



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

September 2013

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Calendar of Events

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

September 4, 2013

Legacy Project Luncheon
Woodridge Village Hall

October 3, 2013

Metro Manager Luncheon
Lombard, IL

September 6, 2013

SWICMA Luncheon
Location TBA

October 9, 2013

IAMMA
Location TBA

September 6, 2013

IACA Meeting
Sycamore, IL

October 17 – 19, 2013

IML Conference
Chicago, IL

September 11, 2013

IAMMA Luncheon
Schaumburg, IL

September 11, 2013

**Cal-ICMA Coaching
Webinar**

September 22 – 25, 2013

ICMA Annual Conference
Boston, MA

September 23, 2013

ILCMA Reception at ICMA
Sheraton Hotel, Boston

October 3, 2013

ILCMA Professional Development
Lombard, IL



President's Column

The Ethical Grey Areas: Where to Find a Searchlight for Safe Passage Through the Fog of Ethics

ILCMA Professional Conduct Committee Submission by Alex Bertolucci,
Administrative Intern, Village of Mount Prospect

Quick Background: I am a pre-career student with two years of public sector experience. At this point I have spent more of my life in school than in the workforce and my active experience with ethics is less than that.

My undergraduate philosophy classes are where I had my first introduction to ethics. The concepts were abstract to me and it was difficult to make the theories connect to the real world. This disconnect of understanding was also present when I first became an ILCMA member and checked the box saying that I will uphold the code. While I read and was cognizant of what the code said, I mistook much of it as common sense, which I have learned is the first misconception of ethics. I underestimated the complexities that could derive from the tenets' application to the real world, and was able to make this realization through the growth of my experiences with the code and in the public sector.

My first example shows that acting in regards to a code of ethics is at times difficult due to lack of experience. A case of my past ethical inexperience is from the 2013 consolidated elections. On the opening day of election for candidates to file their petitions and related documents, I was caught off guard by one candidate's desire for a photo opportunity by our office's front desk staff which was also my workstation. I was removed from this situation and learned a lesson from an employee with much more public sector experience who happened to be passing by. While I would have been in the background of the picture while working at my desk and not actively with the candidate, I did not consider the larger picture of what the public might assume.

I also have become more mindful to the grey areas of ethics through stories I hear from co-workers and colleagues. A handful of these stories involve citizens' perspectives on how government employees should act. I have heard of times when citizens approach or report an employee who is on a lunch break at a local restaurant because the citizen assumes the employee is dodging work and wasting their tax dollars. Another instance was a resident who brought to management's attention that public works vehicles were driving down his street all the time. The resident could not understand that the vehicles were driving to job sites and not just driving around with no purpose. In the effort to affirm the dignity and worth of services rendered by government, the resident was encouraged to do a ride-a-long to see what public works was actually doing. When I will be in similar situations like in the above examples, I may rely on my experiences and the code for solutions but reaching out to colleagues and mentors who can shed new light on the situation to uncover a variety of ethical solutions from which to choose.

The ILCMA's summer conference session on ethics brought to my attention how expansive the ethical grey areas can be. During the discussion on Tenet 7, "Refrain from all political activities which undermine public confidence in professional administrators. Refrain

from participation in the election of the members of the employing legislative body," participants asked questions like what if your significant other works on a political campaign and could your attendance at your personal religious building or ceremony be considered a political activity? Personally, the fact that these questions could potentially compromise a public administrator's ethical position caught me off guard, but then I have heard that most ethical challenges are unforeseen. That is why these types of experiences are important because through the collective examination of ethically questionable scenarios I now have more information on how to respond, even if those scenarios will probably not be identical to the ones I will be faced with.

As it seems true about most skills in life, a person can improve through practice and this is also true for ethics. I have seen my ethical awareness increase during the past two years. With my new found experiences, I am better able to connect the code of ethics to my actions and life. In general, this has produced questions or made me examine my decisions. For example, I participate in my local Crime Stoppers organization, which also happens to be in the same municipality where I work. Originally, I did not see an ethical dilemma but after further consideration I have become unsure of the ethical disposition of my participation in the group.

My ethical radar was alerted through a conversation I had with a mentor about their participation in a professional organization that was conducting fundraising. From one point of view, my participation is in line with Tenet 9, "encourage communication between the citizens and all local government officers," but a counter could be that I am not in full alignment with Tenet 3, "Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of elected officials, or other officials and employees, and of the public." After applying the tenets mentioned above, the code as a whole and the mentor's input, I have decided that I will remain with Crime Stoppers but in a reserved capacity. I will continue to attend meetings and offer my abilities to help the organization where I can; although I will refrain from participation in fundraising activities or other events where I feel my neutral position as a public administrator could be compromised.

As I am beginning my public career, I find solace that our profession has these discussions that delve into and explore the grey areas of ethics. From sharing these experiences and seeking out colleagues' input, we gain more tools with which to work through these difficult questions that all public administrators face.

Correction to Illinois Association of County Administrators Board of Directors

President – Peter Austin, McHenry

President Elect - TBA

Treasurer – Adam Lehmann, McHenry County

Secretary – Deb Busey, Champaign County

Past President – Scott Sorrel, Peoria County

Who's Who Directory Update

Steven Bosco, formerly the assistant to the village administrator in Bartlett, has been appointed as the new village administrator in North Aurora. His new contact information is as follows:

Steven Bosco
Village Administrator
25 E. State Street
Village of North Aurora, IL 60542
Phone: 630-897-8228 ext. 233
Email: sbosco@vil.north-aurora.il.us

Brian Townsend, formerly the city administrator in St. Charles, has been appointed as the new village manager in Schaumburg. His new contact information is as follows:

Brian Townsend
Village of Schaumburg
101 Schaumburg Court
Schaumburg, IL 60193
Phone: 847-923-4700
Fax: 847-895-7806
Email: btownsend@ci.schaumburg.il.us

Mike Earl, formerly the director of human resources in Des Plaines, is the new Director of community services for the Village of Lake Zurich. His new contact information is as follows:

Michael J. Earl
Director of Community Services
Village of Lake Zurich
505 Telser Road
Lake Zurich, IL 60047
Direct: 847-540-1754
Office: 847-540-1696
Cell: 847-652-1310
Fax: 847-726-2128
Email: Mike.earl@lakezurich.org
www.lakezurich.org

David Cook's new contact information is as follows:

David C. Cook
Executive Director
Intergovernmental Personnel Benefit Cooperative
800 Roosevelt Road
Building C - Suite 312
Glen Ellyn, IL 60137
Email: davec@cmservices.com
Phone: (630) 942-6521

Kathleen Gargano, formerly the assistant village manager in Wilmette, has been appointed the new village manager in Hinsdale. She begins her position on September 9.

Welcome New Members!

Amy Ahner, Village of Glenview, Director of Administrative Services
Hannah Eisner, McLean County, Assistant County Administrator
Kyle Gill, City of Mattoon, City Administrator
CJ Mikucki, UIC, Student
Kevin Sing, Village of Manhattan, Village Administrator
Peter Vadopalas, Village of Skokie, Assistant to Village Manager
Susan Wallace, City of Wheaton-Public Works, Management Analyst

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ILCMA Reception at the ICMA Annual Conference in Boston

Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The ILCMA reception will take place after the NIU MPA 50th Anniversary Alumni Dinner. ILCMA is planning an after dinner cocktail reception at The Sheraton Hotel, which is connected to the convention center.

Location: **Sheraton Hotel**
39 Dalton Street
Boston, MA

Date: **Monday, September 23, 2013**

Time: **8:30 p.m. – 11:00 p.m.**

Please join ILCMA for an evening of networking and fun!

We hope to see you at the ICMA Annual Conference in Boston, MA in September!

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.

Can the Jungle be Tamed?

By Ken Demlow, Beehive Industries

In working for several years with all levels of municipal governments, I have had a lot of discussions that went something like: "Well...I don't really have that information...you will have to check with..."

Or, "Well...there really is only one guy who knows that and hopefully we can track him down..."

Or, "...I don't know what they are using or how they are keeping track of that..."

The message I want to start this article with is: With today's software and technology, the possibilities of how to improve those issues is really exciting. And, if you are struggling with these types of things, there are a lot of reasons (particularly for you as a manager) that you might want your information to be better than the norm.

Before I go too far, I need to give credit where credit is due. I have been having the above conversations for years, but a discussion that I had recently really helped to clarify these thoughts for me.

At the ILCMA 2013 Summer Conference in Galena, I was fortunate to have some time to talk with someone most of you know fairly well, Kurt Thurmaier, the Director of NIU's MPA program. He said something that struck me: in the MPA program, they have a short section in which they teach municipal software as a management tool.

The light bulb went on.

Silos, work flows, departmentalization, volumes of data, spreadsheets, masses of pieces of paper can become their own data jungles and can make the bigger picture harder to see. Sometimes, the result can be the lessening of some pretty important things: transparency, efficiency, accountability and tools for management.

Again, the message I have for you in this article is: if you are dealing with these types of things, improvements can be made. Your software really can be an integrated management tool – for you, for your department heads and for your supervisors – while being useable by your staff. And, when good, integrated software is paired with a good infrastructure, some powerful things can happen.



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ASSET, INFRASTRUCTURE & EVENT MANAGEMENT SOFTWARE

Example of Management Information Available Real Time – Wastewater Flushing

There are some things to think about from the infrastructure side:

- Where will the data be stored?
- What path will it follow?
- Can it flow fast enough?
- Is the data secure?
- Is it safe?

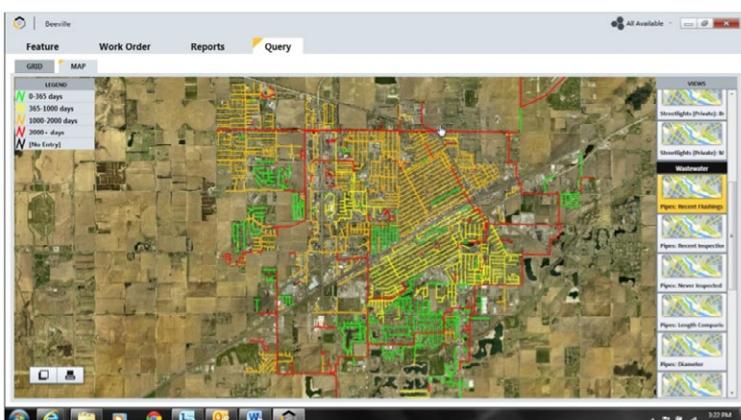
Those are topics for later discussions, but they are things that will be important to a good system that will be both functional for your staff and able to provide management information.

And, here are some things to consider on the software/work flow side:

- Bottlenecks – Where do you have to wait for data (or not get data)? If you have to ask for information; or worse, wait for information; or even worse, not get information – the real question is why? Software can be integrated to where that information can be available in real time.
- GIS – mapping is great. And, there has been a big push for everyone to have it. In a lot of places, that has become its own expensive thing off by itself that mainly spits out maps upon request. Or, it has become something that someone else does and can be accessed for maps here and there. It doesn't have to be that way. Mapping can be part of the data that is very useful, useable and an expense that isn't out of line with other software expenses.
- Efficiency – things like duplication of effort and waiting on people for reports or information just don't have to be as prevalent and costly as they often are. Those things can be focused on and fixed. If they are put into a good work flow that feeds into good, integrated software, then powerful things can happen and money can be saved. Let me repeat that – there can be savings that can justify the expenses for these upgrades.

- Accountability and Transparency – If the data is available and up-to-date, then good software can give you the tools to decide who you want to and how you want them to see it. Public portals with good, accurate, up-to-date information can create trust and stronger relationships with the public (and reduce calls to your staff).
- Managing the Managers and Supervisors – if you can see good, accurate, basically real-time information, then you can lead and organize more rather than reacting.

Take heart if you are in the jungle – the things in this article are possible and attainable. It takes vision, planning, and leadership, but the results can be incredible. If there are any ways that we can help, we are glad to become your partner and co-worker in helping these improvements become reality.



Corporate Partner Spotlight

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Roundabouts Dramatically Improve Safety and Illinois is Taking Notice

by Sean M. Widener, PE, PTOE and Kevin Kuhlow, PE, Clark Dietz

Proven safety performance is a primary reason modern roundabouts are gaining momentum in Illinois. While local and state officials are just warming up to the idea of roundabouts, neighboring states have seen a significant increase in their popularity. Wisconsin boasts over 200 roundabouts, and there are more than 60 roundabouts in Carmel, Indiana alone. Other states such as Missouri have experienced similar increases, with over 190 roundabouts built on state and local roadways. Illinois, however, is easing into roundabouts with approximately 35 locations and mostly all of them on the local system. Although implementation in Illinois has been slower than neighboring states, local and state officials are starting to take notice of the dramatic improvements in safety and traffic efficiency that roundabouts provide.

What is a Roundabout?

A roundabout is a compact one-way circular intersection engineered to maximize safety and reduce traffic congestion. Motorists are required to "yield at entry", which reduces delays due to unnecessary stops, and enter only when there is a safe gap in traffic. Geometric elements, signs and pavement markings direct traffic in a one-way, counter-clockwise flow, while keeping speeds low.

Engineering Benefits

Roundabouts have demonstrated improved safety over other intersection designs partly due to their compactness and one-way circulating traffic. The single direction traffic flow eliminates the possibility of severe head-on and left-turn crashes. In addition, motorists travel at slower speeds further reducing fatal and injury resulting accidents. Studies also show fewer accidents involving pedestrians and bicyclists.

A 2006 study conducted by the Federal Highway Administration reports a reduction in the following types of crashes due to the implementation of roundabouts:

- Fatal intersection crashes by 89 percent
- Injury intersection crashes by 76 percent
- Total intersection crashes by 39 percent
- Pedestrian crashes by 35 percent
- Bicycle crashes by 10 percent

Additional studies also show that roundabouts have improved efficiency with a reduction in motorist delays between 65 and 89 percent. When approaching a roundabout, motorists yield rather than stop at a traffic signal or stop sign. This reduces delays and allows for higher traffic volumes to move more efficiently through the intersection.

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Community Benefits

The elimination of traffic signals not only saves approximately \$3,000 to \$5,000 per year in maintenance and energy costs, but reduced idling provides motorist savings through lower fuel consumption. Reduced idling also means less air pollution, so even the environment can breathe easier.

Many roundabouts have been constructed to aid in local beautification efforts and economic development. Incorporating landscaping and sustainable design elements, such as permeable pavers or rain gardens, roundabouts can create an aesthetically pleasing, environmentally friendly design feature. When used in a town center, the roundabout can enhance business development and help define community spaces.

Future Expectations

While roundabouts are receiving more attention at the state level, local municipalities and counties in Illinois have been leading the way with their support of modern roundabouts. With the deciding factors usually coming down to safety and operations, many roundabouts on the local system are also providing aesthetic or economic development benefits. From new development to urban renewal projects, modern roundabouts are often the center of attention when it comes to proposed infrastructure. Regardless of the reason for building one, the number of roundabouts is expected to increase in Illinois as safety remains a high priority and drivers adapt to the circular intersection design.

For more information, please contact the authors below:

Sean M. Widener, PE, PTOE is a senior project manager at Clark Dietz, Inc. in Champaign, IL with over 13 years of municipal engineering experience. He is a member of ILCMA and serves on the winter conference committee. www.clarkdietz.com

Kevin Kuhlow, PE is a project director at GHD, Inc. in Madison, WI, the home of Ourston Roundabout Engineering. Since 2000, he has been actively involved with all aspects of roundabout design. He is a registered Professional Engineer in Illinois, Indiana and Wisconsin. www.ghd.com

Corporate Partner Spotlight

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An Introduction to Textile Recycling

When thinking about recycling, the items that commonly come to mind are paper, plastic, glass, and aluminum. These are the most commonly recycled items—perhaps because they can be conveniently recycled in curbside bins, in stores, and at schools. However, there are other items that are just as recyclable, like textiles.

Yes, textiles: this includes clothing, towels, bedding, and other household fabrics, as well as shoes and all types of footwear. Close to 95 percent of textile waste may be reused or recycled, but according to the U.S. EPA, just 15 percent is diverted from the waste stream. In Illinois, textiles make up 7 percent of municipal solid waste in landfills, according to a recent waste characterization study.

The most likely explanation to why paper, plastic, glass, and aluminum are the most-recycled items is convenience. In the world of recycling, convenience is the name of the game; the easier it is to recycle an item, the more likely people are to do it. As it turns out, textile recycling is very easy and convenient.

What are the best ways to reuse and recycle textiles?

Finding any way to keep textiles out of landfills is a step in the right direction. There are several ways to responsibly dispose of textiles. Keeping them out of landfills is the number one goal, whether it's by donating to a charity, passing it on to a friend or family member, or finding a USAgain bin for a convenient deposit. Textile recycling is commonly conducted in one of two ways: either by dropping items off at a designated drop-off point or scheduling an at-home pickup.

When recycling clothing—whether you're dropping off or scheduling a pickup—consider the fuel that's being used to get the clothing to its recycling destination. If you have to drive out of your way to drop off clothing, wait until you've filled several bags in order to maximize efficiency. Likewise, try not to schedule an at-home pickup if there's a drop-off point on your way to work or school.

Another option is hosting a garage sale or simply passing unwanted clothing on to a friend or family member. Also, consider upcycling surplus textiles into new, useful items. Upcycling is the process of turning an unwanted item into a new product, such as making an old t-shirt into a do-it-yourself gift bag.

Where do my recycled textiles go?

The answer to this question depends on a couple of things, like the condition of the item and type of item. Generally speaking, items in good enough condition are worn as secondhand clothing, which 70 percent of the world wears.

Secondhand clothing is sold domestically in thrift stores and resale shops, where it puts people to work and offers an inexpensive alternative to new clothing. Similarly, there is a huge foreign market for secondhand clothing. Common destinations for exported secondhand clothing include Africa, Eastern Europe, and South America.



The image shows the USAgain logo, which consists of the word "usagain" in a blue sans-serif font with a green arrow pointing to the right above the letter "i", and the tagline "use it again" in a smaller font below. Below the logo is a green rectangular bin with the USAgain logo and the text "Clothes & Shoes". The bin has a small opening at the top and a handle on the side.

Warm-weather items usually make their way to places like Africa, while winter gear is resold in South American and European markets. High-end items, like vintage denim and designer clothing, are often sent to Japan to be resold in secondhand shops.

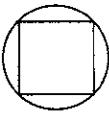
Items that are ripped, stained, or damaged are broken down and recycled into new products. Some of the products commonly made from recycled textiles include industrial wiping clothing and vehicular insulation. Items are often broken down and fiber is reclaimed for new textile products, similar to the process of paper recycling.

How does textile-recycling benefit the Environment?

Aside from limiting landfill space, textile recycling reduces the need to produce new resources and place further strain on the planet. According to the World Bank, approximately 20 percent of global industrial water pollution comes from the treatment and dyeing of textiles. The dyeing process is very chemical-intensive, as some 72 chemicals enter water as a result of the process.

Recycling textiles also reduces carbon dioxide emissions, which is the most significant cause of global warming. For each pound of textiles recycled, seven pounds of carbon dioxide is prevented from entering the atmosphere and contributing to climate change. Recycling textiles is a simple, yet necessary, step toward reducing local waste and bettering the planet as a whole. It creates jobs, too. In the U.S., the recycling and reuse industry employs 85 times more people than traditional waste disposal on a per-ton basis. As it turns out, saving the planet can also help bolster the economy. When faced with the dilemma of having surplus clothing and limited closet space, make the environmentally responsible choice and reuse, recycle or repurpose your clothing. Whether you choose to deposit your clothing in a USAgain bin or give it to a friend in need, make sure your clothing finds a second life. Learn more at www.usagain.com.

Metro Managers



October Luncheon

What Every Municipal Administrator and Police Chief Must Know ~ Mass Shooter Training: Coming to a School near You

The State of Illinois now mandates mass violence training in your schools. This training is extremely important and it will involve your entire community.

Our program will begin to prepare you for the worst. Consider what will happen during a mass violence crisis: the need to address community fear and rumors, rescue the victims, address the media, and assist the emotional needs of families, staff, and supporters.

Longer term, consider the development of policies on memorials and even plan to address curiosity seekers, television documentaries, and book authors flocking to your communities.

If these events are handled properly, your reputation will be maintained and future crisis will be mitigated. However, advance planning is a must and it will start by collaborating with your schools.

Join Elk Grove Police Chief **Stephen F. Schmidt**, Chairman of the Illinois Chiefs of Police Homeland Security Committee, as we explore these important topics.

We recommend bringing your Chief of Police to this event.

DATE: Thursday, October 3, 2013

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

LOCATION: Harry Caray's Restaurant
70 Yorktown Center
Lombard, Illinois

COST: **\$25.00** check or cash payable at the door (Interns & MITs are Free). Additional \$5 charge for invoicing the cost of the luncheon.
\$50 if also attending the ***ILCMA Professional Development Event: Career Derailers***

RSVP: **By September 27 at <http://www.ilcma.org/forms.aspx?FID=79>**
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

Cancellations must be made by September 27.

Any cancellations after that date will require full payment for the luncheon



Educate. Advocate. Empower.

IML – A Great Technical Resource for Municipal Managers

By John Downs
Mokena Village Administrator

As we all know, the Illinois Municipal League has long been recognized for conducting their annual conference in Downtown Chicago, tracking the legislative affairs of the Illinois General Assembly, publishing the monthly "Review Magazine" along with providing educational opportunities for its members. While the IML has been a valuable resource for Illinois communities for almost 100 years, I believe IML staff members have made steady and incremental enhancements to their technical support capacity over the past several years. By utilizing a combination of technology and good customer service techniques, IML staff members constantly strive to improve their level of practical support. I believe that these improvements could be helpful to many municipal managers throughout Illinois.

To track the legislative proceedings of the General Assembly, many of us are regular users of the IML's electronic based "Statehouse Briefing" and their up-to-date website. These tools provide an excellent means to stay current with potential legislation that impacts our cities and villages. However, in addition to these well utilized electronic and web-based tools, IML staff members are readily available for direct consultation with professional public managers on a host of issues. Through my experiences, I have found the IML staff members to be knowledgeable and responsive when contacted directly. Not only do IML staffers track proposed legislation, they are insightful and informed about the procedural logistics utilized by the General Assembly when bills are being considered. As we have all come to learn, legislation being considered by the General Assembly is often complicated, lengthy, and unclear with regard to content and its potential impacts on municipalities. Based on the volume of legislation under consideration at any given time, sorting through what could be important to us as public managers can be time-consuming and frustrating.

This is where I have seen the most improvement in the IML's technical support over the last decade or so. While not intended to serve the role of legal counsel to your city or village, both Roger Huebner and Brian Day possess legal backgrounds and can offer well-rounded perspectives regarding potential or recently adopted legislation by the General Assembly. They can also give you

some insight with regard to the context and nature of inquiries or questions they are fielding from other municipal managers. With regard to General Assembly's legislative activities and other logistical proceedings, the "two Joes" (McCoy and Schatterman) are also valuable resources. These two individuals interact directly with General Assembly members, their staffs, committees, caucuses and lobbyists. They are knowledgeable about potential legislation as it moves through both the Senate and the House. Because they both interact regularly with the General Assembly, both Joe McCoy and Joe Schatterman can provide an up-to-date assessment of where legislation may be heading and its likelihood of becoming a law in Illinois.

Executive Director Larry Frang is extremely knowledgeable with regard to statewide financial matters and in particular those that impact municipalities. His exceptional knowledge and understanding of the local government distributive fund (LGDF), motor fuel tax distributions, and other financial matters impacting our municipal coffers can be very helpful. I have personally called the IML office many times and always found Larry available and willing to discuss these matters with me to the degree and depth I wish.

Although I mentioned Joe McCoy earlier in this article, he is also the staff liaison to the IML Managers Committee. Joe provides support and direction to all of the committee members. He assists the Committee in developing education sessions at the annual conference, lobbying on behalf of municipalities, keeping us current regarding activities of the General Assembly, and formulating our approach to improving professional management of our cities and villages. Joe is an excellent resource with regard to municipal matters that impact our profession.

Lastly, it is my opinion that the IML views professional city managers and administrators as integral to the well-being of local government in Illinois. The examples I have written about in this month's column represent the IML's commitment to assisting our profession. While their traditional support mechanisms (including electronic and web-based programs) are excellent, I have always found IML staff to be responsive and willing to share their knowledge in great detail when called upon. They are responsive and interested in knowing what professional managers are focused upon.

I urge all peer city managers and administrators to give some thought about reaching out directly to the Illinois Municipal League staff to enhance their knowledge and improve the delivery of services to our constituents. I would like to thank my peers for supporting the IML Managers Committee and working hard on behalf of our communities each and every day. Let's keep up the great work and make tomorrow a better day for those we proudly serve.

This article represents the expressed opinions of the author.



Illinois City/County Management Association 815-753-5424 ■ Fax 815-753-7278

ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up

Count me in! I have indicated three (3) time slots that I can work

Name: _____

Title: _____

Address _____

Phone _____ Fax _____ e-mail _____

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, October 17

2:00 pm – 3:30 pm

3:30 pm - 5:00 pm*

5:00 pm - 6:30 pm

Friday, October 18

10:00 am - 11:30 am

11:30 am – 1:00 pm

1:00 pm – 2:30 pm

2:30 pm – 4:00 pm

4:00 pm – 5:30 pm

*The Official Grand Opening is at 5 pm with the Get Acquainted Reception being held from 5:30 – 6:30 pm.

YES, my mayor is willing to staff the booth with me!

Please respond by October 5th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or e-mail your response to:

Fax: 815-753-7278

Email: dpeters@niu.edu

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CGS is pleased to welcome **Craig Rapp** to the Public Management and Training Team!

As a former City Manager and former Director of Consulting for ICMA, Craig brings a wealth of experience and knowledge to CGS. He will lead our efforts in:

- Effective Governance/
Board Effectiveness
- Strategic Planning
- Team Building
- Government Collaboration
& Shared Services Studies

Craig Rapp
email: craig.rapp@niu.edu
office: 312.242.1754
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Civic Leadership Academy Enters 9th Year

NIU's Civic Leadership Academy (CLA) is entering its 9th year of offering engaging and timely training programs for local government professionals in Illinois. The 2013-14 line up of day-long and half-day seminars includes 14 new topics and several updated courses. The CLA is a unique series of skill development programs for appointed professionals, supervisors and elected officials. All of the program's high quality seminars take place at NIU's Naperville Center, NIU Rockford, and in Lake County. This year's series kicked off on August 22nd in Lake County, quickly followed by events in Naperville and Rockford. Participants who complete four courses (two core courses and electives totaling two full days of workshop, or any combination thereof) are eligible for recognition via a Certificate of Completion.

With the Academy's 8th year just completed, CLA now boasts over 90 Certificate graduates and over 450 participants! CLA workshops expose participants to a mix of leadership and problem solving techniques as well as technical skills suited to addressing today's complex issues and agendas. The workshops are designed to give participants new and updated skills for personal "leadership effectiveness" in their civic roles and responsibilities. As this year's new course offerings demonstrate, several workshops have been designed for a broad audience while others in the series have been aimed specifically at special skills or interests. Some of the new courses offered in 2013-14 include: "FOIA, OMA, and Social Media - Keeping it Legal," "Government Financial Basics," "Grant Writing," "Communicating in Crisis," "Competitive Bidding: From Proposal to Delivery of Services," "Understanding Zoning and Code Enforcement: What You Need to Know," "Employment and Labor Relations," "Social Media - Connecting Government," and "Constituents, and Cross Sector Partnerships." The Academy will again co-sponsor a 2014 Illinois Financial Fiscal Forecast Forum with ILCMA on January 31, 2014.

This year's schedule can be found at <http://www.cgs.niu.edu/cgs/CLA/Index.shtml>

Ready to register? You are just one click away at
http://registeruo.niu.edu/iebms/reg/reg_p1_form.aspx?oc=40&ct=NIU&eventid=13089

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Advancing Civic Leadership



CLA Courses Qualify for ICMA's Voluntary Credentialing Program

September 12, 2013 - NIU Naperville
Now That You are in Office

September 17, 2013 - NIU Naperville
Economic Development as an Ecosystem of Collaboration

- September 18, 2013 - NIU Rockford
FOIA, OMA, and Social Media - Keeping it Legal
- October 2, 2013 - NIU Rockford
Government Financial Basics
- October 8, 2013 - NIU Naperville
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The ILCMA Professional Development Committee Presents

CAREER DERAILERS Don't Derail Your Career – Put Yourself, Your Department Heads, Your Supervisors and Your Elected Officials Back on Track

Career Derailers come in many forms. The derailers that are most important are those that impact decision making or derail the work of your department. When mismanaged, these factors drag down organizational performance. Worse yet – Career Derailers negatively impact your work life. What's a career derailler? Here are some examples:

- Perfectionism is driven by high standards that become harsh. Who bears the brunt of the harshness?
 - Excessive Task perception: Work has to get done, but at what cost to the interpersonal aspects of work?
 - Hyper-competitiveness: When competition is unhealthy, work derails.
 - What price do we pay for hyper-partisan politics and uncivil discourse spread far and wide?
- These are all symptoms of career derailers. Join us to learn how to identify them and make the changes necessary to improve organizational performance, team performance, and your performance.

Presenter: Dr. David "Daven" Morrison of Morrison Associates, Ltd. Palatine, Illinois.

Date:	Thursday, October 3, 2013	
Time:	9:00 a.m.	Registration and Continental Breakfast
	9:30 – 11:30 a.m.	Presentation
Location:	Harry Caray's 70 Yorktown Center Lombard, IL	Addresses ICMA Practice Areas 1, 14, & 18: Staff Effectiveness, Advocacy and Interpersonal Communication, and Personal Development
Cost:	\$30 for Professional Development Only \$50 if also attending the Metro Manager Luncheon (\$5 discount) \$20 for Downstate Member Video Stream Members in Transition – please e-mail or call Alex below to register	
RSVP:	Phone in Registration 815-753-5424	
By Sept. 27	Email registration to Alex Galindo at agalindo@niu.edu Online Registration with Credit Card: http://www.ilcma.org/forms.aspx?FID=79	

Cancellations must be made by Sept. 27. Any cancellations after that date will require full payment.



Northern Illinois University



Division of Public Administration

ANNIVERSARY FALL SEMINAR Professional Values & Generational Change

Friday, September 13, 2013 8:30 a.m. - 4:00 p.m.

Chicago Marriott Northwest
4800 Hoffman Boulevard, Hoffman Estates, IL 60192

Cost: \$60. Includes buffet breakfast and plated lunch.

8:30 – 10:00 a.m. Buffet Breakfast

Enjoy a buffet breakfast and join in a lively discussion about the generational differences that are affecting the workplace. Is it true that “Boomers live to work and Millennials work to live?” How do we create the work life balance and how do we protect that balance?



10:30 a.m. - 11:45 a.m.

Morning Keynote Speaker, Dr. James Svara

Research Professor, School of Public Affairs, ASU

Visiting Professor, School of Government, UNC Chapel Hill

The Legacy of Professional Local Government Management.



Noon - 1:45 p.m.

Lunch Keynote Speaker, Laura Huffman

State Director of the Nature Conservancy of Texas

How a high quality MPA program prepares students for public service.

2:00 p.m. – 4:00 p.m. Afternoon Colloquium

Budgeting for Local Government and NGOs during Economic Recessions/ Fiscal Stress

With a distinguished panel of academics and practitioners:

- Dr. Rebecca Hendrick, Associate Professor, University of Illinois Chicago
- Dr. Mike Craw, Assistant Professor, University of Arkansas at Little Rock
- Brian Caputo, Chief Financial Officer/City Treasurer, City of Aurora, Illinois
- Dr. Donijo Robbins, Professor, Grand Valley State University, Allendale, Michigan

Generational changes are occurring, how do we attract a new generation of public servants to a career in public service?

In a state with a culture of corruption, how do we promote an atmosphere of ethical responsibility, democratic accountability and transparency?

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

What Are the Benefits?

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

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

Congratulations to the following ILCMA members who were recently approved as ICMA Credentialed Managers:

Gary H. Hanson, DeKalb County
Raymond Keller, Gilberts
Bartholomew Olson, Yorkville
Ronald Searl, Westmont
De'Carlon Seewood, Richton Park
Mell E. Smigielski, Mahomet
Roy Witherow, Lake Zurich

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Nevada County Award Winning Mobile Worker Program

by Nevada County, CA

Protecting tax payer funds, reducing automobile emissions, and responding quicker to customer needs are three principle benefits of Nevada County's Mobile Worker Program. With a square area well over 900 miles, Nevada County has in upwards of 1200 miles of roadways, including 154 miles unpaved in unincorporated areas. The vast road system plays a massive role in the County's fleet management costs, vehicle emissions, and ability to timely service the public needs on a daily basis. Nearly 100,000 residents are dispersed within three incorporated cities, Grass Valley, Nevada City and Truckee, which contain approximately 33% of the residents, and well over 15 distinct unincorporated areas, which contain approximately 67% of the population. Because of the predominately-rural landscape, Nevada County employees often travel to unique properties and locations with unclear markers, "We can pull over on the side of the road and use our geographic location software to identify boundaries", says Lyle Bohnet, Code Enforcement Officer, which allows him the tools to arrive at the proper location, on time, and safely. This connectivity allows the Mobile Worker to limit calls to the office, which alleviates office staff involvement, limits additional miles traveled, and increases productivity by setting more appointments or allowing more time for unexpected visits.

With forward, innovative thinking from Steve Monaghan, Chief Information Officer, and Diana Carolan, Information Systems Manager, the Mobile Worker programs' new approach at reducing air pollutants and expanding services to reach additional residents was a viable outcome. Derived from California Assembly Bill 2677 (Department of Motor Vehicle Subvention Fund Program mandated from the California Clean Air Act), the Nevada County Mobile Worker's primary goal is to reduce vehicle emissions using a combination of field based technologies and automobile license fees.

The Mobile Worker can now perform essential duties in the field such as capturing and submitting data, printing receipts, reports and forms, accessing live information and enhancing communications with the Government Center and the community without having to return to the office after each appointment. In addition, more reductions of air pollutants came in the form of reduced customer mileage by having better access to county services through the Mobile Worker and the County website, thus reducing vehicle excursions to the government offices to request documents, conduct business, or attend meetings. Now, the public can print necessary forms from MyNevadaCounty.com, attend meetings via the video conferencing network and receive prompt self-service from home or workplace.

Initially, the total project cost was estimated at roughly \$180,000, with an estimated reduction of over 200,000 miles per year, and a first year cost savings of over \$150,000 in fuel and fleet expenses. The County is hopeful that numerous full-time staff will participate in the program, once the initial phase is complete. A total of four employees have been dedicated to date, saving over 340

unnecessary trips and 150 hours in a few short months. Imagine implementing mobile devices across numerous diverse departments, with multiple applications and programs, and specific hardware, in an ever-changing technological environment. Sounds simple, right? By the time the Information and General Services department (IGS) was ready to deploy the mobile devices, specifically for each department over the County's secure network, new technology was emerging and the device

continued on next page

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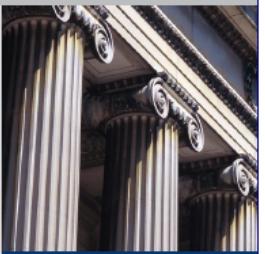
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programs and hardware became virtually obsolete or in heavy need of updating. The minor bump in the road proved challenging, but the knowledgeable and well-experienced staff in IGS brainstormed solutions quickly and began the mobile device rollout.

The first employees received mobile devices in September 2012 and quickly embraced the new "in-the-field" aid. Agricultural Biologist Luci Wilson reflects, "I used to be tethered to a laptop and power cable. Now, with this mobile device, I can free myself, use the device to fill out and sign forms, input data into spreadsheets and email clients from any field location". The customers benefit from this quicker response and the received feedback is nothing short of positive.

The available grant funding arrived at an ideal time in the County as the mobility initiative was in the implementation phase, which included the installation of mobile devices, new applications, changing internal businesses processes and new internal control policies. This funding allowed (GIS) to test new mobile device technologies and applications across a large array of public service departments and evaluate the impact on community and staff alike. The early results from this non-technical funding source proved that the information network and applications were not quite compatible with the "then" current device hardware, and through trial and error, a solution was imminent. In addition, IGS staff knew that once implemented, the Mobile Worker program was beneficial not only to the recipients of services and to the taxpayers in the form of real dollar savings, but protecting the most important resource in the community, the environment. Staff invested countless hours, held numerous meetings, worked with Program Managers to assess staff needs and arrived at a quick solution integrating all components.

Brian Steger, Agricultural Biologist, uses his handheld device daily as he inspects incoming packages at the UPS and FedEx facilities for harmful pests. With thousands of pests and a variety of plants, Brian needs quick access to a Federal website to identify plant material and to prevent pest infestations to the County that would cripple the local agricultural industry. Prior to the mobile device, Brian was required to delay the delivery of a parcel until he could drive back to the office to research and classify the item using a paper-binder manual. Can you imagine this impact on the delivery company that prides itself with on-time deliveries and the negative public perception of delays? It is clear to see when you look back and analyze the collaborative thought and implementation process of Steve and Diana, why the Mobile Worker has integrated into County functions so effortlessly. The Mobile Worker meets and exceeds many of the County's values, as adopted by the Board of Supervisors, such as "Customer Satisfaction", "Innovation", "Personal Responsibility" and "Our Community", which means the program has a tremendous effect on the citizens of Nevada County, but most of all, the environment and that of our neighbors. The sustainability of the Mobile Worker program is of enormous benefit, and un-hypothetically speaking, will continue as an essential function of service delivery and the promotion of positive environmental impacts throughout Nevada County. Learn more about this program by visiting <http://www.mynevadacounty.com/nc/bos/Pages/4H-Citizenship-Project-and-CSAC-Mobile-Worker-Award.aspx>.

About

ILCMA and the Alliance for Innovation are partnered in efforts to provide members of both organizations exposure to national innovations along with sharing the innovative initiatives and projects of Illinois local governments.

The Alliance is a network of local governments driving innovation throughout their organizations. You can learn more about the Alliance for Innovation and or the joint Alliance and ICMA Knowledge Network at www.transformgov.org or contact our Regional Director, Greg Stopka at gstopka@transformgov.org.

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IAMMA September LUNCHEON

Wednesday, September 11, 2013

Location:

Westwood Tavern & Grill
1385 N. Meacham Rd, Schaumburg, IL 60173

Time:

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

Cost: \$25.00

Checks can be made payable to IAMMA.

Please RSVP for luncheon by Friday, September 6 via the link below:

<http://www.surveymonkey.com/s/LWZ75JB>

For questions email Becky Suhajda at bsuhajda@glenview.il.us

Topic: Managed Competition Reviewed

Brett Barganz, Senior Management Analyst and leader of the Village of Glenview's Managed Competition Committee, will provide luncheon attendees with an overview of the principles of managed competition, how it is being utilized in the Village of Glenview and an example program and cash flow analysis for attendees to review. Brett will follow the presentation with a question and answer session.

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.



Midwest Leadership Institute

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

Approach

Successful professional local government leadership requires knowledge and a skill set centered on the ability to understand individual and organizational behavior. The Midwest Leadership Institute was developed to equip participants with the leadership skills needed to drive for results in the increasingly complex world of local government. The Institute is an intensive six-day program, broken into two sections, one with an internal self focus and one with external organizational focus. The Institute provides the fundamental requirements for leading people in a world with many personalities, competing personal interests, endless news cycles, social media, "gotcha" blogs and few things that are black and white. The Institute customizes learning to individual needs. Participants will leave the Institute having developed essential leadership skills and will have a greater understanding of when and how to use those skills. Participants will learn how to apply interpersonal concepts (from medicine and psychiatry) to real local government challenges.

Curriculum

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

How to manage OTHERS (*November 5-8, 2013*) by:

- Strengthening one's ability to manage uncivil discourse
- Resolving conflict
- Building a working alliance
- Leading with character and be a source of inspiration
- Mastering the judgment triangle
- Understanding power and influence

How to manage YOURSELF (*April 2-4, 2014*) by:

- Understanding emotions and build exceptional emotional and psychological stability
- Developing brain speed and flexibility of mind, the ability to think faster and more efficiently and thus act more decisively at the proper time
- Self reflecting
- Managing challenges to balancing work, family, and self

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

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

Instructors

The Academy is held at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL on November 5-8, 2013 and April 2-4, 2014.

Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire six day program is \$2,000 and includes course materials, continental breakfast, two breaks, and lunch all six days and dinner on November 7 and April 3. The cost for the November 5-8 session (How to manage OTHERS) is \$1200. The cost for the April 2-4 session (How to manage YOURSELF) is \$900. There is a \$100 discount if you sign up for both at the same time.

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

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

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

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

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

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

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

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

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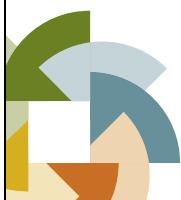
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Village of Mahomet, Urban Planner

The Village of Mahomet, Illinois (pop.7,258) is seeking an experienced Planner to perform highly responsible professional planning, zoning, permitting and development review functions for a municipality located 8 miles west of Champaign in Champaign County with a high growth rate, will be responsible for the implementation of the Village's land use and development plans, site plan and subdivision review and text amendments. The work involves complex and sensitive issues requiring a high level of judgment and tact and the ability to clearly communicate and work with citizens, volunteer boards and elected officials.

Position requires a Bachelors Degree in Urban/Regional Planning or closely related field with three years experience in municipal planning. AICP preferred. Salary range \$54,000-\$70,500 DOQ. Benefit package included. For a complete description visit <http://mahomet.govoffice.com>.

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Send resume along with a cover letter and a completed application (available@ <http://mahomet.govoffice.com>) and references to Jeanne Schacht, Village of Mahomet, P.O. Box 259, Mahomet, Illinois 61853 or e-mail to jschacht@mahomet-il.gov by September 27, 2013.

Village of Mahomet, Inspector/Code Enforcement Officer

The Village of Mahomet, Illinois (pop.7,258) is seeking an experienced Inspector/Code Enforcement Officer to perform a variety of routine and complex technical work to insure that building sites; driveways; water and sewer connections; occupancy; and other codes and standards are met. Job duties include: issuance of permits, performing on site inspections, and issuance of corrective notices. This individual is expected to establish and maintain a positive relationship with contractors, homeowners, the general public, along with the Board and Trustees and Village Staff.

Position requires an Associate's Degree in a related field and four years of experience in general construction experience. One or more I.C.B.O. certifications preferred. Must have a valid Illinois driver's license. Salary range \$40,768-\$47,320 DOQ. Benefit package included. For a complete description visit <http://mahomet.govoffice.com>.

Send resume along with a cover letter and a completed application (available@ <http://mahomet.govoffice.com>) and references to Jeanne Schacht, Village of Mahomet, P.O. Box 259, Mahomet, Illinois 61853 or e-mail to jschacht@mahomet-il.gov by September 27, 2013.

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Village of Glencoe, Administrative Assistant

The Village of Glencoe (pop. 8,723) is seeking an Administrative Assistant in the Department of Public Safety. Position provides administrative support to the Director and Deputy Director of Public Safety and other departmental staff. Position requires excellent clerical and computer skills, the ability to communicate effectively both orally and in writing and exceptional customer service/interpersonal skills. Desired candidate will possess an associates or four-year college degree and be proficient in a variety of Microsoft Office applications (Word, Excel, Access, PowerPoint), purchasing and recordkeeping functions. Previous administrative and/or secretarial experience preferred.

Position Salary Range: \$45,374 - \$63,476

Position Hiring Range: \$45,374 - \$52,180

Submit cover letter, resume and completed employment application to Village of Glencoe, 675 Village Court, Glencoe, IL 60022, Attn: Village Manager's Office by 4:00 p.m. on Friday, September 20, 2013. Applications available online at: www.villageofglencoe.org. EOE.

City of Wood Dale, Director of Public Works

The City of Wood Dale is seeking a full-time Director of Public Works. The position is responsible for planning, directing and managing the operations of the Public Works department including streets, forestry, storm sewers, sanitary collection, water distribution, wastewater treatment, vehicle maintenance, facilities maintenance, Dial-A-Ride and engineering. The work is performed under the direction of the City Manager.

The successful candidate must possess strong management, organizational, financial, customer service and communications skills. Thorough knowledge of municipal public works operations is strongly desired; however, exceptional candidates with a proven management track record in other fields may be considered.

The successful candidate will oversee roughly 35 employees located in multiple facilities within the City. The successful candidate will be expected to provide data analysis and recommendations on administration, personnel, budgeting and strategic planning activities.

A Bachelor's degree in Civil Engineering or a related field is required—Master's degree preferred—and seven to nine years of responsible public works management experience, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position.

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Salary range is \$87,507 to \$123,034 determined by qualifications. Excellent fringe benefit package offered.

Resumes will be accepted until September 11, 2013 or until the position is filled. Please include a completed application with all resumes. Applications are available at the City Hall building located at 404 N. Wood Dale Road and online at www.wooddale.com. Resumes can be faxed to 630-766-3898 or sent via email to jmermuys@wooddale.com. EOE

City of Wood Dale, Human Resources Generalist

The City of Wood Dale is seeking applicants for the position of Human Resources Generalist. This position is responsible for creating, planning, coordinating and supervising a variety of programs including benefits, employee relations, recruitment and selections, salary administration, training, advising management on employment law compliance and maintaining personnel records for the City. This position will also process payroll for the City.

Graduation from a four-year university with major course work in Human Resource Management or related degree, experience in a HR department, preferably a municipal government; or any related combination of training and experience. PHR Certification desired. Payroll experience a plus.

Please turn in a completed application along with your resume. Applications are available at the City of Wood Dale Municipal Building, 404 N Wood Dale Rd, Wood Dale, IL 60191 and online at www.wooddale.com. Résumés can be faxed to 630-766-3898, or sent via e mail to jmermuys@wooddale.com.

Applications accepted until September 10, 2013 or until the position is filled.

Salary Range: 45,000-65,000 EOE

City of Dixon, City Administrator

The City of Dixon (pop. 16,000) is seeking a City Administrator. Dixon is centrally located on the I-88 corridor 1 hour from the Chicagoland area, Rockford, Quad Cities, and Peoria. Hometown of 40th President Ronald Reagan. Master's degree in Public Administration or related field and five (5) years of professional experience with a City or County including supervisory experience in operations, management, personnel, and finance. Candidates must exhibit a community service mindset with exceptional communication skills, strong ethics and integrity, a high level of professionalism, and established success in economic development. Starting Salary: \$95,000 - \$110,000 DOQ with excellent benefits. View full position announcement at: www.discoverdixon.org. Send resume, cover letter and contact information for five (5) professional references by September 9 to Chief Danny D. Langloss, Jr., Special Assistant to the City Council at employment@discoverdixon.org.

Village of Campton Hills, Village Administrator

Village of Campton Hills, IL (11,200 population) Village Administrator. Salary Range: \$85,000-\$92,000 dependent upon qualifications and experience with excellent benefits. The Village of Campton Hills is a new municipality incorporated in April 2007 seeking its first administrator who will work with the Village President, Village Board, Staff, and citizens to continue the

Village's development of a highly desirable community in which to live, work, and raise a family. Campton Hills has 5 full-time and 13 part-time employees and an annual operating budget of \$3.M. The Village is located in central Kane County on the western edge of the Chicago metropolitan region; St. Charles is due east of the Village. Campton Hills consist primarily of residences, open space and agricultural land with a small commercial area known generally as Wasco. We are looking for a responsive, experienced and creative leader with proven abilities in local government administration. Our first administrator will help us continue to realize our vision of effectively providing valuable services for our citizens within budget while working and growing together with our employees. The successful candidate will possess strong financial and budget skills, a demonstrated record in business and economic development, effective staff management and human resources experience, exemplary communication skills and a clear commitment to ethical open governance and constituent service. Responsibilities include day-to-day operation and administration of the Village government, supervision of all departments, personnel and contracts, financial and budgetary oversight, economic development, marketing and communications duties.

Requires a minimum of a bachelor's degree in public administration or a related field with a master's degree preferred and at least 3-years of relevant experience. There is a requirement that the Administrator lives within 25 miles from the Village borders. For further information about the Village, see www.villageofcamptonhills.org. Resume, cover letter, salary expectations and five work-related references can be mailed to Village President Patsy Smith, 40W270 LaFox Road, Suite B., Campton Hills, IL 60175. Applications may be sent electronically to: president@villageofcamptonhills.org with "Campton Hills Village Administrator Search" in the subject line. Phone: 630-584-5700. Resumes will be accepted through Friday 4:00PM, September 27, 2013. The Village of Campton Hills is an Equal Opportunity Employer.

Apple Canyon Lake Property Owners Association, General Manager

An Illinois not-for-profit corporation which operates as a common interest community association in Jo Daviess County, Illinois seeks to hire a full time General Manager.

The ACLPOA General Manager is appointed by the Board of Directors and is the senior employee. Under the direction of the Board of Directors, he/she is responsible for the day to day operations of the Association and for maintaining a safe, attractive, and secure environment for all Landowners and Employees. Must be dynamic, a team player and a good listener. The General Manager must understand and have a good working knowledge of the ACLPOA Covenants and Bylaws, Committee Framework, Rules and Regulations, and local and state laws including the Illinois Common Interest Community Association Act (765 ILCS 160), and the Community Association Manager Licensing and Disciplinary Act (225 ILCS 427). The General Manager works within policies established by the ACLPOA Board and under the general guidance of the Executive Committee.

- Applicants should have minimum of a college degree, a background in Public Administration, and will be required to possess or obtain an Illinois Community Association Manager license. Additionally, candidates who have attained certain professional credentials or an Advanced Degree are preferred.
- Seasoned experience in financial management with a proven



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track record of delivering on significant cost reductions, income enhancements and process improvements. Responsibilities include, but are not limited to, annual budget planning, monthly reporting, and interacting with the Finance Committee and external auditors.

- Should have experience managing complex construction and building projects, creatively resolving conflict, balancing diverse needs of owners / customers, and navigating the team successfully through challenging times. Must be able to influence the outcome of controversial topics with Owners and Board Members.
- Outstanding communication, leadership, and relationship management skills required. This role interacts daily with the owners and employees to field their questions, requests and needs. As such, superior interpersonal skills and the ability to interact with a diverse population is a necessity.
- Administers all human resource functions, including hiring, firing, orientation, training, salary and benefit administration, performance evaluations, and payroll administration.
- Ensures that the Board is advised in a timely and proper manner of all ACLPOA issues, including the implications and possible ramifications of such issues, as well as emerging and long term trends,
- The desired applicant should have a background in managing common elements including Conservation Goals. The GM will be actively involved in the preservation of the Lake Water Quality and open space areas, as well as protecting and restoring natural habitats.
- Prior experience with long range planning for public bodies and/or not-for-profit corporations is a desirable qualification. This role will oversee large planning initiatives like Watershed Plans.
- The GM is required to play an active role with external organizations (ex: Jo Daviess County, JDC Soil and Water Conservation District, Illinois Association of Lake Communities, Thompson Township, etc.) as a means of keeping current on new association developments that might benefit or impact ACLPOA.
- This demanding role will involve working flexible hours, including Weekends and Holidays and overseeing some 24/7 staff.
- The desired applicant should have a recreation minded background and be committed to the Community they are serving.
- Strong Office Administration Skills required, including advanced working knowledge of MS Word, Access, Excel, Financial Planning software, and Social Media.

Competitive salary based on experience

Qualified candidates can CONFIDENTIALLY apply for the position by visiting: www.applecanyonlake.org/generalmanagersearch. Additional information about Apple Canyon Lake is also available on the site. Any technical issues with the job posting portal may be directed to: kevin@thestevenscompany.com

Village of Sugar Grove, Finance Director

Finance Director Sugar Grove, IL. Located in Kane County, 36 miles west of Chicago off I-88 at US Routes 47 & 30. A peaceful village with rural roots, in transition from a small residential community to an economically diverse full-function community. 2010 population of 8,997 with expected long term growth to over 40,000. The Village is seeking an experienced, progressive individual to lead its Finance Department. Significant municipal finance management experience in a similar environment is preferred. Bachelor's degree is required. Residency is not required. Anticipated starting salary is \$82,243 - \$93,122 DOQ. Top of salary range is \$104,000. Application accepted until

position is filled. A recruitment profile is available at www.sugargrove.il.us. Interested and qualified candidates should apply via email at once with a cover letter, resume, salary history & expectations, and five references to Brent M. Eichelberger, Village Administrator, beichelberger@sugar-grove.il.us. EOE.

Village of Skokie, Village Manager

Progressive highly desirable community that serves as a regional hub for shopping and commercial activity, cultural attractions, and recreational opportunities seeks its next Village Manager. Chicago Magazine consistently gives Skokie high marks for livability, citing excellent schools, beautiful parks and open spaces, and outstanding municipal services. Located 16 miles northwest of downtown Chicago, and 12 miles east of O'Hare Airport, Skokie provides its business community with easy access to all types of transportation and other amenities and its residents with a full range of high quality municipal services. Residents and visitors also enjoy a wide variety of entertainment and recreational opportunities including the North Shore Center for the Performing Arts and the award winning Skokie Park District which maintains 240 acres of park land and ten recreational facilities. Skokie is a culturally and racially diverse community and its historic and charming downtown is home to numerous ethnic restaurants, a bustling business community and the nationally recognized Skokie Public Library. Skokie is also home to several other business areas including Westfield Old Orchard Mall comprised of hundreds of retail and commercial businesses including high end shopping center anchors and restaurants. Skokie is a AAA rated community, by two rating agencies with a \$119 million total budget and 453 full time and 84 part time employees. The Village Manager is appointed by the Mayor and Board of Trustees. Since 1990, Skokie has had one Village Manager, with the most recent Manager retiring after serving 27 years in the position and 37 years with the Village. Successful candidates will have extremely well developed communication skills, exhibit a collaborative, welcoming approach with elected officials, residents and the business community, and fully embrace Skokie's unique and diverse environment. In addition, candidates should possess strong fiscal, economic development and organizational leadership skills with a passion for creative problem solving with the staff and elected officials. Position requires a minimum of ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree in public administration, business administration, public policy, planning or a related field is required. A master's degree (MPA or MBA) or other advanced degree, strongly desired. Residency is required within one year of appointment. Salary: \$195,000 +/- DOQ with excellent benefits.

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Candidates should apply by September 2, 2013 with résumé, cover letter, and contact information for three professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

Village of Niles, Communications & Multimedia Coordinator

The Village of Niles is seeking a qualified applicant for the position of full-time Communications & Multimedia Coordinator. This position reports to the Village Manager and is responsible for Village wide communications, both internal and external, including coordinating and operating the Village's cable television production center.

Primary responsibilities include:

- Responsible for Village wide communications and promotions.
- Coordinating the pre-production, production and post-production of all in-house video programs and PEG channel content.
- Coordinating and supervising the training and scheduling of staff, contractors and volunteers for PEG programming.
- Implement, integrate and maintain the Village's electronic, print, and social media activities to market Village programs and services.
- Encoding & setup of rebroadcasts & online "on demand" streaming.
- Responsible for Village website via a Content Manager.
- Editor of the Focus on Niles quarterly newsletter.
- Responsible for cable television franchise and ordinance enforcement, addresses resident cable issues.
- Aid in developing Village communication policies.

The ideal candidate must have a bachelor's degree or equivalent experience in a communication's related field. Strong interpersonal, written, verbal and computer skills are necessary. Experience with a digital video editing suite required. Applicant must be able to work flexible hours. Attendance at scheduled evening Village meetings required.

Salary range is \$55,000 - \$65,000 depending on qualifications. The Village offers an excellent benefits package. To apply submit a cover letter and resume to Personnel Office, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714. Email: personnel@vniles.com. Fax: 847-588-8051 by September 20, 2013.

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