



# City/County Management *in* ILLINOIS

*Strengthening the quality of local governance through professional management*

**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

## CALENDAR OF EVENTS

For complete details on events please visit the ILCMA calendar at [www.ilcma.org/currentevents.aspx](http://www.ilcma.org/currentevents.aspx)

## IN THIS ISSUE

<b>CALENDAR OF EVENTS</b>	<b>1</b>
<b>PRESIDENT'S COLUMN</b>	<b>2</b>
<b>CONGRATULATIONS TO ILCMA'S NEWEST ICMA CREDENTIALLED MANAGERS!</b>	<b>3</b>
<b>WELCOME NEW MEMBERS</b>	<b>3</b>
<b>UIC ANNOUNCES *E-GOVERNMENT ONLINE CERTIFICATE PROGRAM*</b>	<b>3</b>
<b>THE COMMUNICATION TOOL FOR ILCMA &amp; IAMMA</b>	<b>3</b>
<b>MEMBERSHIP DUES NOTICES</b>	<b>3</b>
<b>WHO'S WHO DIRECTORY UPDATE</b>	<b>3</b>
<b>CORPORATE PARTNER SPOTLIGHT</b>	<b>4</b>
<b>IML MANAGERS MONTHLY COLUMN</b>	<b>5</b>
<b>CORPORATE PARTNER SPOTLIGHT</b>	<b>6</b>
<b>ILLINOIS VIRTUAL FORUMS: REACHING BEYOND PUBLIC HEARINGS AND HEARING THE PUBLIC</b>	<b>7</b>
<b>ILCMA BOOTH VOLUNTEERS NEEDED FOR IML CONFERENCE!</b>	<b>8</b>
<b>HAS YOUR STAFF BEEN CUT BACK, BUT YOUR WORKLOAD INCREASED OR STAYED THE SAME?</b>	<b>10</b>
<b>JOB MART</b>	<b>10</b>

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**PRESIDENT'S COLUMN**

*Each month the President's Column will be used by ILCMA's affiliate organizations and committees to update the membership on what is happening.*

**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 CREDENTIALLED 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](mailto:egov@uic.edu), (312) 355-0423

Web site: [www.egovernment.uic.edu](http://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](http://netqa.org/ILGNET/_cs/GNSplash.aspx) or [www.ILCMA.org](http://www.ILCMA.org) and follow the instructions on the homepage.



## 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](mailto: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.

## 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@cityhpil.com](mailto:epalm@cityhpil.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](mailto:dpeters@niu.edu) so that ILCMA can appropriately recognize this accomplishment.

**CORPORATE PARTNER SPOTLIGHT**

As part of the new "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written promotional piece in the ILCMA newsletter.

**A STRONG BOND WITH YOUR CONTRACTORS**

By Michael W. Behm, AIA  
Vice President, Community Market  
Leopardo Companies, Inc

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

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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.



## IML MANAGERS MONTHLY COLUMN

### **IML Annual Conference Features Format Changes and Several Sessions Sponsored by Municipal Managers**

*By: Russ Loebe, Village Administrator, New Lenox and Chairman, IML Managers Committee  
and Joe McCoy, Senior Legislative Advocate, Illinois Municipal League*

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.impl.org>



## CORPORATE PARTNER SPOTLIGHT

As part of the new "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written promotional piece in the ILCMA newsletter.

### 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](http://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.

*Continued on page 7*



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## Helping Your Employees Avoid The H1N1 Virus *Continued from page 6*

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](http://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](mailto:kevin.herman@thehortongroup.com) or Mike Wojcik, Senior Vice President, The Horton Group @ 708-845-3126 or email: [mike.wojcik@thehortongroup.com](mailto:mike.wojcik@thehortongroup.com)



## ILLINOIS VIRTUAL FORUMS: REACHING BEYOND PUBLIC HEARINGS AND HEARING THE PUBLIC

Updating your community's strategic plan? Trying to figure out if bike racks in downtown are important or if your redevelopment should preserve that historic corner building? Wondering if trash pick-up once a week versus twice a week to cut costs is acceptable? Unfortunately, communities don't come with their own text book with the "right" answers in the back. Local government staff members across the nation have continually looked at how to best tap into their community's greatest resource - its citizens - beyond the routine public work session! This webinar will provide examples of how three communities are finding innovative ways to engage their citizens to come up with the community's answers to these questions.

Register Now for this Webinar! [http://www.transformgov.org/events/events\\_webinars.asp](http://www.transformgov.org/events/events_webinars.asp)

OCTOBER 1, 2009

1:00PM CT – 2:30PM CT

Price \$29 per Registration

Greg Kuhn, PhD, Assistant Director, Center for Governmental Studies at NIU will moderate the session and will be joined by 3 panelists.

David Limardi, City Manager of Highland Park, IL will discuss how they combining online tools such as Google maps, along with community meetings in their Downtown Revisioning Project.

Peggy Merriss, City Manager of Decatur, Georgia discuss how they have utilized online forums as a supplement to their citizen engagement efforts in a program called "Open City Hall."

Mike Baker, Assistant Village Manager of Downers Grove, IL will discuss how the Village is engaging citizens in their Total Community Development Project.

Also, don't forget to Save the Date for future forums! Discover your regional and national local government innovations through 3 additional webinars jointly hosted by the Alliance for Innovation and ILCMA. These forums are an opportunity to expose your staff to emerging practices and help cultivate innovation in your organization!

Dec 3, 2009: Public Involvement in Budgeting – What's New

Feb 4, 2010: Employee Moral in the Face of Economic Turmoil

Apr 1, 2010: We want to hear from you! Submit your ideas on learning topics to Dawn Peters, [dpeters@niu.edu](mailto:dpeters@niu.edu) or Regan Gerlt, [rgerlt@transformgov.org](mailto:rgerlt@transformgov.org).

For more information, visit the Alliance for Innovation at [www.transformgov.org](http://www.transformgov.org) or visit the Illinois City/County Management Association at [www.ilcma.org](http://www.ilcma.org).

**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](http://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.



Illinois City/County Management Association 815-753-5424 ■ Fax 815-753-2305

## 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:

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 1<sup>st</sup> 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



## 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 Rivlan, 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.

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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:

<b>Richard Saks</b>	<a href="mailto:gandalforever@comcast.net">gandalforever@comcast.net</a>	708-839-0076
<b>Sue McLaughlin</b>	<a href="mailto:imanagectz@yahoo.com">imanagectz@yahoo.com</a>	630-885-2716
<b>Motiryo Keambiroiro</b>	<a href="mailto:Njeri@speakeasy.net">Njeri@speakeasy.net</a>	708-720-2269
<b>Craig Whitehead</b>	<a href="mailto:dcwmgr22@aol.com">dcwmgr22@aol.com</a>	309-589-0385
<b>Mark Masciola</b>	<a href="mailto:Mcmmln@aol.com">Mcmmln@aol.com</a>	630-837-6594
<b>Sheryl Puracchio</b>	<a href="mailto:spuracchio@gmail.com">spuracchio@gmail.com</a>	815-931-8672
<b>Aimee Ingalls</b>	<a href="mailto:ingalls345@comcast.net">ingalls345@comcast.net</a>	815-592-6090
<b>Phil Modaff</b>	<a href="mailto:modaff40@comcast.net">modaff40@comcast.net</a>	630-493-0359
<b>Austin Edmondson</b>	<a href="mailto:aedmondson4@adelphia.net">aedmondson4@adelphia.net</a>	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](mailto:kstreet@deerfield.il.us)  
Questions – call 847-945-5000



## **ILCMA Reception at the ICMA Annual Conference in Montreal**

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!



## JOB MART

**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 out-reach 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:

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Phone: 815-334-4220  
Fax: 815-334-4648  
E-Mail: [Humanresources@co.mchenry.il.us](mailto:Humanresources@co.mchenry.il.us)

### 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: [rpell@westcook.org](mailto:rpell@westcook.org). The Village of Berkeley is an equal opportunity employer. Visit the Village's web site at: [www.berkeley.il.us](http://www.berkeley.il.us)

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## JOB MART

### 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 (RFI's) and Requests for Proposals (RFP's). Ability to analyze purchasing documentation effectively, clearly express information both verbally and in written form



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## JOB MART

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 to 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.



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## JOB MART

City of Muscatine,  
City Administrator

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:

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