and experience. Candidates must have a bachelor's degree in urban planning, public policy, economic development or closely related field. A master's degree in urban planning or related field and AICP Certification is preferred. Proficiency in ArcView/GIS is a plus. Candidates must have excellent communication (verbal, written and presentation) skills and also demonstrate the ability to positively interact with staff, elected and appointed officials, development community and general public. Hiring salary is \$70,000 +/- DOQ. Salary range for this position is \$59,332 - \$83,070 with excellent benefits. Candidates are encouraged to apply by Monday, November 09, 2015 with cover letter, resume, and contact information for three professional references to hr@villageoffisle.org. Please reference 'Village Planner' in the subject line of your email.

City of Des Plaines, Director of Human Resources

The City of Des Plaines is seeking progressive, innovative candidates to serve as its next Director of Human Resources. Des Plaines has 357 full time and 15 part time employees and is a financially sound community with a total budget of \$156 million. Candidates must be experienced in recruitment and selection processes, collective bargaining, benefits administration and general human resources best practices. Additional knowledgeable in policy development and implementation, compensation analysis, position classification, and employee development and training is very important. Bachelor's degree required; master's degree and HR certifications desired. Minimum of 5-7 years' increasingly responsible professional experience including senior level human resources administration. Starting salary \$109,000 +/- DOQ. Excellent fringe benefit package. Send cover letter and résumé with contact information for five professional references by November

27, 2015 to Heidi Voorhees, President, GovHRUSA, at <http://www.govhrusa.com/current-positions/recruitment>. Tel: 847-380-3240.

City of Des Plaines, Senior Clerk, Finance Department

The City of Des Plaines is seeking qualified candidates to fill a Clerk position in the Finance Department. This position will work from 8:30 am to 5:00 pm at City Hall.

This position works under the supervision of the Finance Department management staff. Responsibilities include clerical work related to Finance Department functions with an emphasis in utility billing operations. Work involves responsibility for processing financial records in accordance with established policies and procedures. Additionally, this position is responsible for the recording, verifying and/or reporting of financial transactions and related activities. Job specific requirements include handling questions and concerns from the public, analyzing meter readings, generating utility bills, statements, notices, maintaining utility billing records, performing billing reconciliations, maintaining customer databases and performing other duties as assigned within the Department.

Associate or bachelor's degree, with emphasis on business and/or accounting. Five (5) years of experience in varied clerical work of financial nature including public contact, or any equivalent combination of education and experience. Strong communication skills with the ability to establish and maintain effective and diplomatic working relationships with external and internal customers. Logos software experience desirable and strong computer skills preferable in Microsoft Office.

The City of Des Plaines offers competitive salaries and \$38,531 to \$52,124 is the range for the Senior Clerk position (DOQ) and benefits, including: medical/dental/life, 457 deferred compensation plan, educational expense reimbursement, employee assistance program, training programs and more. Please send cover letter, resume,

**Kluber**
Architects + Engineers

10 South Shumway Avenue
Batavia, Illinois 60510
630.406.1213

4212 Old Grand Avenue, Suite 101
Gurnee, Illinois 60031
847.336.3428

www.kluberinc.com

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

three (3) work-related references and City employment application (available online at www.desplaines.org) by 4:00 pm, Friday, November 6, 2015. E-mail to: hr@desplaines.org or mail: Human Resources, 1420 Miner Street, Room 503, Des Plaines, IL 60016 or Fax: (847) 827-2292.

Village of Bensenville, Village Manager

Bensenville, IL (18,535) Strategically located vibrant community known for its family oriented neighborhoods and bustling business districts seeks candidates to serve as its next Village Manager. Bensenville's location near O'Hare International airport provides a foundation for a large commercial, industrial and retail base of employment that continues to grow. The community is also home to an historic downtown with a theater, restaurants and multi family living options. Bensenville's leaders are actively engaged in strategic planning and have created a strong financial base for the future. The Village has a \$70 million budget. The Village Manager leads the Village's 158 full time employees in providing a full range of municipal services to Bensenville residents. Departments include Police, Public Works, Human Resources, Finance, Community and Economic Development, Recreation and Administration. The Village Manager is appointed by the Mayor and the 6 member Board of Trustees. The most recent Village Manager served the community for 6 years. The Village is seeking a proactive, progressive leader who will guide the Village's executive team as it works with developers, other governmental agencies and community leaders on the development and redevelopment occurring in the Village. Candidates must possess excellent oral and written skills and a strong background in economic development and public finance. Candidates must also have demonstrated success in leading municipal operations with a collaborative team oriented style. The position requires a bachelor's degree in public policy, public administration, planning, business or a related field. A master's degree or other advanced degree is strongly desired along with 7-10 years increasingly responsible experience in municipal management. Candidates must possess excellent interpersonal skills and an approachable, positive, welcoming style with the community and staff. Residency is highly preferred. Salary: \$170,000 +/- depending on qualifications and experience, plus an excellent benefits package. Candidates should apply by November 27, 2015 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees and Sarah McKee at www.GovHRUSA.com/current-positions/recruitment. Tel: 847-380-3243. Equal Opportunity Employer.

City of Darien, Chief of Police

The City of Darien, Illinois, (residential population of 22,086), a Home-Rule suburban community located 20 miles west of downtown Chicago, on the eastern edge of DuPage County, is seeking to fill the position of Chief of Police. The Chief is appointed by the Mayor with the advice and consent of the city council. The Chief is a sworn, exempt position reporting directly to the City Administrator and is responsible for the administration and direction of the Police Department. The Department consists of 33 sworn police positions, 11 civilian positions, and a budget of \$7,300,000. The next Police Chief will have significant experience and education in staffing allocation, police accountability models, community engagement, and data driven police operations.

The ideal candidate will be a graduate from an accredited college or university with a minimum of a Bachelors Degree and eight years of increasingly responsible managerial experience in a law enforcement agency. A Masters Degree, completion of F.B.I. Academy, Staff and Command, or similar institute or academy training is desirable.

The application and selection process is open to both internal and external candidates. The City of Darien has had three Chiefs of Police in the past twenty four years. The most recent Chief of Police is retiring from the Department on October 27, 2015. Candidates are encouraged to submit their applications immediately as they may be interviewed upon receipt of resumes. The

CAMOSY 

CONSTRUCTION

Construction Managers • Design Builders • General Contractors

www.camosy.com

43451 N. US Hwy 41, Zion, IL, 60099-9455

BUILDING TRUST SINCE 1910



IPRF
ILLINOIS PUBLIC RISK FUND
Cost Control Through Cooperation Since 1985

IPRF is the premier and preferred provider of Workers' Compensation Insurance in Illinois. We lead by example and set our standards high for others to follow.

For more information, visit

www.iprf.com

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

anticipated starting salary range is between \$127,307 and \$137,492, depending on qualifications with additional excellent benefits. Resumes, including three work related references, should be submitted to Bryon D. Vana, City Administrator, 1702 Plainfield Road, Darien, IL. 60561 or e-mailed to bvana@darienil.gov. Applications will be accepted until the position is filled. A detailed recruitment profile is available at the City of Darien website www.darien.il.us.

Village of Tinley Park, Director of Public Works

Tinley Park, IL seeks candidates to serve as its next Director of Public Works. Located primarily in Cook County and partially in Will County, Tinley Park is a full service community comprising 18 square miles. The Director of Public Works reports to the Village Manager and is responsible for a full service department of 53 full time and 24 part time employees. There are four direct reports to the Director: an Assistant Director of Public Works and three Superintendents that oversee Water and Sewer, Streets, and Facilities and Fleet Maintenance. The department has a 2015 total budget of \$32 million, not including the capital improvement program. The next Director of Public Works must have high integrity and a demonstrated track record in effective customer service, team building within the department and with other departments, and experience and understanding of core public works operations. A desire to work collaboratively with public works employees and other departments on the delivery of Village services is critical. A bachelor's degree in civil engineering, public administration or a closely related field, and/or extensive experience in Public Works is desired. Candidates will be expected to have 10 years increasingly responsible experience in executive level public works in the public sector or in a field closely related to the public sector. The successful candidate will have strong oral and written skills, excellent supervisory abilities, budget development and administration experience, and the ability to plan, organize, measure and evaluate the operations of the department. Developing relationships with citizens and community organizations and a demonstrated enthusiasm for working closely with elected and appointed officials is also important. Salary is \$130,000+/- DOQ and an attractive benefits package. Residency in Tinley Park is required within a reasonable amount of time. Candidates should submit resume, cover letter, and contact information for five professional references by November 25, 2015 to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees or Sarah McKee, GovHRUSA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401-3100.

Village of Morton Grove, Finance Director

The Village of Morton Grove is currently seeking an individual to perform the functions of Finance Director. The Finance Director is appointed by the Mayor with the concurrence of the Village Board and will report directly to the Village Administrator. The Finance Department has 7 full time employees.

The Finance Director is a key member of the executive management team and participates in the decision making process for strategic and capital planning, collective bargaining, budget development, investment portfolios, health insurance and risk management activities. The Finance Director establishes procedures and administers the collection of all municipal revenues, establishes credit and collection policies, analyzes revenue trends and performs economic research and forecasting, supervises the issuance of checks, preparation of payroll and operation of systems for accounts payable, purchase orders and encumbrances. The Village's operates on a calendar year. The current starting salary range for this position is \$100,000 - \$125,000 annually depending on qualifications plus a comprehensive benefit package.

Candidates must have a bachelor's degree in finance, public policy, public administration, business, or a related field. A C.P.A. and/or master's degree in public policy, public administration, finance or business administration is a plus. Candidates must have at least seven years of increasingly responsible experience in executive-level financial administration with a portion of that experience in the public sector. The successful candidate will be a highly organized, collaborative, experienced executive with a proven track record in progressive fiscal management, with the ability to work closely with elected and appointed officials and department heads.

Interested candidates should forward a cover letter, resume, including salary history, a completed employment application, and three professional references to:

Thomas J. Friel via e mail to tfriel@mortongroveil.org
Applications are due by October 23, 2015, at 5:00 p.m. Employment applications can be found at www.mortongroveil.org under "Quick Links"; "Employment."

City of North Chicago, Chief Financial Officer

Under the direction of the Mayor and Chief of Staff, this position serves as the Chief Financial Officer for the City; responsible for directing fiscal accounting, payroll administration, accounts payable, revenue collection and all accounting functions of the City.

Essential Functions:

- Supervises all staff in department, including evaluation and discipline when necessary;

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

- Advises Mayor and Elected Officials regarding fiscal and budgeting policies;
 - Consults with and guides Department Heads on fiscal and budgeting matters and related policies, ordinances and laws;
 - Prepares annual budget, appropriation ordinance, tax levy ordinances and other related fiscal ordinances;
 - Develops Capital Improvement Bond program and presents to Mayor and Elected Officials;
 - Prepares necessary information and documents for sales of bonds;
 - Directs accounting of all City fund accounts in accordance with generally accepted accounting practices;
 - Assists with annual City audit, provides necessary information to City's auditing firm;
 - Directly supervises daily administration of payroll, accounts payable and revenue collection.
 - Establish and maintain positive working relationship with colleagues, subordinates and general public.
- Minimum Qualifications:
- MBA Preferred and CPA
 - Requires minimum ten (10) years of progressively responsible administrative and management experience in accounting, with five (5) years in a municipal finance management setting;
 - Requires thorough knowledge of municipal accounting and finance practices; state and local financial laws and procedures;
 - Requires valid Illinois Driver's License.

Village of Oak Brook, Technology Support Specialist

To apply please submit via email an employment application to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. The position is open until filled with the first review of resumes on Monday, October 26th. Additional information about the Village of Oak Brook and the Village of Hinsdale may be found online at: www.oak-brook.org and www.villageofhinsdale.org. SALARY: \$44,931 DOQ

The Village of Oak Brook and the Village of Hinsdale are jointly accepting applications for the position of Technology Support Specialist. This is a Full-Time position that supports Information Technology functions at both the Village of Oak Brook and the Village of Hinsdale spending 50% of their time at each employer. The position reports to an assigned supervisor at the Village of Oak Brook and at the Village of Hinsdale. The position will be responsible for responding to basic Technology questions, installation of hardware and software as well as troubleshooting problems and much more. This position is non-exempt

and primarily works Monday-Friday 8:00 a.m. to 4:30 p.m. with some evening and weekend hours likely being required.

Responding to Technology related questions and requests including but not limited to hardware/software problems, password administration, basic maintenance of all software applications as well as ability to troubleshoot all aspects of Information Technology. Additionally, this position must demonstrate fluency in all aspects of personal computers, many software programs as well as the Microsoft suite of applications. The person must have excellent written and oral communication skills and must demonstrate a commitment to customer service and collaboration.

The successful candidate must possess a Bachelors degree in computer science or related field. Display considerable skill in the operation of personal computers. Exercise sound judgment; demonstrate excellent written and oral communication skills, be able to multi-task, and coordinate multiple projects and deadlines. Work independently and manage and adapt to the workplace of two separate employers.

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen. E.O.E.

Village of Oak Brook Attention: Human Resource Generalist
kandris@oak-brook.org
1200 Oak Brook Rd., Oak Brook, IL 60523

Village of Vernon Hills, Assistant to the Finance Director

VERNON HILLS, IL (Population 25,911) is seeking an Assistant to the Finance Director. Vernon Hills is a progressive Aaa rated community with 101 Full-Time employees and a \$20 million operating budget. The Village provides Police services, including a multi-jurisdictional dispatch center; Public Works services including street, landscape, building and equipment maintenance; Community Development; Golf Course and Athletic Complex operations; and special events. The Finance Department has three full-time employees and two part-time employees, and is responsible for the financial, information technology, risk management and human resources operations of the Village. Duties will include, but not be limited to, oversight of the accounting, payroll and purchasing functions, financial reporting, coordination of the annual audit and fixed asset records, administration of certain Human Resources programs and completion of the personnel budget.

Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

Qualified candidates will have an undergraduate degree in Finance, Accounting or related field. A Master's Degree or CPA is a plus. A minimum of three to five (3-5) years of progressively responsible experience in governmental finance is required. Supervisory experience is desirable. Candidates should possess knowledge of laws and regulations pertaining to the administration of municipal finances, advanced understanding of Microsoft Office applications, strong organizations skills and excellent written and verbal communication skills. Experience with Munis, Kronos or a similar governmental financial system preferred. Knowledge of Risk Management, Human Resources, Payroll, Purchasing, Accounts Payable, Accounting and Financial Reporting is highly desirable. Successful candidates must be team-oriented and have a high level of professionalism and attention to detail.

The Village of Vernon Hills offers an excellent benefits package with a hiring salary range of \$71,536 to \$96,969. Actual starting salary will depend on qualifications. Employment is contingent upon successful completion of a pre-employment physical, drug screen and background investigation.

To apply send a resume and a completed application to Nikki Larson: nikkil@vhills.org by 5:00 pm on November 6, 2015. The application is available at Vernonhills.org. (EOE).

City of Naperville, Budget Analyst

The City of Naperville is looking for a Financial Professional to provide high-level data analysis and reporting, and provide departmental and citywide project support. Some of the responsibilities will include:

Collaborating with departments to develop and analyze the organization's annual operating budget and Capital Improvement Program (CIP) and prepare budget documents and supporting data for the submittal of the annual operating budget and the CIP. Analyze historical spending trends and future program requirements. Determine methodology to show total cost of City services; make recommendation on service delivery based upon the city-wide strategic plan. Develop recommendations for funding requests to others in the organization, City Council, and the public, Monitor, track, and report organizational spending to ensure that it is within budget. Analyze financial and other data, including revenue, expenditure, and employment reports. Estimate future financial needs. Perform research and data analysis and prepares summary reports in support of department programs, projects and initiatives. Assist

in developing and implementing new and revised policies and procedures, to improve administrative and budgetary operations. Analyze proposed programs and processes to determine feasibility, develop solutions, and create alternatives.

Bachelor's degree in Public Administration, Business Administration, Economics, Accounting, Political Science, Finance or a related field required with a master's degree preferred. One to two years of experience in a related field required. APPLY ON-LINE AT:

<http://www.naperville.il.us/careerops.htm> EOE The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.

City of Evanston, Director of Parks, Recreation & Community Services

Evanston, IL (75,000) a dynamic and historic lakefront community immediately north of Chicago seeks experienced, proven, progressive candidates to lead its Parks, Recreation and Community Services Department comprised of 78 FTEs and responsible for a budget of \$10 million. The department includes oversight of the city's 6 community centers, an indoor ice-skating facility, an extensive array of recreational and educational programs throughout 75 parks, community outreach, and numerous special events. Evanston is home to Northwestern University and is an ethnically, racially, and socio-economically diverse community. The city enjoys a diversified tax base, a vibrant downtown, strong neighborhoods, thriving commercial districts, and beautiful tree-lined streets. This position is appointed by the City Manager. Qualified individuals will be expected to have a strong background in management and leadership plus parks and recreation best practices. Candidates must have ten years increasingly responsible experience in an upper management position with a strong spirit of collaboration and innovation. The position requires a bachelor's degree in parks and recreation, public administration, business administration, or related field. Master's Degree preferred. Excellent interpersonal/communication/presentation skills are essential. Additional information regarding the position can be found at the consultant's website: www.govhrusa.com. Starting salary \$145,000+/-, depending on qualifications and experience. Residency is not required. Apply by November 8, 2015 in confidence, to the city's executive search consultant: <http://www.govhrusa.com/current-positions/recruitment> ATTN: Terrence Porter, Vice President.

Additional information regarding the City of Evanston Parks, Recreation & Community Services department can be found at the City's website: www.cityofevanston.org.



Engineering Enterprises, Inc.
Meeting Municipal Engineering Needs Today

- Water
- Wastewater
- Stormwater
- Land Surveying
- Transportation
- GIS

Planning • Design • Construction

52 Wheeler Road, Sugar Grove, IL 60554 ~ (630) 466-6700 tel ~ www.eeiweb.com



A publication of: Illinois City/County Management Association, Illinois Association of Municipal Management Assistants, Metropolitan Managers Association, Downstate City/County Management Association, Southwest Illinois City Management Association, The Legacy Project

This newsletter is published ten times a year by the Secretariat.
The deadline for ads or article submission in the newsletter is the 10th of the month prior to each month's issue.

Executive Director/Editor
Dawn S. Peters
Phone: 815-753-0923
Fax: 815-753-7278
dpeters@niu.edu

www.ilcma.org

ICMA Senior Advisors in Illinois

Ready to serve you in times of need.
Contact information for Senior Advisors:

Greg Bielawski
630-462-1876
g_bielawski@hotmail.com

Steven Carter
217-359-1338
stevenccarter@sbcglobal.net

John Phillips
309-428-5495
phillipsjohn99@gmail.com

Robin Weaver
630-835-6417
rweaver3333@gmail.com

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 emailed question

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