

City/County Management IN ILLINOIS

Volume 11 No. 5

Strengthening the quality
of local governance through
professional management

DECEMBER
2015



In this issue

- Conference Save the Date 2
- Who's Who 3
- Welcome New Members 4
- Next Big Thing 4
- Corporate Partner Spotlights 5
- Prof. Development Committee 7
- IML Managers Monthly Column 8
- Angel Tree 9
- Guide to Better Recruiting 12
- Local Government 101 13
- ICMA Credentialed Manager 15
- Managers in Transition 17
- IL Financial Forecast Forum 20
- Senior Advisor Column 22
- Midwest Leadership Institute 24
- Speed Coaching 24
- Metro Manager Luncheon 26
- Job Mart 27



Editor's Notice

The ILCMA Secretariat's Office will close from December 24, 2015 thru January 3, 2016. Therefore, there will be no January newsletter.

Calendar of Events

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

December 4
SWICMA Luncheon
Highland, IL

December 9
Metro/IAMMA Holiday Luncheon, Lombard, IL

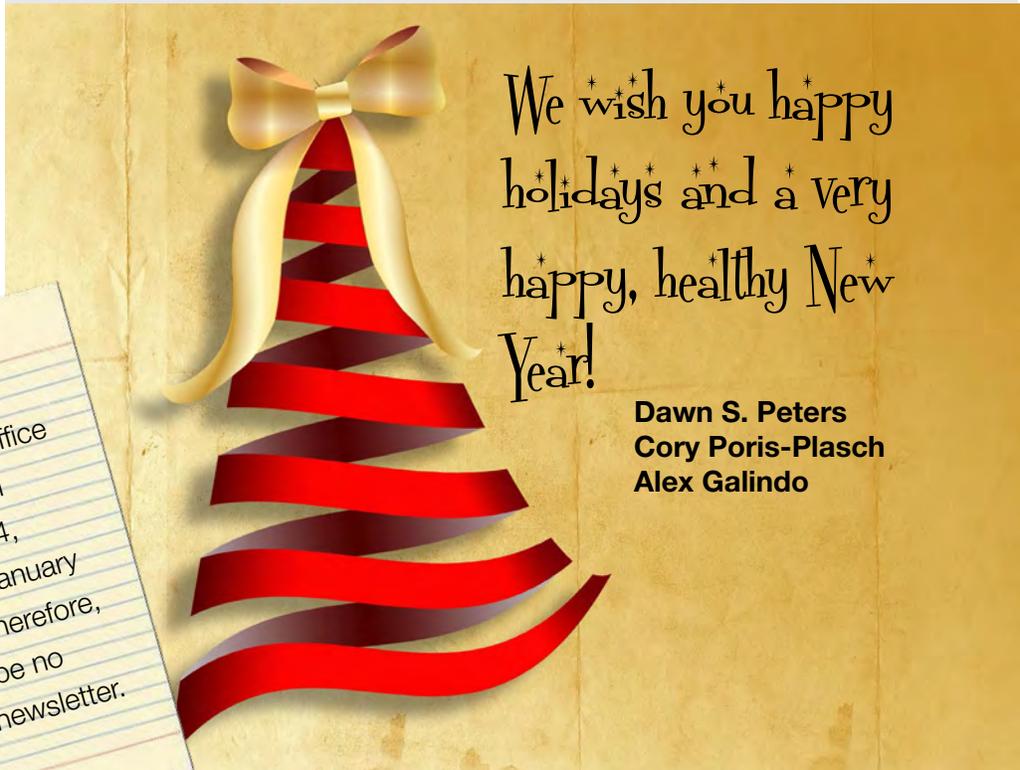
January 15, 2016
Illinois Financial Forecast Forum, Lombard, IL

January 21, 2016
ILCMA Professional Development
Lombard, IL

January 21, 2016
Metro Manager Luncheon
Lombard, IL

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

March 3 – 5, 2016
ICMA Midwest Summit
Middleton, WI (Madison Area)



We wish you happy
holidays and a very
happy, healthy New
Year!

**Dawn S. Peters
Cory Poris-Plasch
Alex Galindo**

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

President's Column

Going Beyond Normal, Evolution in Government

By Barry Burton, ILCMA Winter Conference Chair and County Administrator, Lake County

This year's Winter Conference theme captures the challenges each of us face as today's local government leaders.

The Winter Conference offers a great opportunity to join your peers to learn, refresh, and network. It also provides an ideal setting for the sharing of ideas. Continuous improvement and commitment to our profession helps us be innovative and creatively adapt to the challenges we face.

Please join us in Normal on February 2-4, 2016. The Winter Conference Committee has prepared an outstanding collection of topics and speakers. The Pre-Conference Session, "Next Big Things: What does it mean for my Community?" by Karen Thoreson, President, Alliance for Innovation, launches our theme and is an excellent professional development opportunity.

The conference kicks off with our keynote speaker Patrick Ibarra who will focus on "Best Practices: The Enemy of Innovation." Joe McCoy and Brad Cole from the Illinois Municipal League will enlighten us at lunch with a legislative update. Finally, the closing keynote by Jim Mathis on "Reinvention Made Easy" features an interactive closing session. All of these sessions will challenge you to think differently to creatively lead during these evolving times.

I am very excited about our Thursday night speaker at the newly renovated ISU stadium. A native of Rockford Illinois, Brock Spack was named the Head Football Coach at Illinois State in 2009. He has built the Redbird football program into one of national prominence. The football team has qualified for the NCAA FCS playoffs during over the past three seasons. Last year, the Redbirds played in the FCS National Championship game and were barely beaten by Missouri Valley Conference rival North Dakota State. This year, Coach Spack's team has been nationally ranked the entire season.

The Conference Sessions include:

- The Next Generation Workforce
- Good Deal/Bad Deal
- Emergency Response
- Speed Coaching
- What do Managers need to know about Municipal Bond?

- E-Hostility
- Hot Topics in Employment Law
- Branding
- Q & A for Aspiring Managers

Value Added

- Financial Planning – Wellness
- ICMA RC Appointments
- Resume Reviews/Mock Interviews

Social Events

- Welcome Reception hosted by Downstate/SWICMA
- Morning Yoga
- Dinner at ISU Stadium
- IAMMA Social
- ILCMA, 5K Run/1.5 mile Walk

A special Thanks to our Committee Members who work very hard to deliver an outstanding conference agenda.

Conference Committee:

Barry Burton, County Administrator, Lake County
Brian Southey, Management Analyst, Elk Grove Village
Randy Bukas, City Administrator, Flora
Moses Amidei, Village Administrator, Wadsworth
Cristi Musser, Senior Management Consultant, Sikich
Deb Zimmerman, IMET
Dane Bragg, Village Manager, Buffalo Grove
Jim Petrakos, Tria Architecture
Christina Burns, Assistant Village Administrator, Oswego
Lowell Crow, Village Administrator, Monmouth
David Cook, Executive Director, IPBC
David Nord, City Administrator, Dixon
Sally Heffernan, Assistant City Manager, Normal
Jennifer Barlas, Clark Dietz
Anne Marie Gaura, City Manager, DeKalb
Jim Grabowski, City Manager, City of Elmhurst

Register online today by going to www.ilcma.org/conferences.



Building & Fire Construction Codes
2420 Vantage Drive | Elgin, IL 60124

Richard A. Piccolo
President
Master Code Professional

Website: Constructioncodes.com

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

Who's Who Directory Update

Lisa Powers has been appointed as the new village administrator in Bradley. She was previously the village administrator in Swansea.

Gregg Spathis is the new village administrator for Peotone.

Congratulations to **Dean Torreson**, city administrator, Macomb, who has announced his retirement at the end of this year, **Floyd Allsop**, city administrator, Monticello, who has announce his retirement in February 2016, and **Tom Brimberry**, city administrator, East Peoria, who will retire from his job as city administrator on Jan. 19, four days after his 20th anniversary of working for the city. ILCMA will donate \$100 in each of their names to the ICMA Fund for the Profession.

Ed Cannon, Village Administrator, Fulton, has a new email address:
ed.cannon@cityoffulton.us.

Diana Dykstra, Village Administrator, Poplar Grove, has a new email address: ddykstra@villageofpoplargrove.com.

Donna Gayden has been appointed as the new village manager in Hazel Crest. She was previously the village manager in Glenwood. Her new information is:
Donna M Gayden
Village Manager
Village of Hazel Crest
3000 W. 170th Place
Hazel Crest, IL 60429
Ph: 708.335.9600 ext 107
Email: dgayden@villageofhazelcrest.com

Congratulations to Glenview Village Manager **Todd Hileman**, recipient of the first Local Government Transformer Award presented Nov. 2 by Transform Illinois. The award recognized the Municipal Partnering Initiative, a consortium of more than 30 local governments in north Cook and Lake Counties that jointly bid infrastructure and capital works projects. - See more at: <http://www.glenviewlantern.com/village-transforming-illinois#sthash.doL5CjFC.dpuf>

Steve Vinezeano was recently featured in an ICMA Column about how his military career prepared him for a position on professional local government management. You can read about Steve at: http://icma.org/en/Article/106448/Steve_Vinezeano.

Dan Di Santo is the new village administrator in Oswego. He was formerly the assistant village manager in Bensenville. His new contact information is:
Daniel Di Santo
Village Administrator
Village of Oswego
100 Parkers Mill
Oswego, IL 60543
Ph: 630-551-2360
Email: ddisanto@oswegoil.org

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

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

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

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


Gallagher Benefit Services, Inc.
thinking ahead



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

PARAMEDIC SERVICES
of Illinois, Inc.

A LEADING PROVIDER OF
CONTRACTURAL PARAMEDIC
&
AMBULANCE BILLING SERVICES

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

www.paramedicservices.com

Welcome New Members!

Jenn Anders, Woodard & Curran
 Steve Arwady, Alternative Fuel Supply
 Michael Behm, Senior Vice President, Leopardo Companies Inc
 Aida Cantic
 Nick Kachiroubas, Associate Teaching Professor, DePaul University -School of Public Service
 Peter Nickell, Intern, Lincolnwood
 Kyle O'Rourke, Baker Tily
 David Panitch, Administrative Assistant V, Forest Preserve District of Cook County
 Lon Pluckhahn, City Manager/ICMA Midwest VP, City of Marion
 Diann Reed, Manager, Local Government Health Plan
 Blair Rezny
 Christopher Strom, Administrative Assistant, Elmhurst Park District
 Vada Yingling, City Administrator, City of Mt. Sterling



SAFEbuilt[®]
 Building Department Services
 Community Planning & Zoning
 Code Enforcement

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

CHRISTOPHER B. BURKE
ENGINEERING, LTD.



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

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

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



powering lives
 An Exelon Company

Designing Customized Financial Solutions
 for Outstanding Communities.



EHLERS
 LEADERS IN PUBLIC FINANCE

www.ehlers-inc.com



Strengthening
 Communities
 Together



transportation
 water
 governmental services
 senior living
 energy
 land development

Phone 800.728.7805
HRGreen.com

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

design + construct + own + operate



**Illinois Metropolitan
 Investment Fund**

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

Debra A. Zimmerman
 618-665-4638

www.investIMET.com

Investing together for
 our communities



**ILLINOIS DEPARTMENT OF
 CENTRAL MANAGEMENT SERVICES**

Diann Reed
 Manager
 Local Government Health Plan

801 South 7th Street
 Springfield, IL 62703

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

Diann.Reed@illinois.gov

Corporate Partner Spotlight

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

Integrating GIS and Maintenance

Patrick J. Glenn, P.E., CFM, Director of Municipal Services, Gewalt Hamilton Associates, Inc.

Picture a community less than half a square mile in area with fewer than 200 buildings. The municipal subsurface utility infrastructure is similarly modest, with 10 miles of water lines and 5 miles of sewer pipes. However, the Evanston campus of Northwestern University (NU) is also crisscrossed by 20 miles of steam pipes, 12 miles of hot and cold water piping, water lines, 5 miles of sewer lines, several miles of underground utility tunnels, and miles of electric and telecommunications lines.

NU Facilities Management (FM) staff have to maintain these systems on a campus that is in a continuous state of redevelopment as buildings and roads are built, demolished, moved, and improved. In order to consolidate the disparate infrastructure assets and manage them in a unified manner, FM staff have worked to develop a robust Geographic Information System (GIS) database and mapping platform.

While much of the information about the systems could be gathered from record plans and atlases, 165 years of construction meant the records were of questionable reliability. Ground surveys had been performed using Global Positioning System (GPS) tools, but much of the underground infrastructure cannot be located by surface features alone. In order to complete the inventory, staff utilized an integrated mapping and maintenance approach to accomplish two goals with one task.

For pressurized water and steam pipes, it is common maintenance practice to perform field surveys to find and repair leaks. FM staff expanded the scope of these surveys to include line tracing, and coordinated with the leak detection and GIS vendors to capture the field locations in the GIS.

A similar process was employed for the gravity sewer pipes. As part of routine cleaning and televising of lines, the GIS vendor coordinated with the televising firm to ensure uniformity in asset IDs and naming conventions, as well as enhance the GIS with additional lines "discovered" as part of the televising.

The GIS data developed were then used as the platform to deliver the results of the leak detection surveys and pipe televising.



In both cases, by coordinating GIS efforts with the maintenance work, staff leveraged routine maintenance tasks to add value by enhancing the GIS database. The GIS efforts, in turn, became a tool for staff to track the maintenance work, inventory the data collected, and plan and monitor subsequent repairs and replacement needs identified by the field work.

FM staff have also begun to implement digital data delivery standards for engineering plans involving utility work to ensure that the drawings prepared for future projects can be easily integrated into the GIS upon project completion. With a more complete inventory of campus infrastructure assets, FM staff are better able to develop long-range capital improvement plans and establish annual budgets to ensure funding for replacement of system assets that have reached the end of their useful life.

In addition, the "live" GIS atlas allows FM planning staff to better identify and budget for utility relocation associated with future projects, reducing the costs associated with damage to unknown underground infrastructure during construction.

Northwestern University Facility Management's efficient and economical integration of routine maintenance and GIS data collection has created an effective system for developing, updating, and refining the University's infrastructure asset data as part of routine maintenance operations.

Corporate Partner Spotlight

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

Using a Performance Contract to Address Non-Revenue Water in Your Community

By Danielle S. Melone, SIEMENS Industry, Inc.

With the severe drought conditions being experienced in California and abnormally dry conditions throughout parts of the United States, water resources and water use are often hot topics of conversation among local government officials. Municipal and County governments are often responsible for operating and maintaining water utilities and developing policies to promote conservation.

Non-revenue water is an important component in any discussion of water planning or conservation. In this article, we will briefly look at two things:

- What is the definition of Non-Revenue Water?
- How can Performance Contracting address Apparent Losses and Real Losses?

The term used in the water industry for the total volume of unbilled water on a water system is "Non-Revenue Water". American Water Works Association (AWWA) defines Non-Revenue Water as the sum of three areas: Unbilled Authorized Consumption, Apparent Losses and Real Losses.

- Unbilled Authorized Consumption refers to water used for things like flushing hydrants or fighting fires or, in some cities, buildings or parks might be provided with unbilled water.
- Apparent Losses refers to water that goes unbilled due to meter inaccuracies, or theft or through system inaccuracies -like an account that is coded incorrectly and therefore billed the wrong rate or not billed at all.
- Real Losses refer to water that is lost due to leaks in the system or storage tank overflows.

All of these losses result in the water utility treating, storing, pumping and possibly purchasing water for which they are not collecting revenue.

Performance Contracting provides an opportunity for communities to address Apparent Losses and Real Losses without affecting capital budgets. Many municipalities in Illinois have used Performance Contracting to replace aging, inaccurate metering systems with Automated Metering Infrastructure (AMI) which allows them to increase the accuracy of meters on their system and greatly improves the quality and timeliness of the data

SIEMENS

Becky Werra, LEED® AP

Energy and Environmental Solutions

Becky.Werra@Siemens.com · (847) 493-7764

Siemens Industry, Inc. · Building Technologies Division

usa.siemens.com/buildingtechnologies

they receive. A Performance Contract reduces the project risk to a municipality by providing it with a system that is guaranteed to function as expected and will remain accurate over the life of the contract. This helps protect the community from Apparent Losses, and the resulting losses in revenue, in the future.

Energy Service Companies (ESCO), like Siemens, provide performance contracting services and are experienced with many different types of metering systems. The ESCO will first complete an audit of the existing meters that can uncover system inaccuracies. This audit helps ensure that all customers have the correct meter installed for their level of use, and that they are billed under the right rate structure, which further reduces Apparent Losses on the system. The ESCO will help the community select the right AMI system for their needs, complete the installation of the meters and infrastructure, and assist with public relations efforts to help citizens understand the benefits of the new system. Citizens can be confident that accurate metering will lead to a reduction in Apparent Losses. The utility will collect the revenue it should from its customers, which could mitigate future rate increases. Citizens will also have timely access to their consumption information that can lead to vigorous conservation efforts. In addition, the data collected from the AMI system can be analyzed to show unusual consumption levels in customer accounts and City staff can be alerted to possible leaks which can help reduce Real Losses on the system.

A performance contract can be the first step to obtaining the infrastructure updates needed to reduce Non-revenue water on your system. The data provided by an AMI system in combination with procedures and actions by utility staff will help communities address these losses.

continued on page 11



*The ILCMA Professional
Development Committee
Presents*
**Implications of the Police and
Community Relations
Improvement Act**

Illinois SB 1304, the Police Reform and Body Camera Act, was signed into law as the Police and Community Relations Improvement Act in August, and mandates numerous procedural and reporting requirements on local law enforcement agencies to start in 2016. This timely and informative presentation will review requirements of the Act, the legislative intents of the Act and its administrative impacts, including equipment, staffing, and documentation requirements. The presentation will clarify what new administrative processes are required, which are not, and will offer time to answer your questions directly. The presenters are:

Chief Pat O'Connor serves as Campus Police Chief at Moraine Valley Community College, Adjunct Professor of Criminal Justice and Homeland Security, and Chair of the Illinois Chiefs of Police Legislative Committee will present an in-depth review of the Act and will discuss the new State requirements and offer insights on implementing the requirements at the municipal level.

Don Zoufal formerly served as Legal Counsel for the Illinois Department of Corrections and Chicago Police Department, among other agencies, and is currently an independent consultant for Crowznet Consulting, providing strategic and policy advice on safety and security technology issues.

PLEASE FEEL FREE TO INVITE YOUR POLICE CHIEF TO ATTEND WITH YOU!

Date:	Thursday, January 21, 2016	
Time:	8:30 a.m.	Registration and Continental Breakfast
	9:00 – 11:30 a.m.	Presentation
Location:	Harry Caray's 70 Yorktown Center Lombard, IL	Addresses ICMA Practice Areas 3: Functional and Operational Expertise
Cost:	\$35 for Professional Development Only \$55 if also attending the Metro Manager Luncheon (\$5 discount) Metro Luncheon Topic is "Law Enforcement Tehnologies: At What Cost?" Members in Transition – please e-mail or call Alex below to register	
RSVP:	Online Registration (no credit card required): https://www.ilcma.org/?p=2945	
By Jan. 18	Phone in Registration 815-753-5424 Email registration to Alex Galindo at agalindo@niu.edu	

*Cancellations must be made January 18, 2016.
Any cancellations after that date will require full payment.*

IML Managers Monthly Column

General Assembly Releases 2016 Spring Calendar

By: IML Managers Committee

The 2016 spring calendar has been published for the upcoming legislative year. The House has scheduled 36 legislative session days between January and May and the Senate has scheduled 41 legislative days. The House is scheduled to meet only 12 days prior to April 1, and the Senate is only scheduled to be in 18 days prior to April. This means that most of the work that the General Assembly will consider is likely to occur at an accelerated pace during the months of April and May.

Key Spring Legislative Deadlines

The key legislative process dates are below:

April 8 – deadline to move bills out of committees in their chamber of origin

April 22 – deadline to move bills out of their chamber of origin

May 13 – deadline to move bills out of committees in the second chamber

May 27 – deadline to move bills out of the second chamber



State of the State and Budget Addresses

In addition to the bill passage deadlines, the scheduled dates for the State of the State Address and the Budget Address were released. Under the Illinois Constitution, the purpose of the State of the State Address is for the Governor to “report to the General Assembly on the condition of the State and recommend such measures as he deems desirable.” That speech will be held on Wednesday, January 27.

The purpose of the Budget Address is for the Governor to report to the General Assembly his proposed budget for the upcoming fiscal year. That speech will be held on Wednesday, February 17.

855.68.GovHR
855.684.6847

GHR GovHR USA
Voorhees Associates GovTempsUSA

www.govhrusa.com

Heidi Voorhees & Joellen Cademartori Earl
Co-Owners

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

VOORHEES ASSOCIATES LLC
LEADERSHIP IN PUBLIC MANAGEMENT

COMBINED TO SERVE YOU

GOVTEMPSUSA

listen.DESIGN.deliver

DLR Group
Architecture Engineering Planning Interiors

Jake Davis, AIA, LEED AP
333 West Wacker Drive | Suite 400 | Chicago, IL 60606
jdavis@dlrgroup.com | 312/780-1020 | dlrgroup.com

Insurance / Risk Advisory / Employee Benefits

HORTON

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

10320 Orland Parkway
Orland Park, IL 60467

Phone 708.845.3126
Cell 708.650.1557
Fax 708.845.4126

www.thehortongroup.com

mike.wojcik@thehortongroup.com

Searching for Water and Energy Savings?

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



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



Tis the Season...to give something back...

IAMMA and Metro Managers

In partnership with The Salvation Army

2015 Angel Tree Giving

Angel Tree tags may be obtained at:

November 19—Metro Manager Luncheon

Or

By contacting Laura Lake or Nicole Kathman at

llake@glenview.il.us / nkathman@yorkville.il.us

Gifts (unwrapped) must be dropped off at the:

December 9 IAMMA/Metro Managers Luncheon at Harry Caray's in Lombard



Clark Dietz
ENGINEERS

Civil/Environmental
Transportation
Structural
Mechanical/Electrical

ILLINOIS • INDIANA • WISCONSIN
Champaign • Chicago • Elmhurst • www.clarkdietz.com



W.B. OLSON, INC.
The Construction People

www.wbo.com



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

Courtney Soesbe: 630.657.6421

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

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

**Ancel
Glink**

DIAMOND BUSH
DiCIANNI
& KRAFTHEFER

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

312-782-7606 | ANCELGLINK.COM

FOR LOCAL GOVERNMENT LAW, THINK ANCEL GLINK



Elevate Performance

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

Aim higher at www.sikich.com.

Sikich



GIS/IT Consulting

mgp inc

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

Proud service provider for:

GIS consortium



ABR AMERICA'S BUILDING RECORDS

Join America's Building Records

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

1.855.227.2711 www.buildingrecords.us



IT Services
 Surveillance
 Voice & Data

Current Technologies

An eye on the future of technology

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



WILLIAMS ARCHITECTS

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

ARCHITECTURE | PLANNING | INTERIORS



AFS Alternative Fuel Supply

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

Call Today For Your Free Fleet Survey!

847-380-2027
sales@altfuelsupply.com



HL
 HOUSEAL LAVIGNE ASSOCIATES

www.hlplanning.com

Industry leaders in **innovation**
 Nationally recognized **plans and graphics**
 Effective and engaging community **outreach**

community planning urban design economic development



CORDOGANCLARK

ARCHITECTS • ENGINEERS • CONSTRUCTION

BRIAN KRONWITTER, AIA, DBIA
 Executive Vice President

960 Ridgeway Avenue
 Aurora, Illinois 60506
 Tel 630.896.4678
 Fax 630.896.4987
 Cell: 630.209.7525

716 North Wells Street
 Chicago, Illinois 60654
 Tel 312.943.7300
 Fax 312.943.4771
bkronwitter@cordoganclark.com

Advancing Civic Leadership

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

January 25, 2016 – DeKalb County Community Foundation
Investing in Infrastructure: Spend Money to Make Money

January 28, 2016 – Prairie State College
Grant Writing Skills and Secrets

February 11, 2016 – Prairie State College
Board Recruitment - Board Impact by Design

February 25, 2016 – NIU Naperville
Leveraging New Technology to Enhance Transparency and Improve Performance in Government

Full Course Catalog and Online Registration

www.cgs.niu.edu



continued from page 6

Siemens would be happy to discuss how we have helped communities update water infrastructure in Illinois, and around the country, so please feel free to contact us. Danielle S. Melone, Senior Municipal Executive, SIEMENS Industry, Inc., Infrastructure & Cities Sector Building Technologies Division, danielle.melone@siemens.com, www.usa.siemens.com.

MAXIMIZING REVENUES for local governments

AZAVARAUDIT.COM
(312) 583-0100



SERVING COMMUNITIES THROUGHOUT ILLINOIS.

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



IAMMA/Metro Managers Angel Tree Luncheon

11:30 a.m. Wednesday, December 9, 2015

10:30 a.m. Join us for Speed Coaching

Location: Harry Caray's Italian Steakhouse,
70 Yorktown Shopping Center, Lombard, IL 60148

Cost: \$25 (Cash or Check Only)

Checks made payable to IAMMA (Please see payment policy below)

Please RSVP by Friday, December 4 via the link below:

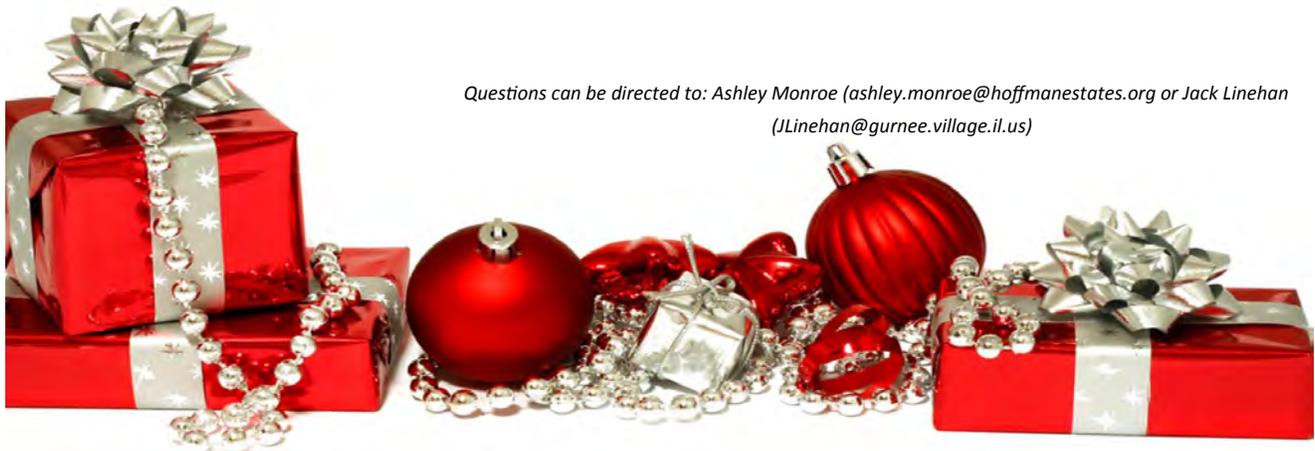
<http://iammadecemberluncheon.eventbrite.com>

Need an angel tree tag?

Contact Laura Lake at
LLake@glenview.il.us

Our goal is to fulfill 200 tags!

Questions can be directed to: Ashley Monroe (ashley.monroe@hoffmanstates.org) or Jack Linehan (JLinehan@gurnee.village.il.us)



A Guide to Better Recruiting, Redux (Lessons Learned)

By Art Osten, ILCMA Membership Services Committee

In the March 2014 issue of PM*, with a little help from my peers, I wrote about improving the recruiting process. During a recent stint as an Interim Village Administrator, after first removing myself as a candidate, I coordinated the Village Administrator hiring process and was able to test those ideas. Here's what transpired -- with identities left out to protect the innocent!

The March 2014 article laid out a grand "model" process in four (4) steps: ID Key Needs, Mind the Recruiter's Cut, Utilize an Evaluation Checklist, and be Considerate of Applicants.

Step one "ID Key Needs" included: define the position's duties and applicant characteristics being sought, discuss the "do's and don'ts" of recruiting with the elected officials, provide the hiring body with selection criteria, and then help them define and discuss their subjective reflections of the candidates interviewed. In this recruitment, the Village President had private sector recruiting experience and the Village Board followed his and my lead so a "How to Recruit" discussion wasn't felt necessary. However, I presented a draft job description, position advertisement, selection criteria, and questions to ask -- for the Board's review and comment. All were tailored to the organization's specific needs including any personal characteristics that Board members felt important.

The nature of the beast dictates that the majority of applicant's in any search won't make it past the all-important "Recruiter's Cut". A community and position profile was not prepared because it was felt important for applicants to do their own research and the basics about the community and organization were available on-line. But the web and help wanted ad could only say so much about the organization's particular needs. I was surprised by how few applicants, even experienced managers, asked me what I perceived to be the key issues and needs facing the organization prior to applying or being interviewed. It would have helped them determine whether they were a best fit for the community and better tailor their cover letters and interview preparation. In a collaborative effort with me, the President selected the candidates to be interviewed.

A detailed "Evaluation Checklist" of 8 key characteristics with descriptors and space for comments plus a summary rating sheet with all the interviewees' names were provided to the Board for the interviews. (Note: To this was added, at the Mayor's request, the results of an email inquiry sent to potential interviewees asking their previous three salaries, minimum acceptable salary, likely start date, and relocation plans -- for those from outside the area.) These sheets were for the Board's use and not collected. The elected officials said these were very helpful in getting them to think about what they were looking for but weren't able to be used for formal scoring because of the short amount of time between candidate interviews and by being distracted by the ensuing discussions about the candidates. They made their own notes during the interviews. In hindsight, I should have allowed more time between interviews and provided one hard-copy set of these forms for each candidate to each of the Board members. This would have generated more discussion about each candidate and helped avoid the semi-awkwardness of candidates crossing paths between interviews. I sat in on all the interviews but only offered my opinion when occasionally asked during post interview discussions.

Lastly, the recruiter should be "Considerate of the Applicants". Receipt of each application was quickly acknowledged by a brief email including a thank you and promise to keep them updated. Those not selected for an interview were sent a short email summarizing the general criteria used to determine who was selected and inviting them to call me, the process coordinator, if additional constructive feedback was desired. Questions throughout the interviews invited candidates to ask questions. This helped generate the two-way dialog critical for both parties in determining how well they fit each other's needs. After the interviews, I provided my impressions to each candidate that asked. After negotiations with the selected candidate were completed, the Mayor called and thanked those not selected. I sent a follow-up email reiterating our appreciation and offering to provide additional feedback to those who wished to call me. Phone conversations made it possible to better understand and respond to inquiries for constructive feedback and avoided the potential of written comments being used against the Village.

One valuable take away from this recruiting process were the candidates' comments. They expressed their sincere appreciation for being kept informed, the constructive feedback, and considerate way they were treated. Some mentioned being quite discouraged by past experiences in this regard. The Mayor's thank you call to those interviewed but not selected was especially lauded.

continued on page 13



ICMA NEWS



Leaders at the Core of Better Communities

Local Government 101 Online

At the annual conference in Seattle, ICMA announced the launch of Local Government 101, a new, online certificate program where local government professionals can master those key skills and practices that are the foundation of becoming an effective local government manager.

Regarding the announcement, Amanda Relyea, ICMA's director of professional development programs, said: "We started Local Government 101 because we want to help local government professionals fill the gaps they may have in leadership, management, service delivery, budgeting, and human resources. This program will impart real-life experience, best practices, and sound advice in the areas most important to a manager's day-to-day role, all while making it significantly easier to attend and complete through a convenient online platform."

Local Government 101 is built for new and mid-career managers, assistant managers, and even career changers. The 5-course, 15-session program helps to ground you in the basic skills you need to do an outstanding job for your community and make yourself marketable in the increasingly competitive field of local government management. Courses include:

- Effective Local Government Manager (3 sessions)
- Human Resources and Staff Effectiveness (3 sessions)
- Understanding and Creating a Municipal Budget (3 sessions)
- Managing Local Government Services (3 sessions)
- Become an Effective Leader (3 sessions)

ICMA Insights Certificate Program

ICMA, with over 100 years of local government management expertise, partners with the leading developer of performance analytics software, SAS®. ICMA Insights™, our cutting-edge performance management and analytics platform, brings together the best of both worlds, a customized product designed to meet the unique needs of city and county managers and the very latest technology used by Fortune 500s across the world.

AFFORDABLE, COMPARABLE, AND SCALABLE

By offering a core set of well-defined and comparable measures on a dynamic, world-class performance management and analytics platform, communities can easily collect, clean, report, benchmark, and analyze their data. In addition, ICMA Insights is built on tiers, meeting

communities where they are to help them achieve a higher level of performance management and analytics within their operation.

ICMA Insights™:

- Provides more direct control over setting priorities and allocating resources, while providing greater transparency and stronger accountability to the communities you serve.
- Encourages communities to collaborate, share, and learn best practices from a worldwide network of city and county leaders to improve the quality of life for their citizens.
- Will be supported by training, professional development opportunities, and technical assistance to help communities create effective, efficient, and data-driven local governments.

A HOLISTIC APPROACH

Our cutting-edge performance management and analytics program includes 900 key input, output and outcome measures centered on seven service clusters.

SERVICE TIERS AND PRICING

Five tier levels offer options to meet a variety of performance needs and budgets.

NATIONAL COACHING PROGRAM TO LAUNCH IN JANUARY

With Cal-ICMA having 5,000 webinar participants during 2014 and a growing audience in 15 states during 2015, the Coaching Program is officially going national in 2016. Thanks to a generous sponsorship from ICMA-RC, ICMA will offer the six webinar series to all state associations, and ILCMA is pleased to announce that it is a partner in the nationwide ICMA Coaching Program.

continued from page 12

To my chagrin, I wasn't always able to follow my own guide. The real world of time constraints got in the way as I was managing the organization at the same time. However, the model proved itself a most helpful guide to be used to the extent circumstances permit.

The process and considerate treatment of candidates promoted in the 2014 article were confirmed by this experience. I hope readers can use and be part of similar efforts at... Better Recruiting!

* PM is the monthly magazine of the International City/County Management Association. The original article was also published in the Illinois City/County Management Association November 2013 newsletter and April 2014 Illinois Municipal League's Illinois Municipal Review.

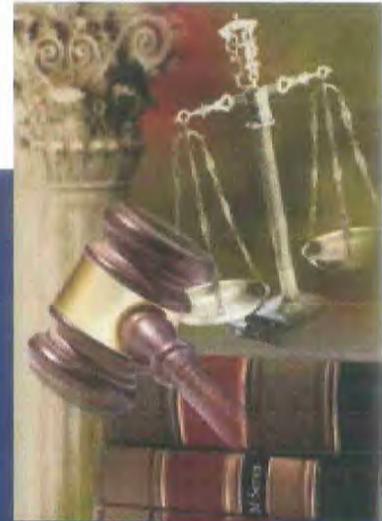
ILLINOIS PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION



Save The Date!

2016 Public Sector Employment Law Seminar

Conducted by:
CLARK BAIRD SMITH LLP



Featuring 3 Plenary Sessions:

1) **If You Were the Grievance Arbitrator, How Would You Rule?** -- Sharpen your skills in this interactive session, in which you will be given the facts of challenging contract interpretation and disciplinary grievances, hear oral arguments from CBS attorneys, and then be asked how you would rule and why. Each case will be followed by insights and analysis from noted Illinois arbitrator **Lamont E. Stallworth**.

2) **Collective Bargaining Trends and Issues** – **Bob Smith's** annual review of recent Illinois public sector collective bargaining trends and issues.

3) **The Fastest 30 Minutes in Labor Law** – CBS LLP attorneys will present two-minute updates on a number of current labor relations and employment law issues.

... And, your choice of two breakout sessions:

Each registrant plans a unique curriculum by selecting two unique breakout sessions (full details on classes will be available soon). Registrants are then assigned to one breakout class in the morning, and the other in the afternoon.

Friday, March 4, 2016

8:30 a.m. – 4:30 p.m.

(Registration begins at 7:45 a.m.)

Ask the Attorney Reception at 4:30 p.m.



Drury Lane Theater
and Conference Center
100 Drury Lane
Oakbrook Terrace, IL 60181



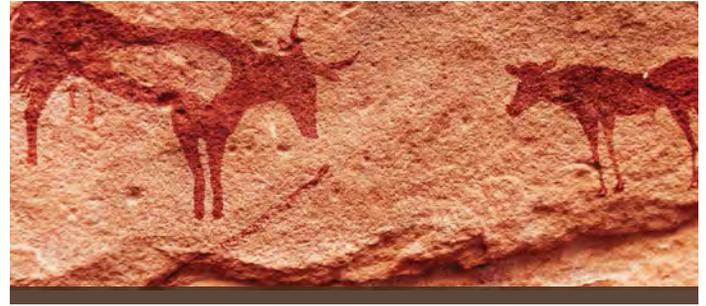
The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of

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

What Are the Benefits?

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

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



GOING BEYOND NORMAL

Evolution in Government

SAVE
THE
DATE

FEB
3RD-5TH
2016

REGISTER BY JANUARY 29

ILCMA 2016 WINTER CONFERENCE



Using a Performance Contract to Address Non-Revenue Water in Your Community

With the severe drought conditions being experienced in California and abnormally dry conditions throughout parts of the United States, water resources and water use are often hot topics of conversation among local government officials. Municipal and County governments are often responsible for operating and maintaining water utilities and developing policies to promote conservation.

Non-revenue water is an important component in any discussion of water planning or conservation. In this article, we will briefly look at two things:

- What is the definition of Non-Revenue Water?
- How can Performance Contracting address Apparent Losses and Real Losses?

The term used in the water industry for the total volume of unbilled water on a water system is “Non-Revenue Water”. American Water Works Association (AWWA) defines Non-Revenue Water as the sum of three areas: Unbilled Authorized Consumption, Apparent Losses and Real Losses.

- Unbilled Authorized Consumption refers to water used for things like flushing hydrants or fighting fires or, in some cities, buildings or parks might be provided with unbilled water.
- Apparent Losses refers to water that goes unbilled due to meter inaccuracies, or theft or through system inaccuracies -like an account that is coded incorrectly and therefore billed the wrong rate or not billed at all.
- Real Losses refer to water that is lost due to leaks in the system or storage tank overflows.

All of these losses result in the water utility treating, storing, pumping and possibly purchasing water for which they are not collecting revenue.

Performance Contracting provides an opportunity for communities to address Apparent Losses and Real Losses without affecting capital budgets. Many municipalities

in Illinois have used Performance Contracting to replace aging, inaccurate metering systems with Automated Metering Infrastructure (AMI) which allows them to increase the accuracy of meters on their system and greatly improves the quality and timeliness of the data they receive. A Performance Contract reduces the project risk to a municipality by providing it with a system that is guaranteed to function as expected and will remain accurate over the life of the contract. This helps protect the community from Apparent Losses, and the resulting losses in revenue, in the future.

Energy Service Companies (ESCO), like Siemens, provide performance contracting services and are experienced with many different types of metering systems. The ESCO will first complete an audit of the existing meters that can uncover system inaccuracies. This audit helps ensure that all customers have the correct meter installed for their level of use, and that they are billed under the right rate structure, which further reduces Apparent Losses on the system. The ESCO will help the community select the right AMI system for their needs, complete the installation of the meters and infrastructure, and assist with public relations efforts to help citizens understand the benefits of the new system. Citizens can be confident that accurate metering will lead to a reduction in Apparent Losses. The utility will collect the revenue it should from its customers, which could mitigate future rate increases. Citizens will also have timely access to their consumption information that can lead to vigorous conservation efforts. In addition, the data collected from the AMI system can be analyzed to show unusual consumption levels in customer accounts and City staff can be alerted to possible leaks which can help reduce Real Losses on the system.

A performance contract can be the first step to obtaining the infrastructure updates needed to reduce Non-revenue water on your system. The data provided by an AMI system in combination with procedures and actions by utility staff will help communities address these losses. Siemens would be happy to discuss how we have helped communities update water infrastructure in Illinois, and around the country, so please feel free to contact us.

PS We take care of IT

Is Your Network at Risk?

FREE Vulnerability Scan for ILCMA members*

Prescient Solutions

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

847-240-3900
www.pswetakecareofit.com

*Some restrictions apply

ILCMA Membership Responsibilities For Members In Transition

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

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

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

Do you have Special Projects for which you need Additional Help? Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

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

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

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

The ILCMA Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

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

Members in Transition Who Agreed to Publicize their Information: (Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

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

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

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

Erik Bush
erik.bush412@gmail.com

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

Art Osten
artosten@sbcglobal.net
847-910-9057

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

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

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

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

 **AXA ADVISORS**
redefining standards®

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

BUILDING STRONGER REGIONS THROUGH INNOVATION AND COLLABORATION

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

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

www.cgs.niu.edu

SB Friedman
 Development Advisors

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

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

VISION | ECONOMICS | STRATEGY | FINANCE | IMPLEMENTATION

CTS GROUP
 Green by design.

Turn-key Solutions for Energy Efficiency

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

ctsgroup.com
 636.230.0843

TRIA ARCHITECTURE

Architectural Solutions To Meet Your Needs



James A. Petrakos, AIA, LEED AP
 Principal Architect

Rosalinda Mesa
 Marketing Coordinator

Office Locations
 Burr Ridge | Homewood
 630.455.4500

www.TriaArchitecture.com

BKV GROUP

Architecture
 Interior Design
 Landscape Architecture
 Engineering



Enriching Lives and Strengthening Communities



www.bkvgroup.com p: 312.279.0470

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

Oak Brook 630.574.8300
 Chicago 312.942.8461
 O'Fallon 618.624.3361

fgmarchitects.com

FGM ARCHITECTS

Experience you can count on.

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

800-686-4346
rwbaird.com/publicfinance



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



ALEXANDER WEISS CONSULTING LLC

Alexander Weiss, PhD
President

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

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

KEVIN W. MCCANNA, CIPFA, CFA DAVID F. PHILLIPS, CIPFA
PRESIDENT SENIOR VICE PRESIDENT/
kmcanna@speerfinancial.com DIRECTOR OF MARKETING
dphillips@speerfinancial.com

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

BAXTER & WOODMAN
Consulting Engineers

Specializing in the following services:

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

815.459.1260 • baxterwoodman.com



Allan R. Ambrose
Senior Vice President
Public Finance

The Northern Trust Company
50 South La Salle Street
Chicago, Illinois 60603
(312) 557-2000

Direct (312) 557-0945
Facsimile (312) 444-5478
ara1@ntrs.com

AQUA

Aqua America Midwest Jim Bilotta
1000 S. Schuyler Avenue Director, Corporate Development
Kankakee, IL 60901

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

An Aqua America Company

MSA
PROFESSIONAL SERVICES

More ideas. Better solutions.®

Champaign: (877) 352-0081
www.msa-ps.com

ENGINEERING • SURVEYING • ARCHITECTURE • ENVIRONMENTAL • PLANNING • FUNDING



**Illinois Financial Forecast Forum: Private Sector Views
that will Impact the Public Sector
January 15, 2016**

REGISTER TODAY!

- 8:00 – 8:45 a.m. **Registration/Continental Breakfast**
- 8:45 – 9:00 a.m. **Welcome and Introductions**
- 9:00 – 10:00 a.m. **Economic & Industry Perspectives**
Rick Mattoon, Senior Economist, Chicago Federal Reserve
- 10:00 – 10:15 a.m. Break
- 10:15 – 11:15 a.m. **The Future of Retail**
C. Kelley Cofer, CCIM, President & CEO, The Retail Coach
- 11:15 – 11:30 a.m. Break
- 11:30 – 12:30 p.m. **Concurrent Breakouts:**
- 1) **Whither Industry?**
 - a. **Automotive/Manufacturing Outlook**
Jason Horwitz, Consultant, Anderson Consulting Group
 - b. **Industrial Markets and Preferred Locations**
Brian Tader, Managing Director, Lee & Associates
 - 2) **Hot Topics of the Day including Regulation of Municipal Advisors/Bond Ratings**
Kelly Kost, Partner, Chapman & Cutler
Stephan Roberts, Director, Robert W. Baird & Co.
- 12:30 – 1:15 p.m. **Lunch**
- 1:30 – 2:45 p.m. **Creating Lasting Value: Development Concepts for the Next Real Estate Cycle**
- 1) **Real Estate Development Outlook for the Next Five to Ten Years**
Stephen B. Friedman, AICP, CRE, President, SB Friedman Development Advisors
 - 2) **Seizing the Potential: Creating Walkable Sub-Urbanism Where There are no Traditional Downtowns**
Ferhat Zerín, Principal, Gingko Planning and Design
 - 3) **What are the Impacts and Benefits of New Sub-Urban Districts?**
Ellen Baer, Assistant Village Manager, Orland Park
Annmarie Mampe, Village Finance Director, Orland Park
- 2:45 – 3:00 p.m. Break
- 3:00 – 4:00 p.m. **Employment Outlook**
Rick Cobb, Challenger Gray & Christmas

THANK YOU TO OUR CORPORATE SPONSORS





The Illinois City/County Management Association and the Northern Illinois University Center for Governmental Studies Civic Leadership Academy invite you to attend the seventh annual

Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector Friday, January 15, 2016

Check in and continental breakfast: 8:00 - 8:45 a.m.

Seminar: 8:45 a.m. - 4:30 p.m.

Harry Caray's, 70 Yorktown Center, Lombard, IL - **Note New Location!!**

Credits: CEU – Earn 0.5; CPE - Earn 5.25

ICMA Credentialed Manager Practice Area: Practice Area 11 Financial Analysis

Cost before Jan. 1: \$ 99 for first attendee
\$ 79 for each additional attendee from same organization
\$ 35 for students

Cost after Jan. 1: \$139 for first attendee
\$119 for each additional attendee from same organization
\$ 45 for students

ILCMA Members in Transition please use MIT code when registering.

Thank you to our Sponsors



REGISTRATION FORM

Illinois Financial Forecast Forum

Event Number 14570

FAX: 815-753-6900

MAIL: Outreach Services Registration Office
Northern Illinois University
DeKalb, IL 60115

Name _____

Title _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

E-mail _____

IF REGISTERING BY MAIL or FAX

Credit Card Payment:

Visa, MasterCard, Discover, American Express
(circle one)

Card Number _____

Expiration Date _____

Name on Card _____

Signature _____

OR

MAKE CHECKS PAYABLE TO ILCMA

FEIN number for invoicing purposes:

Federal Tax ID Number: 36-3251692

REGISTER ONLINE BY JANUARY 8 WITH CREDIT CARD AT

http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4014570

Cancellation Policy: Cancellations must be received by Outreach Registration by January 8, 2016 for a full refund. You may cancel by e-mail (outreachregistration@niu.edu) or by fax (815) 753-6900. Cancellations after January 8, 2016 and no-shows are responsible for the full registration cost. Hosting organizations reserve the right to modify the agenda and/or speakers, cancel the training due to low enrollment, or to close registration if full. **SPACE IS LIMITED ~ REGISTER TODAY!**

Senior Advisor Column



Ethics – Check It Out

By Robin Weaver, ILCMA/ICMA Senior Advisor

Ethical conduct is a core value for local government professionals. As a member of ICMA, ILCMA or its affiliates, we agree to abide by the ICMA Code of Ethics. It is more than just a promise to not lie, cheat or steal. Since the appearance of misconduct can

damage one's reputation, staff morale and the profession, it is important to read and understand the 12 Tenets of the Code and its guidelines http://icma.org/en/icma/knowledge_network/documents/kn/Document/100265/ICMA_Code_of_Ethics_with_Guidelines . It is important to note that the Code and all tenets are applicable to all members – not just managers/administrators. Fully retired members are required to adhere to tenets 1 and 3.

Page 3 – read it. Page 3 of each monthly edition of ICMA's PM (Professional Management) magazine has a column about ethics. It is called Ethics Matter! I always read it first even when the rest of the magazine is set aside for later reading. In it, Martha Perego provides practical advice on real world examples of ethical dilemmas faced by members. Often those stories illuminate a point and resonate with members more than a succinctly written tenet. The column is an excellent refresher for us and by reading it, we become better prepared to handle matters ethically and avoid an appearance of impropriety. Frequently the column includes good advice on how to diplomatically explain your position on a matter of ethics.

In the past year or so, your Senior Advisors here in Illinois have addressed ethical concerns from members on the following topics:

- length of service
- ballot measures
- political activity
- DUI
- harassment
- elected official interference with hiring decisions
- board contact when the manager/administrator boss is being terminated
- consulting/outside employment

When in doubt about a possible ethical issue, ask. It is usually helpful to discuss the matter with a trusted peer, a Senior Advisor or ICMA staff. There is no harm or shame

in fully vetting the issue and determining options on how to proceed. In fact, there are times when a member believes that there is an ethical conflict and on further examination, there isn't a problem.

ICMA provides multiple resources: the regular PM column; staff; training in person and online; presentations at the annual conference; and at the behest of the ICMA Board and with the active engagement of members, an annual review of a specific tenet. This year the tenet under review is Tenet 3 regarding

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Senior Advisors are available through ICMA and ILCMA and ILCMA includes ethics training at the annual conference.

Many members frame the Code of Ethics and hang it in their office as a reminder, as a source of pride and as an example to their staff.

Professionally managed communities/counties are distinguishable due to their high level skills and also due to their adherence to high ethical standards.

If you believe that a member has violated the Code of Ethics, follow up. You may want to contact the member to inquire about the action because the information you have may be inaccurate or erroneous (i.e. newspaper articles aren't always thorough or accurate). You can report the possible violation to ICMA, ILCMA Executive Director Dawn Peters or to the ILCMA president (currently Kelly Amidei). Reporting is important as the violation may cause harm to one or more individuals and may harm the image of local government. Investigations are confidential and the individual member being reviewed has the opportunity to address any concerns.

In addition to the Code and guidelines, the ICMA website has information about training, ways to promote ethical behavior in your organization and enforcement procedures at <http://icma.org/en/icma/ethics>. Use the available resources.



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

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

Who Should Attend

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

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

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

Curriculum

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

The nine learning pods are as follows:

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

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

Instructors

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

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

Logistics

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

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

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

Register Today

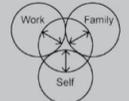


NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Information Technologies

Limardi Consulting,



MORRISON
ASSOCIATES



Mentor the Future through
Speed Coaching:
A Professional Development
Session for Aspiring
Local Government Leaders
Honor the Future
at the
IAMMA/Metro Holiday Luncheon



Brought to you by:
ILCMA Professional
Development Committee

BRING YOUR ASPIRING LEADERS

Who: Municipal and County Managers/
Administrators, Department Heads,
Senior Staff, Division Managers and
Aspiring Local Government Leaders

What: A chance for aspiring leaders to connect one-on-one with Municipal and County Managers/Administrators and Department Directors

When: Wednesday, December 9, 2015
10:30 am to 11:30 am

This session will be immediately before the IAMMA/Metro Holiday Luncheon

Where: Harry Caray's in Lombard
70 Yorktown Shopping Center Lombard, IL

Why: In the spirit of building the leadership bench, we know that networking opportunities provide new ideas and excitement to advance the careers of emerging leaders

Cost: \$25 per person for the Speed Coaching and Awards Luncheon

RSVP: By Friday, Dec. 4th by going to
<http://iammadecemberluncheon.eventbrite.com>

Registration 10:15 am

Speed Coaching 10:30 to 11:30 am

Participants will have the opportunity to network with City/County Managers and Administrators in a fun yet time-sensitive format!

Bring Business Cards!

IAMMA/Metro Holiday Luncheon 11:30 am

Attendance for both the Speed Coaching and Luncheon will be \$25!



How to Make the Most out of Speed Coaching....and have fun doing it!

Congratulations on your decision to join in the fun of the Speed Coaching and Networking Lunch for Aspiring Government Leaders.

You will be engaging with local government leaders from various disciplines across the Chicago Metropolitan area. Here are a few suggestions to help you get the most out of this lively, fast-paced opportunity to expand your network and develop professional connections:

1. Arrive on time for the event so you can receive instructions, pick up resources and informally mingle prior to the speed coaching.
2. You'll participate in 10-minute coaching sessions. Come with a playful spirit; this is intended to be a high-level, low-risk way to get acquainted.
3. Think about what you'd like to give and take from the 10-minute sessions. This is intended to be a high energy, low-risk way to get acquainted.
 - Pick one or two items from a particular session.
 - Make up your own ideas or questions.
 - Just be yourself.
 - If you don't click with someone, no worries; you'll move onto someone else soon.

***** FOR ASPIRING LOCAL GOVERNMENT LEADERS, YOU MIGHT THINK ABOUT...**

- Hopes you'd like to realize in your career.
- Some career issue you'd like to get different perspectives about.
- Feedback about options you're considering.
- Connections for volunteer coaches to help you make to advance your interests.
- Gratitude for the opportunity to personally meet and learn.
- Something that you found useful from the exchange.

***** FOR LEADERS/COACHES, YOU MIGHT THINK ABOUT...**

- Your understanding of what's important to the person you are speed coaching.
 - Some options that you think he or she may wish to consider.
 - A brief story or experience that may be relevant.
 - A vision or action that you invite them to embrace.
 - People, resources or education that you think might be useful to them.
4. ***BRING YOUR BUSINESS CARDS!!!*** There is no pressure for further discussion, just opportunities!
 5. At the end of the event, there will be a short feedback session to share the great connections made during the event. Feel free to share—we all want to learn!

Tips adapted from Cal-ICMA Coaching Program



January Luncheon

Law Enforcement Technologies: At What Cost?

The deployment of robotic cameras, drones, body-worn cameras, automated license plate recognition systems, and biometric technologies are increasingly considered by local governments to enhance law enforcement effectiveness. Join this discussion of law enforcement technologies to understand their potential benefits as well as important management considerations such as planning for true costs of ownership, data storage implications, and community reception.

Invite your Police Chief to attend with you!

Speaker: **Michael Alsup**, Chair of Communications and Technology Committee, Illinois Association of Chiefs of Police. Chief Alsup recently retired from law enforcement after 42 years of service, most recently as Chief of Police of Harper College in Palatine

Date: Thursday, January 21, 2016

Time: 11:30 AM networking
12:00 PM luncheon

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

Cost: **\$25.00** check or cash payable at the door (Interns & MITs are Free). There will be an additional \$5 charge for invoicing the cost of the luncheon.
\$55.00 if also attending the ILCMA Professional Development Event:
"Implications of the Police and Community Relations Improvement Act"
Members in Transition – please e-mail or call Alex below to register ****ILCMA members – invite an MIT to lunch today!!**

RSVP: **By January 18, 2016**
Online Registration (**no credit card required**): <https://www.ilcma.org/?p=2945>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

Cancellations must be made by January 18, 2016. Any cancellations after that date will require full payment for the luncheon

Job Mart

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

Village of Gurnee, Senior Planner

General Position Responsibilities

This position is responsible for professional planning and project management work related to land use and municipal development. Performs a variety of routine and complex assignments pertaining to the implementation of current and long range planning programs.

Coordinates and implements the subdivision, planned unit development, and related current and long-range zoning processes, working closely with and advising the applicant, relevant Village staff, outside agencies, Planning and Zoning Board, and other relevant parties of the code requirements and procedures.

Coordinates and implements the development review and approval process, including conducting pre-application meetings with all interested parties related to subdivisions, annexations, impact fees, map and text amendments, and other significant development proposals and compiling comprehensive review comments.

Reviews development and redevelopment proposals including subdivision, site plan, variance requests, plat, and other development documents; applies knowledge of site design, landscaping, transportation, lighting and other fields to the review process; conducts plan reviews and prepares detailed comments/reports.

Acts as staff liaison to Planning and Zoning Board, developing and processing legal notices, property postings, agendas, staff reports, recommendations, and supplemental case documents, conducting research, and preparing historical, contextual, and interpretative information for commission meetings and public hearings. Maintains records and databases of demographic, land use, and related information for planning purposes.

Assists Community Development Director and other Village staff in the interpretation and enforcement of applicable Village codes, development standards, design guidelines, and the comprehensive plan.

The Senior Planner can expect to work closely with the Planning Manager on ongoing redevelopment projects and new development projects. The Senior Planner is expected to have knowledge and experience working with annexation agreements and experience in negotiating the terms of such agreements.

Upcoming projects include update of the Village's Comprehensive Land Use Plan; ongoing updates to the Zoning Ordinance; and review and updates of the Subdivision Ordinance and Pedestrian Plan. The Village is seeking candidates with experience in contract management and working with consultants on special projects.

General Minimum Requirements

Valid drivers license.

Completion of a Bachelors degree from an accredited college or university; Masters degree from an accredited college or university in Urban Planning or related curriculum.

At least six (6) years municipal planning experience performing work of a comparable nature.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

Must be able to attend meetings after normal business hours as requested or required.

Starting salary \$82,000 +/- depending on qualifications; full time position. Application packets and additional information available at www.gurnee.il.us. Position open until filled; return completed application material along with cover letter and resume to the Gurnee Village Hall, 325 N. O'Plaine Road, Gurnee, IL 60031 or hr@village.gurnee.il.us. First review of applications to take place after December 18, 2015.

McHenry County, Community Development Administrator and Community Development Specialist

The Department of Planning and Development Department is seeking qualified candidates for two positions in the Community Development Division:

Community Development Administrator

Full Time: Monday – Friday 8:00-4:30

Grade 13E (exempt)

Salary Range: \$67,023-\$84,848 depending on qualifications



Citizen Engagement Technologies

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

(630) 633 7333 • www.govqa.com



Job Mart

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

This position, which reports to the Director of Planning and Development, is responsible for the overall management of the County's community development, housing, and senior services programs and grants in a timely and efficient manner and in compliance with federal, state, and local laws and regulations.

Community Development Specialist

Full Time: Monday – Friday 8:00-4:30

Grade 9E (exempt)

Salary Range: \$43,672 - \$53,910 depending on qualifications

This position, which reports to the Community Development Administrator, assists with administration of the County's community development, housing, and senior services programs and grants by assuring that all assigned tasks are performed in a timely and efficient manner and in compliance with federal, state, and local laws and regulations.

Both positions provide an excellent benefits package which includes the following:

- Health/Dental Insurance, High Deductible Health Plan
- Flexible Spending Account
- Illinois Municipal Retirement Fund (IMRF)
- Paid Holidays, Vacation Personal and Sick leave

No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin or disability.

Interested persons should apply online at www.co.mchenry.il.us.

City of Crest Hill, Director of Public Works

The City of Crest Hill (population 20,837) a progressive, growing community in the north central region of Will County, seeks a dynamic professional to become the City's Director of Public Works. The Director of Public Works reports to the City Administrator.

The ideal candidate will have practical experience in some or all of the following: drinking water distribution, wastewater treatment facilities, street maintenance, contract administration, sidewalks, forestry, street signage, snow and ice removal, stormwater, fleet maintenance, public facility maintenance, building & code enforcement, underground infrastructure construction, engineering and meter reading. The Director will interact

with engineers, contractors, developers and/or the public, as needed. The successful candidate will have a minimum of five (5) years of progressively responsible experience in engineering, public works or a closely related field. Proficiency in Microsoft Office and general computer literacy is required. An Illinois Drinking Water Certificate and/or Wastewater Operator Certificate is desired. An Illinois Professional Engineering License and/or Bachelor's Degree in engineering or public administration are also desired. Must be skilled in dealing with the public in a friendly, courteous and knowledgeable manner. Must possess a valid driver's license.

Visit the City's website at www.cityofcresthill.com for a copy of the application. Appointment is by the Mayor with the consent of City Council. Applicants must deliver/mail a completed and signed employment application to Cameron Davis, Interim City Administrator. Emailed applications will not be accepted. Applications are available also at City Hall, 1610 Plainfield Road, Crest Hill, IL 60403. The application process will remain open until the position is filled. The starting salary range is \$105,000.00 to \$120,000.00 DOQ. EOE.

City of Park Ridge, Payroll Technician

The City of Park Ridge's Finance Department is seeking qualified applicants for the full-time position of Payroll Technician. Responsibilities include, but are not limited to, preparing and processing the bi-weekly payroll for approximately 350 employees; balancing payroll withholdings and sending remittances for withholding to various entities; ensuring accuracy in payroll system; reconciling flexible spending account disbursements; calculating retroactive pay adjustments for general increases and union contracts; preparing police and fire pension payroll reports; and responding to payroll inquiries. This position requires strong attention to detail. Excellent communication skills are a must. Strong knowledge of Microsoft Excel and other Microsoft Office products required. High School diploma or GED required. Associates degree in Accounting preferred with minimum 2-3 years of



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

Serving Illinois communities for more than a century.
ENGINEERS | ARCHITECTS | SURVEYORS | SCIENTISTS

www.f-w.com // 309.663.8435

Job Mart

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

progressively responsible payroll related experience; CPP (Certified Payroll Professional) designation preferred. ADP experience strongly preferred. Salary midpoint for position is \$50,639 (starting salary +/- depending on experience and qualifications), plus benefits. Required work hours include Monday – Friday, 8:00 a.m. to 4:30 p.m. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.us or by U.S. mail to:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

Lee County, County Administrator

Lee County (Dixon IL) seeks an experienced, progressive leader to serve as an administrator to coordinate activities overseen by appointed and elected department heads. This newly created administrative position will be responsible for coordinating the activities and functions of all County departments and will work under the policy guidance and direction of the Lee County Board. Lee County operates a full range of mandated functions as well as various functions the County has chosen to provide in the interests of its citizens. The County has approximately 185 full-time employees with a total annual budget for FY 2014-2015 of approximately \$21 million. Bachelor's Degree (Master's preferred) from an accredited college or university in Public Administration, Business Administration, Financial Management or closely related field, plus a minimum of five (5) years progressively responsible experience in a broad range of governmental operations or private sector positions, or an equivalent combination of experience and education which provides the necessary knowledge, skills and abilities, is required. Experience in administrative and executive management, budgeting and financial management, human resource management, as well as strong leadership, interpersonal, communication and consensus-building skills are essential. Experience in county government is desirable but not required. Salary: \$80,000 – \$110,000 DOQ, plus benefit package, including vacation, health insurance, Illinois Municipal Retirement Fund (IMRF) retirement, and other benefits generally commensurate with the Lee County Employee Benefit and Policy Handbooks.

Interested candidates should apply by submitting a resume, cover letter and contact information for five (5) professional references, to Rick Ketchum, Lee County

Board Chair, 112 E. Second Street, Dixon, IL 61021, or by emailing a Word or pdf attachment to leecochair@countyoflee.org. Applications must be postmarked or emailed on or before Friday, December 11, 2015. For more information on Lee County government or the local area go to www.leecountyil.com.

City of East Moline, City Administrator

The City of East Moline, Illinois (pop.21,360) seeks experienced candidates to serve as its next City Administrator under a mayor/council form of government. The City of East Moline is a historical river city located in the Quad Cities metro area 2.5 hours west of Chicago on the Mississippi River. This is an innovative and progressive community with an agricultural-manufacturing economic base and a strong skilled-labor workforce with 160 employees and a \$42 million budget. Candidates must have a strong background in municipal operations, commercial and industrial economic development. Candidates must have a proven record in effective service delivery and creative problem solving and judgment skills. Qualified candidate will have knowledge of current practices and public policy; effective oral and written communication and interpersonal skills with 10 years municipal administrative experience with 5 years responsible experience as an Administrator. Must be able to establish a positive working relationship with elected officials, staff, governmental units and business community. Ability to initiate efficient operations, budget/fiscal management, team building, and union negotiation/labor relations experience required.

A Bachelor's Degree in public administration, business administration, accounting, finance or other related field is required. Master's Degree is strongly desired. The City offers a highly competitive compensation package. Salary range: \$100,000-\$120,000. The City of East Moline is an equal opportunity employer and promotes a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing.



Kluber
Architects + Engineers

10 South Shumway Avenue
Batavia, Illinois 60510
630.406.1213

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

www.kluberinc.com

Job Mart

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

To view job description and apply online go to www.eastmoline.com. Please provide a completed application, resume, cover letter, three professional references and salary history electronically or send to:

City of East Moline
Human Resources Department
912 16th Avenue
East Moline, IL 61244

For additional information about this position contact Terri Van Dyke at 309-752-1584 or email at tvandyke@eastmoline.com.

Deadline to Submit Application is December 15, 2015

City of Park Ridge, Public Works Superintendent

Full-Time

The City of Park Ridge's Public Works Department is seeking qualified applicants for the full-time position of Superintendent. Responsibilities include, but are not limited to, managing the maintenance and the repair of City streets, sewer & water, facilities, vehicles, and grounds; supervising and training public works staff; directing operations for compliance with regulatory agency rules, regulations, and safety requirements; overseeing snow and ice removal activities; responding to emergency conditions; developing and prioritizing departmental budgets; managing purchasing, inventory, and accounting activities related to operations; and responding to citizen inquiries and complaints.

Extensive knowledge of public works activities, methods, and materials used in municipal street maintenance programs, water distribution, waste water transportation, and sewer systems required. Bachelor's degree with major course work in public administration, civil engineering, and/or other closely related field preferred, but not required. Valid Commercial Driver's License ("CDL") required. Proficiency in Microsoft Office computer programs (Word, Excel, Outlook) required. Payroll administration experience is a plus. Excellent communication skills are a must. Minimum 4 to 6 years of progressively responsible related experience required. Minimum 2 years of supervisory experience required. Salary midpoint for position is \$90,939 (starting salary +/- depending on experience and qualifications), plus benefits. Required work hours include Monday – Friday, 7:00 a.m. to 3:00 p.m. Position may require evening, weekend, and/or holiday hours. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at [aeriksso@parkridge.us](mailto:aeriksso@parkridge.il.us) or by U.S. mail to:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

City of Park Ridge, Civil Engineer

Full-Time

The City of Park Ridge's Public Works Department is seeking qualified applicants for the full-time position of Civil Engineer. Responsibilities include, but are not limited to, designing plans and specifications for public works projects; conducting plan reviews for public and private development projects; using CAD system to check design plans prior to finalization; interacting with contractors and consultants on various aspects of engineering problems in proposed development plans; providing on-site engineering expertise during construction phases; ensuring contractors and sub-contractors adhere to design plans; and participating in conducting final surveys.

Strong knowledge of CAD, GIS systems, and agency permitting requirements (MWRD, IEPA, IDOT, etc.) required. Experience in designing infrastructure improvements to stormwater management, sewer systems, and streets required. Bachelor of Science degree in civil engineering, or other closely related engineering field required. Minimum 3-5 years of experience required. Professional Engineer



CAMOSY
CONSTRUCTION
Construction Managers • Design Builders • General Contractors

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

BUILDING TRUST SINCE 1910



ILLINOIS PUBLIC RISK FUND
Cost Control Through Cooperation Since 1985

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

For more information, visit
www.iprf.com

Job Mart

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

(PE) designation preferred. Salary midpoint for position is \$74,816 (starting salary +/- depending on experience and qualifications), plus benefits. Required work hours include Monday – Friday, 8:30 a.m. to 5:00 p.m. Position may require evening and/or weekend hours. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.us or by U.S. mail to:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068
EOE M/F/D/V

City of Macomb, City Administrator

The City of Macomb, Illinois (pop. 21,509) seeks City Administrator. Home to Western Illinois University, Macomb is a progressive community located in west central Illinois and provides a wonderful quality of life and maintains a comfortable hometown feeling.

Administrator will lead and direct staff consisting of six (6) department heads, 96 full-time employees and a budget of \$32 million. Macomb is known for its various educational opportunities, beautiful parks, and friendly residents. Current development and construction of expressway will enhance regional transportation and provide growing opportunities for economic development. Community currently has an updated long range master plan. The Administrator is appointed by the mayor with the advice and consent of the City Council, consisting of 5 Wards and 2 Aldermen-At-Large.

Successful candidate should be comfortable working collaboratively with the mayor, city clerk, other elected officials, involved community citizens, as well as other government entities. Serve as Chief Budget Officer and will prepare and oversee the budget. Strong interpersonal and communication skills are a must. Other desired skill sets include: administrative organization and leadership skills, experience in collective bargaining, human resource management, procurement procedures, writing and computer skills, municipal planning including grant procurement knowledge and experience, TIF and a desire to assist with and promote economic development opportunities.

Requirements include: Bachelor's degree in Public Administration or closely related field; Master's degree preferred. At least 3 to 5+ years professional experience in public administration which includes increasing responsibility, leadership and supervision within a municipal government or public administration. City residency is required along with a background check, physical and drug screen.

Salary - \$95,000.00 to \$100,000.00 DOQ, plus excellent benefits.

Interested candidates should submit a cover letter and resume by December 4, 2015 to the City Clerk's Office, City of Macomb, 232 East Jackson Street, Macomb, IL 61455. Email macclerk@macomb.com; Fax: 309-836-1090.

AA/EO

Village of Northfield, Management Analyst

The Village of Northfield is seeking highly qualified applicants for the position of Management Analyst within the Village Manager's Office. Northfield is a progressive, established, north shore community that is seeking a highly qualified, team oriented, professional. The Management Analyst position is a newly created position that will report to the Village Manager, playing a vital role in special projects, citizen engagement, public communication, economic development, human resources and budgeting. They will act as webmaster for the Village website; draft and coordinate public communications; assist with special studies and surveys, economic development initiatives, maintenance of information systems, and general public questions; coordinate employee recognition and safety program records associated with the Village's insurance and risk management programs.

The successful candidate must possess excellent interpersonal, communication, and writing skills along with comprehensive knowledge of Microsoft Office, Adobe Acrobat, and the ability to learn other software programs. The position requires a bachelor's degree in Public Administration, business administration, or a related field, from an accredited college or university. A master's degree in related field and at least two to four years of relevant work experience in municipal government or similar public agency is strongly preferred. The starting salary is \$58,699+/- DOQ plus excellent benefits.

Interested candidates should send a confidential resume, cover letter, salary history, and three professional references to Stacy Sigman, Village Manager, Village of Northfield, 361 Happ Road, Northfield, IL 60093 or electronically to ssigman@northfieldil.org. Resumes will be accepted until the position is filled. (EOE)

Job Mart

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

City of St. Charles, Director of Human Resources

Director of Human Resources, St. Charles, Illinois (population 33,264). Progressive, professional municipal government seeks a seasoned Human Resources professional. Anticipated starting salary is \$130,000 +/- DOQ with excellent benefits, negotiable depending upon qualifications, experience and professional achievement. The Director is an integral member of the executive team providing leadership and guidance in collective bargaining, employee recruitment, selection and development, all disciplinary matters, risk management and benefit plans and other duties typical in a state of the art human resources department. The Director is recommended for appointment by the City Administrator to Mayor, with consent of the City Council and works under the direction of the City Administrator. The Director works closely with Department Directors and City staff as the head of an internal services Department. The Human Resources Department has an operating budget of \$915,000, and a staff of three full-time and two part time employees. A Bachelor of Science degree in human resources, public administration, public policy or related field with a minimum of ten (10) years of experience in human resources management or public administration is required. A Master's degree or the ability to obtain one within five (5) years of hire is required. A minimum of ten (10) years of leadership experience and a minimum of five (5) years of supervisory experience is required. National Incident Management System (NIMS) training is required upon hire or within the first year. Superior leadership and interpersonal communication skills are essential. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities will be considered. Residency a plus but not required after appointment. Applicants should apply by December 6, 2015 with résumé, cover letter and contact information for five professional references to Heidi Voorhees at www.govhrusa.com/current-positions/recruitment. Telephone: 847-380-3243. St. Charles is an Equal Opportunity Employer.

City of North Chicago, Planner II Associate Planner

City of North Chicago seeks a full-time professional to perform a variety of professional planning activities including: review of development and land use applications; zoning, site plan and environmental review; completion of technical assessments; project management assistance for development applications; prepares written project analyses and makes written recommendations; prepares and reviews City ordinances; conducts site inspections; provides technical assistance to the general public; and performs related work as required. This class is the journey-level in the professional planning classification series and incumbents may be assigned the full range of planning functions encountered by a developing City. Complete application and submit resume at www.northchicago.org

Candidates must possess a bachelor's degree from an accredited college or university in Urban Planning or similar discipline. At least two (2) years of progressively responsible land use planning and zoning experience, or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Hiring Salary Range: \$55,612.00 - \$74,124.00

Application deadline: 12/15/15



HORNER SHIFRIN
www.HornerShifrin.com
Engineering Design Solutions Since 1933
 O'Fallon, IL • Rochester, IL • St. Louis, MO • Springfield, MO • Poplar Bluff, MO



Robinson
ENGINEERING
Municipal Expertise. Community Commitment.
 CHAMPAIGN FRANKFORT ITASCA KANKAKEE OTTAWA SOUTH HOLLAND MCHENRY MERRILLVILLE, IN
www.reld.com
 877.256.9051



McGrath
 CONSULTING GROUP, INC.
 Fire/EMS/Police Consulting
 Human Resources Consulting
 Providing over 50 years of public safety
 and human resources expertise.
 815.728.9111
www.mcgrathconsulting.com



HITCHCOCK
DESIGN
GROUP
 creating better places®
Planning | Landscape Architecture
www.hitchcockdesigngroup.com



Engineering Enterprises, Inc.
Meeting Municipal Engineering Needs Today

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

Planning • Design • Construction

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



Constellation
 An Exelon Company

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

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

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

www.ilcma.org

ICMA Senior Advisors in Illinois

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

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

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

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

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

The Communication Tool for ILCMA & IAMMA



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

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

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