City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

Calendar of Events

September 9, 2009
IAMMA Luncheon
Woodridge, IL

September 13 – 16, 2009
ICMA Conference
Montreal, Canada

September 24 – 26, 2009
IML Conference
Chicago, IL

October 1, 2009
ILCMA/Alliance for Innovation Webinar
Topic: Civic Engagement

October 15, 2009
Metro Manager Luncheon
Location TBA

October 15, 2009
ILCMA Professional Development Session
Location: TBA
Topic: Creative Financing Round Table
(prior to the Metro Manager meeting)

October 29 – 30, 2009
Downstate Fall Meeting
Princeton, IL

November 19, 2009
Metro Manager Luncheon
Location TBA

December 3, 2009
ILCMA/Alliance for Innovation Webinar
Topic: Public Involvement in Budgeting – What’s New

February 4, 2010
ILCMA/Alliance for Innovation Webinar
Topic: Employee Moral in the Face of Economic Turmoil

February 24 - 26, 2010
ILCMA Winter Conference
Normal, IL

April 8 – 9, 2010
ICMA Midwest Regional Meeting
Oak Brook, IL

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ILCMA Participation in Illinois Reform Commission Process
By Al Rigoni, Village Manager, Skokie and Chairman – Professional Conduct Committee

During the spring of 2009, ILCMA President Pat Urich and I discussed providing input and perhaps testimony to Governor Quinn’s Illinois Reform Commission. ILCMA membership was queried for their ideas and the responses were many and varied, ranging from procurement to transparency. Following thorough discussion with Pat Urich, ICMA President Dave Limardi and ILCMA Executive Director Dawn Peters, we decided to engage the commission by providing input about council-manager government and ethics in our profession. What followed included a lengthy phone conference with a subcommittee of the Commission, their staff, ICMA Director of Ethics Martha Perego and myself.

The focus of the discussion evolved to the ICMA code of ethics. At the conclusion of the phone conference, we were invited to submit a written recommendation to the entire Commission. The following was submitted on April 22, 2009:

Dear Chairman Collins & Members of the Illinois Reform Commission:

On behalf of the International City/County Management Association (ICMA) and the Illinois City/County Management Association (ILCMA), we applaud the efforts of the Commission in their careful analysis of reform initiatives for the State of Illinois. This letter is provided to assist in that effort.

There are over 9,000 ICMA members worldwide and 600 members in Illinois (ILCMA) who subscribe to a Code of Ethics which has been in existence since 1924. While membership in both these associations is voluntary, once membership is conferred, adherence to the ICMA Code of Ethics is required. To some, this may seem binding; to City/County Managers, the Code of Ethics is the foundation of our profession upon which all else rests. As a result, the ICMA members are committed to the highest standards of honesty and integrity in local governance.

A copy of ICMA Code of Ethics and Guidelines is enclosed. We urge the Commission to consider recommending the Code of Ethics and Guidelines be utilized to guide the behavior and actions of State of Illinois officials, especially employees of the state.

In closing we would be pleased to assist the commission in any way possible in furtherance of its mission and effort to restore integrity to Illinois government.

Sincerely,

David M. Limardi, ICMA President
Patrick Urich, ILCMA President
Albert J. Rigoni, Chairman, Professional Conduct

The final report of the Commission did acknowledge the input of ICMA and ILCMA. As we all know by now, the legislative initiatives endorsed by the Commission were accepted only in part by the Illinois legislature.
CONGRATULATIONS TO ILCMA’S NEWEST ICMA CREDENTIALED MANAGERS!

Robert Irvin, Lincolnshire
Chris Martine, Lake Barrington
David Strahl, Mount Prospect
David Strohl, Morton
Steve Vinezeano, Niles

WELCOME NEW MEMBERS

Timothy J. Frenzer, Village Manager, Village of Wilmette
Albert G. Hudzik, City Administrator, City of Columbia
Michael S. Talbett, Village Administrator, Village of Kildeer
Rich Hudson, Business Development Leader, Trane Company
William R. Wasson, Assistant County Administrator, McLean County
Melissa R. Steirer, Village Management Intern, Village of Schaumburg
Steven Maney, MPO Intern, City of DeKalb
Jasmina Hadzic

UIC ANNOUNCES

*E-GOVERNMENT ONLINE CERTIFICATE PROGRAM*

Make effective use of government technology to achieve results with UIC’s e-Government online certificate program. This certificate is earned upon successful completion of three (of five available) courses. Depending on how you tailor the program, you will gain an understanding of how new technologies impact the organization, general and project management practices, geographic information systems (GIS), database management and Web design, and technology policies. Participants will receive graduate credit for the courses successfully completed.

Contact: egov@uic.edu, (312) 355-0423
Web site: www.egovernment.uic.edu

THE COMMUNICATION TOOL FOR ILCMA & IAMMA

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

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

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

WHO’S WHO DIRECTORY UPDATE

Emily Palm, former Administrative Intern at the City of Highland Park, is now the Management Analyst for the City of Highland Park. Her new contact information is as follows:

Emily Palm
Management Analyst
1707 St. Johns Avenue
Highland Park, IL 60035
(847) 926-1046, epalm@cityhphil.com

The Village of Lake Forest has new phone numbers. Please note the following changes:

Robert Kiely, Jr., 847-810-3672
Marcus Peccia, 847-810-3679
Carina Walters, 847-810-3680

In an effort to promote the profession of local government management, ILCMA would like to recognize milestones and accomplishments of its members and communities. If you have a success story to share or an important milestone to celebrate such as 50 years as council/manager form or an upcoming retirement, please contact Dawn Peters at dpeters@niu.edu so that ILCMA can appropriately recognize this accomplishment.

MEMBERSHIP DUES NOTICES

Dues notices have been mailed out to the address on your membership record. If you have not received your renewal statement, please contact Tami Bombich at tbombich@niu.edu as soon as possible to update your records.

Misplaced your renewal form? The renewal form is available online for printing. Please submit both pages of your renewal form with your membership dues as soon as possible.
For the record, I have never been a big fan of Payment and Performance Bonds. With few exceptions, spending money on a bond seems like a waste of my client’s money, part of the project budget that can be put to better use. I know many of my public clients feel the same way. It’s like buying an extended warranty that you know you will never use. The winner is the surety; a nice fee with little risk. However, the public sector has a number of rules, and bonding is one of them. I have tried many times but have not found an exception to the bonding requirements of the municipal code. So what’s the concept behind a performance bond?

A Little Bonding History

Performance bonds have been around since 2,750 BC. The Romans developed laws of surety around 150 AD and those basic principles still exist today. Most commonly, a general contractor will have a performance bond issued in favor of an owner for a specific project. If the contractor fails to perform the work in accordance with the contract (most often due to bankruptcy of the contractor), the surety guarantees the owner compensation for monetary loss up to the amount of the bond. The concept seems to make sense. The price tag is relatively low…usually one percent or less of the cost of the project will buy a little piece of mind.

Over time, a General Contractor’s bonding capabilities became a perceived measurement of their qualifications and financial stability. The greater the bonding capacity, the better the contractor…right? Not necessarily. Work quality and bonding capacity really have very little in common. Bonding capacity has a lot more to do with a contractor’s assets than his reputation. Another bonding misconception is that a performance bond issued by the general contractor provides the greatest project protection for the Owner. How is this not true? After all, the contractor’s performance on your project is guaranteed by the surety, isn’t it? It is if the General Contractor is the entity that does not perform. But what happens if a subcontractor or two fail to perform (or go out of business)? Which situation is more likely to occur?

Where is the Real Risk?

The primary reason contractors fail to perform on a project is bankruptcy. Even in challenging economic times, we will see few reputable general contractors and construction managers go out of business. This is not necessarily the case with trade subcontractors. According to our surety, over 30 percent of subcontractor businesses fail each year. This number is expected to increase dramatically next year due to the current conditions of the commercial construction industry. More than ever the real risk on a project is the probability that one or more subcontractors may fail before the project is completed. For these reasons, I suggest that traditional bonding applications are incomplete and ineffective, and alternative bonding approaches and risk mitigation should be considered.

Other Options

There are many common-sense things one can do to help identify and mitigate risk that are more effective than bonding the general contractor. Public entities have more options than they believe in the areas of contractor solicitation, selection and bonding that allow for creative solutions:

1. If you are hard bidding, prequalify the general contractors (GC) to weed out unqualified and/or financially unstable companies.
2. Prequalify subcontractors.
3. Consider Construction Management At-Risk (CMc) over a hard bid. CMc is considered a professional practice and you can select your CM through a QBS process instead of an open hard bid. The trades will still be competitively bid.
4. Consider bonding all of the trades in lieu of the CM. The law requires that construction projects are bonded, but does not state how bonding coverage is achieved. By bonding the subs, that “guarantee” now applies to every entity working on the project.
5. Consider bonding some of the trades and the GC/CM. Identify the riskiest trades based on the complexity of the work and the anticipated costs. Have the GC/CM pick up the bond for the rest. The GC/CM bond rate should be lower than the subs.
6. Do your due diligence. Get current information from banks, insurance carriers, and sureties. Request information on experience modification rates (EMR – it should be <1.0), current volume, accounts receivable, and their line of credit.
7. Stick to your plan. Don’t waiver or give in to the temptation of using an unqualified GC or subcontractor just because they have a lower number.
8. Talk with your attorney. Some concepts are new and they need to understand and buy-in to it.

Times are tough. The ultra-competitive marketplace comes with greater risks. There are many reasons why traditional practices are no longer valid. General Contractor bonding may fit into that category.
Mark your calendars and plan to spend three information-packed days at the Illinois Municipal League's 2009 Annual Conference. The conference will be held from September 24-26 at the Hilton Chicago on Chicago’s famed Michigan Avenue. This year’s conference takes on a new look with a streamlined, more efficient three-day event loaded with timely and informative educational sessions. Cost conscious? You can now purchase one day registrations to take in the training and events that best suit your needs.

Municipal managers have once again been instrumental in assembling several timely and important sessions.

The “Role of Elected and Administrative Leadership in Municipal Government” session will promote the value of professional municipal management, particularly to attendees who might be contemplating the benefits of hiring a professional administrator. This session will have a new format and some additional wrinkles to enhance the overall experience for attendees.

A “Budgeting for Tough Financial Times” session will provide information about systematic and logical approaches to making informed budgetary decisions. This session will provide some practical methods to deal with budget and service reductions during fiscally stressed times.

If your municipality is thinking about how to better communicate with residents, then you will want to be sure to attend the “Using Social Networking Tools to Manage Your Message” session. Come learn about how organizations and movements the world over are leveraging new social networking technologies to communicate their messages with great effectiveness.

Are you wondering what might be in store for the Illinois economy? If so, you should be sure to listen to experts from Illinois’ Commission on Governmental Forecasting and Accountability (COGFA) discuss the State’s economic and revenue outlook during the “Illinois’ Economic and Revenue Outlook and Public Pension Realities” session. In addition to learning about projected fiscal realities, attendees will be among the first to learn more about the soon-to-be-published COGFA analysis of the downstate and suburban police and firefighter pension funds.

In addition to these informative programs, the conference will once again feature a useful networking session for municipal managers. This valuable session will give managers from across the state an opportunity to discuss issues of mutual concern and share critical information about best practices.

These sessions will join a rich line-up of other programs aimed at improving our communities by expanding the knowledge base of municipal officials.

The IML is excited to announce that Friday’s Opening General Session speaker will be Christopher Gardner, the owner and CEO of the financial brokerage firm Gardner Rich LLC. You may know Chris better as the character played by Will Smith in the touching and inspiring movie “The Pursuit of Happyness.” Chris will speak about overcoming obstacles and breaking cycles. Come meet Chris and get an autographed copy of his latest book!

The 2009 IML Annual Conference will also feature several format changes. The changes include the following:

- The Thursday evening “Get Acquainted Reception” will last one hour;
- The Friday luncheon has been cancelled and attendees will be free to lunch on their own;
- The Friday sessions will end by 3:45 p.m. to give attendees more time on their own;
- There will be a dessert reception and prize drawing in the Exhibitor Hall at 4:15 p.m. on Friday;
- The conference will officially end at the conclusion of the banquet on Saturday night.

We look forward to seeing you at the 2009 IML Annual Conference. Keep in mind that the conference is the only event of its kind that is attended by such a diverse mix of municipal officials from across Illinois and it only happens once a year. As such, the conference provides a unique opportunity to network, learn about best practices, and share vital information with your colleagues. You should consider your attendance as an important investment toward the betterment of your community.

WHAT: 2009 IML ANNUAL CONFERENCE
WHEN: SEPTEMBER 24-26
WHERE: HILTON CHICAGO

For more information concerning sessions, events, pricing, and registration visit http://conference.iml.org
Helping Your Employees Avoid The H1N1 Virus
Submitted by Kevin Herman, Director of Worksite Wellness, Horton Health Initiatives

Although the summer months have been calm, the H1N1 virus still poses a great health concern as we move into the flu season of fall and winter and children return to school. You should continue to follow reports and recommendations issued by the Centers for Disease Control and Prevention (CDC) on the H1N1 virus at www.cdc.gov. It is important for you to stay current on this information and understand what steps you can take to limit your exposure.

The CDC has determined that the H1N1 virus is contagious and is spreading from human to human like seasonal flu. It is thought to spread through coughing or sneezing by an infected individual or touching surfaces and/or objects containing the flu virus and then touching your nose or mouth. Symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some people have even reported diarrhea and vomiting. Severe cases have resulted in hospitalization and death. Most people who have become sick; however, recover at home without needing medical treatment.

You may have heard that specific H1N1 flu vaccines may be available this Fall. The CDC will provide additional details as we learn more about the release of this vaccination. It is important to still receive the traditional annual flu vaccination for protection. Some providers can administer the current vaccine that is not H1N1 specific at the workplace and bill your health plan directly for this service. Protection from other strains of the flu virus can help keep your immune system stronger overall, possibly reducing the risk of contracting H1N1.

In the meantime, prevention is the best intervention when combating the spread of any illness. Everyday actions that you can take:

Wash your hands
- Often with soap and warm water for 15 - 20 seconds
- Before preparing or eating food, after going to the bathroom, after blowing your nose, coughing or sneezing
- If soap is not available, use alcohol-based hand wipes or gel sanitizers

Cover your nose or mouth when you cough or sneeze

Avoid touching your eyes, nose or mouth
- Germs often spread when a person touches something that is contaminated with germs and then touches their eyes, nose or mouth

Stay home when you’re sick
- When you’re sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed
- Limit your contact and keep your distance from others

Practice other good health habits
- Get sleep, stay active, manage stress, drink water, eat nutritiously

September is National Preparedness Month:
by working together, we can help reduce the transmission of the seasonal flu and H1N1 in the US. The prioritized groups recommended to receive the novel H1N1 influenza vaccine include:

- Pregnant women because they are at higher risk of complications and can potentially provide protection to infants who cannot be vaccinated;
- Household contacts and caregivers for children younger than 6 months of age because younger infants are at higher risk of influenza-related complications and cannot be vaccinated. Vaccination of those in close contact with infants less than 6 months old might help protect infants by “cocooning” them from the virus;
- Healthcare and emergency medical services personnel because infections among healthcare workers have been reported and this can be a potential source of infection for vulnerable patients. Also, increased absenteeism in this population could reduce healthcare system capacity;
- All people from 6 months through 24 years of age
  - Children from 6 months through 18 years of age because we have seen many cases of novel H1N1 influenza in children and they are in close contact with each other in school and day care settings, which increases the likelihood of disease spread, and
  - Young adults 19 through 24 years of age because we have seen many cases of novel H1N1 influenza in these healthy young adults and they often live, work, and study in close proximity, and they are a frequently mobile population; and,
- Persons aged 25 through 64 years who have health conditions associated with higher risk of medical complications from influenza.

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Helping Your Employees Avoid The H1N1 Virus
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It is not expected that there will be a shortage of novel H1N1 vaccine, but flu vaccine availability and demand can be unpredictable and there is some possibility that initially, the vaccine will be available in limited quantities. For more information see the CDC press release CDC Advisors Make Recommendations for Use of Vaccine Against Novel H1N1 or view the Horton Health Initiatives website at www.hortonhealthinitiatives.com

Once the demand for vaccine for the prioritized groups has been met at the local level, programs and providers should also begin vaccinating everyone from the ages of 25 through 64 years. Current studies indicate that the risk for infection among persons age 65 or older is less than the risk for younger age groups. However, once vaccine demand among younger age groups has been met, programs and providers should offer the vaccination to people 65 or older.

The Horton Group is a proud Corporate Partner of the ILCMA specializing in Insurance, Risk Management and Employee Benefits. For additional information contact: Kevin Herman, Director, Horton Health Initiatives @ 708-845-3179 or email: kevin.herman@thehortongroup.com or Mike Wojcik, Senior Vice President, The Horton Group @ 708-845-3126 or email: mike.wojcik@thehortongroup.com

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ILCMA Booth Volunteers Needed for IML Conference!

Every year ILCMA has an exhibit booth at the Illinois Municipal League conference held in downtown Chicago at the Hilton Chicago Hotel. This year’s conference is scheduled for September 24 – 26, 2009. We need people willing to spend between one and one-half and two hours staffing the booth between 10:30 a.m. and 5:00 p.m. on Friday, Sept. 25 and between 8:00 a.m. and 12:00 p.m. on Saturday, Sept. 26. We typically schedule two or three people per time slot.

Again this year we are looking for some mayors who would be willing to be in the booth along with the managers. You can sign up using the form in the newsletter or on the ILCMA website at www.ilcma.org. Please consider volunteering a little time to help spread the news about the value of professional management to Illinois local officials and showcase some of the resources available from ILCMA and ICMA.

ILM 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:

Friday, September 25

_______10:30 am - 12:00 pm

_______12:00 pm - 1:30 pm

_______1:30 pm - 3:00 pm

_______3:00 pm - 5:00 pm

Saturday, September 26

_______8:00 am - 9:30 am

_______9:30 am - 11:00 am

_______11:00 am – 12:00 pm

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

Please respond by September 1st to:

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

You can also either fax or e-mail your response to:
Fax: 815-753-2305
dpeters@niu.edu

Secretariat • Center for Governmental Studies • Northern Illinois University • DeKalb, Illinois
60115-2854
www.ilcma.org
Overview of the ICMA e-Conference Montréal

In response to member demand, ICMA will launch a first-ever virtual conference option (http://icma.org/conference/virtual) for the 2009 Annual Conference in Montreal! Developed in partnership with ICMA Strategic Partner Granicus, provider of streaming media for local governments, the ICMA e-Conference Montréal is a low-cost, no-travel professional development and networking alternative that may be just the answer to your budgetary or travel restrictions!

ICMA e-Conference Montréal takes place September 14 and 15, 2009. Here’s what you get for your registration fee:

* Access to 22 live streaming events, including two live keynote webcasts (environmentalist David Suzuki, 8:30-9:30 a.m. ET on Monday and economic expert Alice Rivlen, 8:30-9:30 a.m. ET on Tuesday) and 20 live educational sessions, complete with presentations and interactive Q and A segment.

* Opportunities to network with virtual and onsite registrants via the ICMA Conference blog from the comfort of your local government office or conference room. Each registrant will also have access to ICMA's social networking community—through FaceBook and LinkedIn—that will allow you to share and exchange ideas about the virtual conference.

* A “roadmap” of local government-related vendors who have signed up to exhibit in Montréal. The “roadmap” will supply you with contact information for each vendor and materials to help you to stay on top of tomorrow's innovations today.

* Recorded audio of the ICMA's ever-popular Solutions Track content and accompanying presentations.

* Idea-rich conference content that you can share with your team, your department, or any member of your staff. Register to participate in ICMA e-Conference Montréal, then reserve a conference room and stream live content for your entire staff!

* Access to all archived virtual conference content on demand for up to one month after the conference. Note: Only paid onsite and virtual conference attendees will have access to this unique content. Miss a session? No worries! ICMA e-Conference Montréal content will be available for download within 24 hours of recording.

* Registration to ICMA's e-Conference Montréal is $565 for members; $965 for nonmembers (http://icma.org/conference/virtual). No travel costs; no housing expenses. Just a single, cost-effective registration fee.

Full and affiliate members in service in the U.S. may use their ICMA E-Debit Card (http://icma.org/debitcard) for a $200 or $100 credit toward the registration fee. To use your card, select “Enter Voucher” on the registration screen, and enter debitcard in the “Promotions Code” box to apply your e-debit credit.

You received this email because you are an ICMA member or customer. To update your e-mail address, set your delivery preferences for other ICMA information, or to indicate your areas of interest, visit http://icma.org/interests.

If this email was forwarded to you by someone else, and you would like to receive information directly from ICMA, sign up for free news and other email messages.

ICMA
777 North Capitol St NE, Suite 500
Washington, DC 20002
http://icma.org

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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:

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

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

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

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

Managers in Transition who agreed to publicize their information:

- **Richard Saks**
  - Contact: gandalf4ever@comcast.net
  - Phone: 708-839-0076

- **Sue McLaughlin**
  - Contact: imanagetcz@yahoo.com
  - Phone: 630-885-2716

- **Motiryo Keambiroiro**
  - Contact: Njeri@speakeasy.net
  - Phone: 708-720-2269

- **Craig Whitehead**
  - Contact: dcwmgr22@aol.com
  - Phone: 309-589-0385

- **Mark Masciola**
  - Contact: Mcmmln@aol.com
  - Phone: 630-837-6594

- **Sheryl Puracchio**
  - Contact: spuracchio@gmail.com
  - Phone: 815-931-8672

- **Aimee Ingalls**
  - Contact: ingalls345@comcast.net
  - Phone: 815-592-6090

- **Phil Modaff**
  - Contact: modaff40@comcast.net
  - Phone: 630-493-0359

- **Austin Edmondson**
  - Contact: aedmondson4@adelphia.net
  - Phone: 815-878-9845

Job Mart

**City of Crest Hill**

**Economic Development Director**

The City of Crest Hill (population 19,889) a progressive, growing community in the northeastern region of Will County, seeks dynamic professional to become the City’s part-time Economic Development Director.

This is responsible administrative work related to the management of the City of Crest Hill wide economic development program, plans and services. Duties are performed with a considerable amount of independence under the general supervision of the City Administrator. Work includes the creative development of systems, material, programs and plans to promote business development and retention within the City, as well as providing staff support to the Economic Development Committee, Mayor and City Council.

The number of hours to be worked per week, the work schedule and salary are all negotiable depending on qualifications. The City desires individuals with either municipal government experience, private economic development experience and/or an appropriate college degree.

Please submit a resume and five professional references to the City Administrator – 1610 Plainfield Road, Crest Hill, IL 60403. Position open until filled.

The City of Crest Hill is an Equal Employment Opportunity Employer.

**Village of Deerfield,**

**Assistant to the Village Manager**

The Village of Deerfield is seeking applications for the position of Assistant to the Village Manager. Responsible for providing general management assistance in daily operations, the position requires a masters degree in public administration and at least two years experience in municipal government. Primary duties include: coordinating communications and maintaining the village website; overseeing and coordinating cable and telecommunication activities; serving as staff liaison to advisory boards and commissions; assisting in preparation of the annual budget and capital improvement program; serving on the management team in labor negotiations; and other duties as assigned.

Starting Annual Salary: $69,145
Excellent fringe benefits

Resumes should be sent no later than September 2, 2009 to:

Kent S. Street, Village Manager
kstreet@deerfield.il.us

Questions – call 847-945-5000

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kstreet@deerfield.il.us

Questions – call 847-945-5000
Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The past few years’ experiment with holding the ILCMA reception after the NIU MPA alumni dinner was such a great success that we are going to do it again this year. ILCMA is planning an after dinner cocktail reception at Le Saint-Gabriel, 426 St-Gabriel St., Montreal (Quebec) on Monday, September 14, 2009 at 8:30 p.m. From the first North America alcohol license issued in 1754, to its purchase by Marc Bolay and his friend Garou in the year 2000, the St-Gabriel testifies to one face of our identity: the hospitality! Please join ILCMA for an evening of networking and fun.

We hope to see you at the ICMA Annual Conference in Montreal, Quebec, Canada in September!
McHenry County, Planning and Development Department, Program Assistant

The McHenry County Planning and Development Department has an exciting opportunity available for a Program Assistant. This position will be working in a fast paced environment that offers a competitive salary and an excellent benefit package.

About the Organization: McHenry County, Illinois (population 328,000) is located in the northwest region of the Chicago metropolitan area and offers a beautiful and diverse change of pace from the urban environment. With a blend of rural and country living, McHenry County offers a lifestyle that is in high demand among those who are looking for a place to raise their family or build a business. With easy access to Interstate 90, the County has become one of the fastest-growing counties in the state of Illinois.

The Planning and Development Department establishes a harmonious relationship between people, land use, and the environment to assure the public health, safety and welfare by the promotion, the protection and the preservation of unique and irreplaceable natural and historic resources of McHenry County, through the adoption, implementation and enforcement of plans, ordinances and policies as established by the McHenry County Board. The Planning and Development Department is comprised of 42 employees.

About the Program Assistant: The Program Assistant for the Community Development Block Grant will be responsible for assisting in the coordination of the CDBG/HOME/NSP/HPRP and CDBG-R programs per the HUD policies and regulations.

This position will:
- Serves as an outreach liaison to the County’s sub-recipients
- Monitors rental housing units; compiles, analyzes, and evaluates monitoring data
- Completes forms in accordance with HUD procedures; prepares reports as required by HUD
- Prepares and presents a variety of reports for oral and written presentation
- Performs data entry using word processing, spreadsheet or database commands; formats material as required
- Operates office equipment such as fax machines, copiers, phone systems, and use computers for spreadsheet, word processing, database management, and other applications
- Interacts with staff, elected officials and the general public in person or by telephone in order to respond to inquiries
- Performs other related duties as assigned

This is a grant funded position and is contingent on the continued support of federal funding.

Qualifications: Qualified applicants must possess:
- Associates Degree (minimum) in Business or a related field.
- 1 – 2 years experience with CDBG/HUD programs a plus
- 1 – 2 years work experience with non-profit agencies a plus
- 1 – 2 years marketing and bookkeeping experience a plus
- Valid State of Illinois Drivers License
- Benefit package includes:
We help you get it done.

- Debt Issuance Services
- Economic Development and Redevelopment
- Financial Planning
- Management, Communication, and Public Participation

550 Warrenville Road, Suite 220 • Lisle, IL 60532 • Ph 630-271-3330

www.ehlers-inc.com

Village of Berkeley,
Village Administrator

Berkeley, Illinois (Population 5,245) Village Administrator. A progressive, vibrant, residential community, located approximately 18 miles west of Chicago is seeking an experienced municipal executive to lead its organization consisting of 27 full time employees, 62 part time employees and $4.2 million operating budget. The Village Administrator reports to the Village President elected to a four-year term. The Village President and six members of the Board of Trustees hold the legislative powers of the Village. The Village Administrator is responsible for the daily operation of the administrative offices, including Finance, Building and Code Enforcement, as well as the committees and commissions of the Village. Situated near major transportation routes, such as I-290 (Eisenhower Expressway) and I-294 (Tri-State Tollway) make the Village of Berkeley a very convenient place to live and do business. O'Hare airport is located nearby and Midway Airport is only 30 minutes away. The Village is on the Illinois Prairie Path and is easily accessible by Metra Train and Pace Bus. The Village is seeking candidates with a record of significant economic development, as well as strong financial skills/abilities and grant writing experience. Successful candidates will be comfortable working collaboratively in a diverse community with elected officials, professional staff, and active/involved citizens and have the ability to network with and enhance relations with surrounding communities, County, State, and Federal Legislators. Bachelor’s Degree required; Master’s Degree in public administration or related field preferred, plus two years of progressively responsible experience as a manager, administrator or assistant in a community of comparable size and complexity to the Village of Berkeley. Candidates must be task driven and have experience and/or strong skills in leadership, financial and budget management, and have a strong belief in open, transparent government. Well developed interpersonal, organizational and communication skills important. Residency preferred. Salary commensurate with verifiable experience. Apply to: Richard Pellegrino, Executive Director, West Central Municipal Conference, 2000 Fifth Avenue, Building N, River Grove, IL 60171. TEL: 708-453-9100; FAX: 708-453-1301; Email: rpellier@westcook.org. The Village of Berkeley is an equal opportunity employer. Visit the Village’s web site at: www.berkeley.il.us
Northwest Municipal Conference, Program Manager for Purchasing

Scope: Directs and manages the daily procurement activities of the Suburban Purchasing Cooperative’s (SPC) joint purchasing programs, operated by the Northwest Municipal Conference. Negotiates with vendors to obtain optimum quality, cost, terms, etc. Performs outreach activities to communicate and promote the programs of the SPC. Also, supervises the NWMC surplus vehicle and equipment auctions. Performs other duties as assigned by the Executive Director and Deputy Director.

Nature of Responsibilities: The Program Manager for Purchasing performs the following types of duties:

- Interpret and explain policies and procedures related to purchasing activities.
- Represent the Suburban Purchasing Cooperative in negotiating and formulating policies with vendors.
- Meet with vendors and/or sales representatives to discuss current or new availability of products, prices and delivery information.
- Provide research and analyze current and future business conditions to determine needs for supplies/materials/equipment and vehicles.
- Monitor and/or write joint purchasing contracts, cost schedules and scope of assigned contracts to ensure quality and value.
- Review, evaluate and approve specifications for issuing and awarding bids.
- Generate bid tabulations for comparison purposes and submit bid tabs and recommendations to the SPC Technical Committee and Governing Board.
- Supervise and participate in the development of bid specifications, boilerplate, insurance and liability review, open and publicly read bids, examine bids and make award recommendations.
- Ensure quality and value of contract to the NWMC and SPC (i.e., price, quality, service support, availability, reliability, selection, etc.).
- Trouble shoot problems and identify new supply sources when vendors and suppliers are found to be inadequate.
- Maintain records, generate quarterly administrative fee reports and perform other clerical, filing, and miscellaneous duties as assigned.
- Serve as liaison for the SPC Technical Review Committee and SPC Governing Board.
- Review SPC programs and prepare reports regarding market conditions and/or cost/benefit analysis.
- Review contracts for conformance to SPC and organizational policies and procedures.
- Supervise surplus vehicle and equipment auctions.

Knowledge, Skills and Abilities: Knowledge of purchasing methods and procedures, terminology related to procurement, shipment, delivery of items, bid procedures, Requests for Information (RFIs) and Requests for Proposals (RFPs). Ability to analyze purchasing documentation effectively, clearly express information both verbally and in written form.
to individuals or groups, taking into account the audience and nature of the information, demonstrate responsible behavior and attention to detail and be able to display a high standard of ethical conduct. Candidates shall also be able to adhere to deadlines, multi-task and demonstrate superlative organizational skills.

Qualifications
• Experience in governmental or commercial purchasing, including supervisory responsibility, which demonstrates possession of the required knowledge and abilities.
• Experience with a public sector agency is desirable.
• Bachelor’s degree required from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field. Master’s degree preferred.
• Certification by a nationally recognized purchasing organization such as the National Institute of Governmental Purchasing (NIGP) or Institute of Supply Management (ISI).

Position Announcement: The Northwest Municipal Conference is seeking qualified candidates for the position of Program Manager for Purchasing. Applicants must supply a cover letter and full resume including their education and relevant experience, and the names and contact information of three references who have knowledge of their professional qualifications for this position. Starting salary range is $50,000 to $58,000, depending on experience. Please remit the attention of Larry Widmer, NWMC Deputy Director, 1616 East Golf Road, Des Plaines, IL 60016 or email to Lwidmer@NWMC-cog.org. Position open until filled. EOE/RC

Village of Northbrook
Management Analyst
Salary Range $46,400 - $66,200
The selected candidate will provide professional assistance to the General Government Department (includes the Village Manager’s Office, Village Clerk, Communications, IT and Human Resources). Duties include project management (research, report writing, presentation, follow-up), assisting with Village communications and public information projects, process management (including oversight of the preparation and distribution of the Village Board Agenda), serving as staff liaison to commissions, and general administrative support. To be successful in this position, candidates must be detail and process driven and strong communicators, especially written communication. Applicants should have a bachelor’s degree in public administration or related field (master’s degree preferred) and a minimum of one year municipal government experience. Apply with resume and cover letter to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or e-mail at butch@northbrook.il.us. Position open until filled.
The City of Muscatine, Iowa, population +22,000, a full service community located on the Mississippi, is seeking a City Administrator to replace the former Administrator who had 20 years service with the City. The City of Muscatine has a professional experienced staff; many interesting ongoing and future projects; great recreation, cultural and educational facilities; located within 15 minutes of Interstate 80, has rail and air service, 200 miles west of Chicago and 250 north of St Louis. It is truly an excellent professional and advancement opportunity!

The City Administrator position was created by Ordinance. The City Administrator is responsible for annual budget, direction of all municipal employees, appointment of all employees except Police and Fire Chiefs who report to City Administrator. Candidate should have 5 – 7 years experience in a comparable sized community or as an Assistant in a larger community, earned an MPA or related degree. They must possess outstanding finance/budget skills, must be able to communicate effectively with Council, Staff, citizens, business community and other governments. Should be involved in the community; understand all facets of government, be a strong visionary leader; understanding of annexation, TIF and Enterprise Zones helpful; technology astute and possess a positive outlook and good sense of humor.

Muscatine offers competitive benefits with a proposed salary range of $90,000 to $125,000, DOQ and experience. To be considered, submit a hard copy and resume with cover letter to:

Gary Goddard, Senior Vice President
The Mercer Group, Inc
85 South Seminary Street, Suite #3
Galesburg, Illinois 61401
garygoddard@usa.net

Contact www.mercergroupinc.com for more information and a brochure on this excellent opportunity.

The City of Muscatine is an Equal Opportunity employer.
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

City/County Management in Illinois

is published 10 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.

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Ready to serve you in times of need.
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815-622-9836  s.berley@comcast.net

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630-529-6228  g.spachman@att.net

Hank Sinda
636-936-0560  hdsinda@yahoo.com

ILCMA 2010 Winter Conference
“Returning to Normal” in Normal, IL!
at the Marriott Hotel and Convention Center
Feb 24-26, 2010
http://www.normal.org/Uptown/Hotel.asp

Have you paid your 2009-10 dues yet? If not, please send your dues form in today so that you can be included in the Who's Who Directory! Forms can be downloaded on the ILCMA website at http://www.ilcma.org