

City/County Management IN ILLINOIS

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of local governance through
professional management

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In this issue

- President's Article 2
- Who's Who 3
- Welcome New Members 3
- Corporate Partner Spotlights 5
- CPSM Session 7
- IML Managers Monthly Column 8
- ICMA Coaching Program 9
- ICMA Call for Nominations 12
- ILCMA Board Election Begins 13
- Midwest Leadership Institute 14
- Managers in Transition 17
- Legacy Project 20
- IAMMA Pig Roast 21
- Alliance for Innovation 22
- Thanks Senior Advisors 23
- ILCMA Prof. Dev. Committee 24
- Midwest Regional Summit 27
- Job Mart 29



Calendar of Events

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

February 3 – 5

ILCMA Winter Conference
Normal, IL

February 10

Legacy Project Quarterly Luncheon
Arlington Heights, IL

February 12

IAMMA Social Event
Chicago, IL

March 2

Legacy Project Quarterly Luncheon
Woodridge, IL

March 2 – 3

ICMA Emerging Leaders' Summit
Madison, WI

March 3

SWICMA Meeting
Collinsville, IL

March 3 – 4

ICMA Midwest Summit
Madison, WI

March 10

ICMA Coaching Webinar

March 17

ILCMA Professional Development Event
Lombard, IL

March 17

Metro Manager Luncheon
Lombard, IL

April 21

Metro Manager Luncheon
Lombard, IL

April 21

ILCMA Professional Development
Lombard, IL

April 22

IAMMA Conference
NIU Naperville

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President's Column

Ripped from the Headlines

Kelly Amidei, ILCMA President, Deputy Village Administrator, Libertyville

I have stopped watching the nightly news. I found I was going to sleep stressed out, worried and in a very negative mood because honestly the only happy thing on the news might be sunny weather in the forecast. I have since realized that the news I received was so biased, and yet I believed it because the "tv" told it to me. I knew this wasn't actually true, but the effect that news reporters have through the tv is very convincing and it really caused me to think a certain way (a way I didn't like). I do a quick glance of the daily newspaper so that I can stay current. I reflected on the good and that some of the recent stories (this past year) actually are positive and they are stories that show local government in a positive light.

Coal City and surrounding area tornadoes: Like any natural disaster the shock of this has to be horrible; however the true sense of community comes through. Matt Fritz, City Administrator, and his family lost their home. Friends and colleagues raised money for him through a GoFundMe account and he helped the town get back on its feet while being displaced with his family. Matt and his family are still rebuilding their home and now have to move to another rental home. A challenging time for Matt personally and yet I spoke to him recently and he is worried about contractors taking advantage of his residents in the wake of the tornado. This type of story isn't portrayed in the news but it is an important part of what we do as local government managers/administrators/leaders. Even when we are challenged personally, we are thinking of others and the community.

Fox Lake incident: Well this is one I actually couldn't stop watching! Initially it was sad and it was a "positive" portrayal in the news. I watched it and felt like part of an overall community of public servant officers. In the wake of negative portrayals and hostility to the police profession this was finally a "win." We did support those who protect us. However, we all know this went bad real fast. I will never forget what a great job Anne Marrin, Village Administrator, did live on tv in the interviews. She had just realized that she was part of the "scandal" and that this "hero" was "after her." All because she did her job and started looking more closely at the budget (asking the right questions). This story, although tragic, in the end displayed the importance of professional managers. I have no doubt Fox Lake will come out of this stronger and better managed in all Village departments. I was

able to see this through the news coverage but I am not sure the average newscaster made a commentary about the importance of Anne's role. Although an unintended consequence, the inquiry into budget dollars ultimately exposed a severe misuse of public funds.

Flint Michigan: This one is getting a lot of attention and is actually heartbreaking. I always tell my daughter not to take running water for granted and this is a great example of why. I wish that when residents complain about their water rate that they keep this in perspective and the importance of a "professional" to oversee the infrastructure and delivery of such a vital resource in modern-day America. The Village of Buffalo Grove coordinated an effort to deliver water to Flint. This did receive some press but not nearly as much as the things that went wrong with the whole incident. Good water is often taken for granted until residents don't have it. A good reminder of the importance of Public Works and all they do daily to make sure water arrives at our homes safe and easily.

These are all interesting stories about local government. Part of the ILCMA Strategic Plan is a continued focus on media relations on how to take the "negative" out of local government. A huge undertaking that the Promote the Profession Committee has, and continues to spend a lot of volunteer time pursuing.

Another part of the Strategic Plan is to share training resources with other local government associations. In January the Professional Development and Education Committee presented a seminar on Implications of the Police and Community Relations Improvement Act which was well attended by Police Chiefs and Administrators and a very current event/issue.

Our Conferences every year provide learning opportunities for sharing successes and best practices so that we can all learn together. (Mark your calendars for June 22 – 24 as those are the dates for the summer conference in Lake Geneva, Wisconsin where we can share stories with our WCMA colleagues).

The strength of our profession is apparent. The strength of our organization is apparent. Share the success stories, focus on the positive and remember every day is different and hopefully rewarding.

Who's Who Directory Update

Paul LaLonde is the new Assistant Executive Director of the Voluntary Action Center of DeKalb County. He was formerly the Program Director of Kendall Area Transit in Yorkville. His new contact information is:

Paul LaLonde, Assistant Executive Director
Voluntary Action Center
1606 Bethany Road
Sycamore, IL 60178
Ph: 815-758-3932
Email: plalonde@vacdk.com

Lyndon Joost, village administrator in New Baden, has accepted the same position for the village of Swansea. He will start in mid-February.

Andrew Lichterman has been appointed as the assistant village manager in Lincolnwood. He was formerly the assistant to the village manager.

Cole O'Donnell has been appointed as the new city manager in Dixon, IL. He was previously the city administrator in East Moline. His new contact information: Cole S. O'Donnell MPA, ICMA-CM, City Manager
City of Dixon
121 W Second St
Dixon, IL 61021
Phone: (815)288-1481
Email: cole.odonnell@discoverdixon.org

Steve Jones is the new deputy city /economic development director for the city of Joliet. His new contact information is:
Steve Jones
Deputy City Manager/Economic Development Director
City of Joliet
150 West Jefferson
Joliet, IL 60432-4158
(815) 724-3734
Email: sjones@jolietcity.org

Welcome New Members!

Jenn Anders, Woodard & Curran
Arlinda Bajrami, Administrative Intern, La Grange Park
Blaise Bornhorst, Student, University of Illinois at Chicago
Aida Cantic, Student, University of Illinois at Chicago
John M. Caporale, Healthcare Internal Auditor, University of Illinois at Chicago
Christine Cortina, Enterprise Fleet Management
Jim Culotta, City Administrator, Washington
Melissa DeFeo, Management Analyst, Northfield
Charles E. Eastwood, Public Information Specialist, University of Illinois at Chicago College of Medicine
Michael Fricano, Fiscal Technician II, Park Ridge
Adam Hardy, Ruekert Mielke, Inc
Tiffany Holmes, Chicago Public Schools (CPS)
Jaci Kator, AT&T
David Kotwasinski
Jacob Lawrence, Deputy Clerk, Itasca
Jeffery Lundblad, University of Illinois at Chicago
Heather McFarland, Administrative Intern, Highland Park
Nolan Mims, Student, University of Illinois at Chicago
Jeffrey Monteleone, Senior Management Analyst, Carpentersville
Peter Nickell, Intern, Lincolnwood
David Panitch, Administrative Assistant V, Forest Preserve District of Cook County
Lon D. Pluckhahn, City Manager Marion/ICMA Midwest VP
Diann Reed, Manager, Local Government Health Plan
Jim Rosas, Student, University of Illinois at Chicago
Kyra M. Shannon, Associate Recruiter, University of Illinois at Chicago
Christopher Strom, Administrative Assistant, Elmhurst Park District
Lindsey Taramelli, Account Executive, Enterprise Fleet Management
James Tremmel, ADAR IT
Jennie Vana, Communications Manager, Lake County
Min Wu, Student, University of Illinois at Chicago



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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.

Will your employees be ready for retirement?

Whether or not workers feel ready to retire may be tied to their participation in a retirement savings plan, according to the 2015 Retirement Confidence Survey.¹ In fact, the percentage of workers who felt very confident about having enough money for a comfortable retirement doubled in the last two years for those who participated in a retirement plan, but stayed the same for those who didn't participate.

Unfortunately, as an employer, you can't force your workers to contribute to your retirement plan. You can only encourage them to participate by making sure that the plan you offer is an effective and efficient way to save. Here are a few ways you can enhance your plan:

Add enrollment options

When it comes to enrolling and managing their retirement accounts, some participants may want in-person, face-to-face assistance, while others may be happy with help from someone over the phone. Still others may be do-it-yourselfers and will want to do it all online. If there are multiple ways to enroll, it could appeal to a wider range of employees.

Offer automatic diversification

One of the hardest things for employees to do is making sure that their portfolios are diversified – especially if they're not familiar with the different types of investments or how they work. By offering options that are automatically diversified, like asset allocation portfolios or target-date funds, you put the investment decision-making in the hands of professional money managers, helping put your employees on the path to retirement readiness.

Give them a way to generate retirement income

How many of your employees have thought about how they'll turn their retirement savings into retirement income? I'll bet the answer is, not many. Saving for retirement is important, but it's not enough. Your plan participants need to take the next step and figure out how much income they'll need once they retire. One way you can help is by adding an option to your plan that gives them a way to generate a stream of income payments in retirement that can last as long as they live.

Provide the right education

While general investment and retirement education is important, keep in mind that different age groups will have different needs, simply because they are at a different stage of life. For example, a 30-year-old may be more interested in saving to buy a house, while a 60-year-old will be looking



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to help provide financial
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GE-80880 (10/12) (Exp. 10/14)



for ways to turn their savings into retirement income. By segmenting your education efforts and messages, you may be able to better reach your employees who are in different phases of their lives.

Offer access to financial professionals

According to a recent survey², plan participants who work with a financial professional show more positive investment and savings behaviors and better outcomes. For example, participants who work with a financial professional are more likely to:

- Start saving earlier
- Contribute more to their retirement account
- Be satisfied with their plan performance
- Feel confident that they'll reach their retirement goals

By providing access to a financial professional, you may be helping your participants feel better about their plan and their future.

1 Source: Employee Benefit Research Institute

2 Source: AXA Enhancing Outcomes Advisor Value Study, 2015

GE-108294 (10/15) (Exp 10/17)

A "stream of income payments" can be provided by an annuity, a long-term financial product that is designed for retirement purposes. Annuities are subject to insurance-related charges, including mortality and expense charges, and administrative fees. Withdrawals of taxable amounts are subject to ordinary income tax and, if taken prior to 59½, a 10% federal tax penalty may apply. Early withdrawals may also be subject to a withdrawal charge. Annuities contain limitations and restrictions. For costs and complete details, contact a financial professional. Variable annuities contain investment options such as asset allocation portfolios and target date funds which are subject to market risks, including the possible loss of principal.

The target date is the approximate date when investors plan to start withdrawing their money. The principal value of target date portfolios is not guaranteed at any time, including at the target date. You will incur higher costs with asset allocation and target date portfolios than if you were to invest directly in the underlying portfolios. Asset allocation and diversification do not guarantee a profit or protect against loss.

Please consider the charges, risks, expenses and investment objectives carefully before purchasing a variable annuity. For a prospectus containing this and other information, please contact a financial professional. Read it carefully before you invest or send money.

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Identifying Cost Savings in Lieu of Consolidation

Kyle O'Rourke, Senior Consultant, State and Local Government Consulting

The Illinois Task Force on Local Government Consolidation and Unfunded Mandates issued its final report to Governor Rauner on December 17, 2015. The report attributes high tax rates in Illinois, including the 2nd highest property tax rate and 10th highest combined state and local sales tax rates, to the large number of governments and recent unfunded mandates in the state.

In an attempt to reduce both the Illinois government footprint and overall constituent tax burden, the Task Force issued twenty-seven recommendations: twelve 'Consolidation-Related Recommendations' and fifteen 'Unfunded Mandate-Related Recommendations.'

With that said, the political rhetoric surrounding the recommendations makes any potential action as a result of the report politically challenging. Rather than seek dramatic change, local governments should pursue short-term cost-savings that are easier to implement and less politically charged.

There are four cost-savings measures every local government must explore: strategic sourcing and contracting, technology, alternative service delivery, and improved internal control.

1. Strategic Sourcing & Contracting – A government that understands its spending is able to reduce the costs of recurring, big ticket items. From health care, school busing services, office supplies, to consulting and professional services, local governments can seek cost savings through improved procurement processes and contract negotiations.

Key Questions:

- In what cost categories is the most money spent?
- Are there opportunities to consolidate contracts and negotiate pricing with a single vendor or small group of vendors?
- Can we purchase in collaboration with other local governments to reduce costs?

2. Technology – Investing in new technology is typically a long-term cost saving endeavor for every government to consider. When used correctly, technology allows governments to automate processes, reduce paper use, and condense the physical space required to maintain files. Over time, a technologically advanced government



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can also decrease the number of employees through hiring freezes or position elimination as technology takes on previously manual processes.

Additionally, reducing the number of standalone systems can reduce the overall licensing fees and resources required to maintain those systems.

Key Questions:

- How has technology changed since the last system update (particularly with regard to the Financial Management System / ERP)?
- What opportunities exist for increased efficiency through the implementation of new technology?
- Are individuals performing tasks manually that can be automated in a system?
- Can costs be reduced through consolidation of standalone systems?

3. Alternative Service Delivery – An old topic with new life. Governments have traditionally outsourced services to private contractors – e.g., waste management, engineering plan review, payroll processing, facility management, and the list goes on. Governments have also sought shared service arrangements with other local governments. However, there are new ways to optimize alternative service delivery by analyzing past performance to identify new and creative solutions.

Key Questions:

- How have purchasing trends changed since the last discussion about outsourcing and privatization and discussion about shared service?
- What new opportunities for outsourcing and privatization are available?
- What new opportunities for shared service arrangements are available?

continued on page 11

P R E S E N T S

21ST CENTURY POLICING FOR TRUST AND EFFECTIVENESS: HOW MANAGERS AND POLICE CHIEFS MUST PARTNER FOR SUCCESS

A two day, intensive, interactive workshop for City Managers & their Police Chiefs to develop strategies for their community that will meet the future challenges facing law enforcement.

OVERVIEW

American policing faces a crisis of community confidence. Far too many people question whether local police departments are truly committed to their safety and justice in the wake of highly publicized incidents of police misconduct, abuse of force and poor judgment. And yet in most communities, police officers carry out their work with professionalism, effectiveness and respect for those they serve.

This two day training is offered to teams of police chiefs and city managers to learn the lessons of some of the most notorious recent incidents and, more importantly, the best practices of 21st century policing. Through structured information sharing and discussion, chiefs and managers will be able to assess their police departments and develop short range action plans to improve local policing for enhanced community confidence and legitimacy.

The relationship between the Police Chief and City Manager is crucial to the proper functioning of the local police department. Cities are invited to send both their Chief of Police and City Manager. Individual officials are not permitted. The investment of this training will strengthen this crucial relationship and lead to better policing for local communities.

Review by major city manager:

"Simply wanted to drop you a short note to let you know that I thoroughly enjoyed the program last week. It was truly thought provoking, and I appreciated the opportunity to learn from the experiences and expertise of other managers and chiefs. Thank you for putting the program together..."

Attendance is limited to 20 Manager / Chief Teams

Chicago Area Session: Hoffman Estates April 14 & 15

To Register or for more info: <http://www.cvent.com/d/zfq0g4>

IML Managers Monthly Column

Final Report Issued on Consolidation and Unfunded Mandates

By Mark Peterson, City Manager, Town of Normal

Back in February of 2015, Governor Rauner created a Special Task Force on Local Government Consolidation and Unfunded Mandates. The charge of this Task Force was to find efficiencies and ways to streamline local government functions that will ultimately save taxpayer dollars. The Task Force was chaired by Illinois Lt. Governor Evelyn Sanguinetti who has a local government background having served as a member of the City Council in Wheaton, Illinois.

Over the past several months, the Task Force convened 16 meetings across the state and conducted a comprehensive review of state laws that pertain to both local governments and school districts. The final report, which was presented to Governor Rauner on January 4, 2016, included 27 recommendations for streamlining local government, empowering communities and, therefore, saving taxpayer dollars.



Educate. Advocate. Empower.

IML Executive Director Brad Cole served on the Task Force as did a number of local government elected officials along with several members of the Illinois General Assembly. City Managers and Administrators from throughout Illinois provided valuable information to the Task Force throughout the course of the study. The Task Force also received official testimony from 33 experts representing local government associations, non-profit think tanks, researchers, and state agencies.

The lengthy report can be accessed through the Illinois Municipal League website at:
www.iml.org/file.cfm?key=9190

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<i>Webinar Topic</i>	<i>Date, Time & Advance Registration Link</i>
Thriving as a High Performance Organization	1:00 – 2:30 p.m. PT, Thursday, March 10 https://attendee.gotowebinar.com/register/2593695524621647105
Building Civic Leadership and Community	10:00 – 11:30 a.m. PT, Wednesday, April 13 https://attendee.gotowebinar.com/register/7654394604042805249
Ethics in Action	1:00 – 2:30 p.m. PT, Thursday, May 19 https://attendee.gotowebinar.com/register/5919256403761304321
Successful Supervision and Leadership	10:00 – 11:30 a.m. PT, Thursday, September 8 https://attendee.gotowebinar.com/register/5010705756474430721
Survival Skills for Managers	11:30 a.m. – 1:00 p.m. PT, Thursday, October 20 https://attendee.gotowebinar.com/register/4379082505805630977
Succession Planning and Knowledge Transfer	1:00 – 2:30 p.m. PT, Thursday, November 17 https://attendee.gotowebinar.com/register/3025118598595013889

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- **[Career Compass](#) newsletters** that address critical career issues.

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For more information visit <http://icma.org/coaching> or contact Don Maruska, MBA, JD, Master Certified Coach
Director, ICMA Coaching Program, ICMACoaching@donmaruska.com

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March 7, 2016 – Giving DuPage/DuPage County Family Center
Nonprofit Checkup #1 Know your Numbers: People

March 8, 2016 – Giving DuPage/DuPage County Family Center
I've Been Elected or Appointed as a Board Member...Now What Do I Do?

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continued from page 6

4. Internal Control –Management does not typically think about cost savings when approving an invoice or making a procurement decision. Instead, the focus is on process and accuracy. Local governments should impose internal control over costs to improve the decision framework – even if it means adjusting purchase and approval thresholds that allow managers time to research alternatives.

Key Question:

- Do purchase and procurement thresholds encourage a detailed review, including a review for cost savings?

Given the financial and political state of Illinois, local governments will be forced to make tough financial decisions in the coming years. Having said that, proactive local governments may be in the clear if the case for consolidation gains traction at the state level, so long as they consider all available options to reduce costs and increase operational efficiency.

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FLEET MANAGEMENT



Nominations Open for 2016 ICMA Local Government Excellence Awards

ICMA's Local Government Excellence Awards Program celebrates the value of professional management and honors creative contributions to professional local government leadership. The awards highlight public awareness of the value of professional management and its impact on the quality of life in our communities.

The call for award nominations for the 2016 cycle include:

- **Professional Awards** recognizing individual achievement.
- **Program Excellence Awards** presented to local governments and their chief administrators in recognition of creative and successful programs.

An independent [Awards Evaluation Panel](#) composed of U.S. and international ICMA members select the award recipients each year. Complete information on all awards categories, as well as the nominations process, appears on the [awards page](#) of the ICMA website.

Nominations for 2016 are being accepted through **March 9**. New this year: Nominations can be submitted online, with the narrative being submitted by e-mail to flittky@icma.org. Students are encouraged to nominate a professor for the Academic Award. And international members are encouraged to submit nominations.

Award recipients will be notified in June 2016, recognized during ICMA's [102nd Annual Conference](#) in September 2016 in Kansas City, Missouri, and featured in a fall issue of *PM* magazine.

Individuals with questions can contact Felicia Littky, Awards Program coordinator at flittky@icma.org or 202-962-3656.



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Leaders at the Core of Better Communities

Thrive In Local Government Service

In January, ICMA proudly announced the launch of the ICMA Coaching Program, a complimentary service to local government teams and staff! The ICMA Coaching Program is available to all ILCMA members whether you are an ICMA member or not and provides resources on best practices and career development to local government professionals nationwide and to a growing global community in service. The program utilizes the knowledge and expertise of experienced managers and leaders to inspire, support, and guide emerging and mid-career professionals. The Coaching Program includes 1 to 1 Coaching, Speed Coaching, six engaging and timely webinars (a year with digital archives), the Career Compass Column, Career Stories, and countless other invaluable career development resources. Make 2016 a year to Thrive in Local Government service!

ILCMA Board Election Process Begins

Do you have a colleague who could be a dedicated member of the ILCMA Board of Directors? Would you like to serve? Now is the time to nominate qualified candidates for positions on the Board of Directors. A letter detailing why the candidate is qualified to serve along with an up-to-date resume is due at the ILCMA Secretariat, Center for Governmental Studies, NIU, 148 N. Third Street, DeKalb, IL, 60115 or by e-mail to dpeters@niu.edu by March 1. Offices for which nominations will be accepted are President Elect, Vice President, and Secretary Treasurer. There is one director or officer position open this year. This depends on whether a current director steps up to be Secretary/Treasurer. If no one on the current board steps into the Secretary/Treasurer position, that officer position will be open. Officers are elected for one-year terms. Newly elected board members will serve three-year terms.

After the nominating deadline, the Nominating Committee, chaired by Joe Breinig, ILCMA Past President, with a representative from each of the affiliate groups and one at-large member, will meet to determine a slate. The slate will be announced in the April newsletter. At that time, others wishing to have their name appear on the ballot will have an opportunity to submit a petition. If a contested election results, a ballot will be mailed June 1, 2016. If no contest develops, the election of the slate will take place at the Annual Meeting in Fontana on June 23, 2016.



ILCMA and the Center for Governmental Studies sponsored the Eighth Annual ***Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector*** on January 15, 2016. This year's forum was held at Harry Caray's in Lombard as the event has grown to attract over 220 attendees.

SEMINAR/WORKSHOP

2016 Emerging Professionals Leadership Institute-Midwest Region

WHEN

March 2-3, 2016, 1:00 PM - 12:00 PM Eastern Standard Time

WHERE

Madison Marriott West Hotel & Conference Center
1313 John Q Hammons Drive, Middleton, Wisconsin

COST

\$99



ANNOUNCEMENTS

- Book Your Hotel Room Now!
- Registration Will Open Soon!

REGISTRATION FEES

EPLI only: \$99

EPLI and Summit/WCMA: \$225

Thursday Lunch (for EPLI only): \$32

REGISTRATION IS OPEN

Venue Details: [Madison Marriott West](#)

Reservations: Call 888-745-2032. Mention you are with the Wisconsin County Managers Group. [Or book online.](#)

ICMA Room Rate: \$82 (single)/ \$121 (double)

Hotel Cut-off: January 31, 2016

Questions? Contact Felicia Littky at flittky@icma.org or call 202-962-3656

continued on next page

Become a member of ICMA

[Learn more](#) about joining ICMA.

[Learn more](#) about ICMA membership and benefits.

The ICMA University presents this Institute as a special two day offering to Emerging Professionals on the Wednesday afternoon and Thursday morning preceding the ICMA Summits in the Southeast, Northeast, Midwest, Mountain Plains, and West Coast Regions. Attend a workshop on adding meaning and value to data through story with Felicia Logan and a discussion with ICMA Executive Director Bob O'Neill. Managers are encouraged to invite early career professionals and emerging leaders to attend this leadership institute. This year, ICMA is combining the EPLI with the Wisconsin City/County Management Association (WCMA) conference. Persons may register for the EPLI alone or a combination of the joint ICMA Regional Summit/WCMA conference.

PROGRAM OF EVENTS

Wednesday

- 1:00pm -Registration
- 1:30pm- EPLI begins: ICMA University Workshop **"Adding Meaning & Value to Data Through Story"**
- 3:45pm- Strategies For Emerging Leaders: Make Saving a Top Priority; [Work session with ICMA-RC](#)
- 4:30pm- Wrap up with Felicia Logan
- 5:00pm- Reception with WCMA in Exhibit Hall

Thursday

- 8:00am- breakfast
- 9:00-10:15am **Finding and Recruiting a Diverse Workforce**, session combined with WCMA conference and co-presented by Women Leading Government
- 10:30-12:00 EPLI Conversation with Bob O'Neill, executive director, ICMA
- 12:00pm EPLI concludes
- 12:00-1:30pm Lunch (included in EPLI/Summit-WCMA Combo; EPLI only registrants may add lunch to their registration for an additional fee of \$32.00)
- 1:30pm Regional Summit begins (if registering for Combo, see [Summit schedule](#))

ICMA UNIVERSITY WORKSHOP

ADDING MEANING AND VALUE TO DATA THROUGH STORY

Have you ever wondered why the presentation that just gives the facts gets trumped by story every time? It's because our brains are hard wired for story—not for facts. Adding meaning and value to data is a skill building session designed to help you be more effective and feel more comfortable when speaking to staff, groups of citizens or to elected officials

continued on next page

about the work that you do and the issues that need to be addressed. Tools of effective public speaking such as understanding and connecting with the audience, choosing powerful words that have meaning, and practicing effective delivery methods will give you an understanding of the importance of not only what you say but how you say it. The workshop will be tailored to the work that you do and situations specific to the class participants. It is highly interactive. Onsite coaching to identify what is working well and what could be done better will be an important part of this workshop.

---Bring your best examples of how you have added meaning and value to data through story on a thumb drive to share with colleagues during the session.

Workshop Leader: Felicia Logan, director of leadership development, ICMA

Addresses Practice Groups: **13-** Advocacy and **14-** Presentation Skills

FINDING AND RECRUITING A DIVERSE WORKFORCE

Why is a diverse workforce so important? What benefit does it serve? In this session, the case will be made for the need to recruit for diversity with intentionality. Attendees will explore how to recruit talent that complements the existing organization. Additional topics will include creative strategies for finding talented candidates of color, successfully recruiting them, and then creating an environment and circumstances that make their success most likely.

Workshop Leaders: Stan Davis, President, The Davis Group and Pat Martel, City Manager, City of Daly City, CA and ICMA President.

Addresses Practice Groups: **9-** Diversity and **12-** Human Resource Management

WORK SESSION WITH ICMA-RC

STRATEGIES FOR EMERGING LEADERS: MAKE SAVING A TOP PRIORITY

You're saving for your future and that's a critical first step. Next, how you invest those savings can have a huge impact on your success. We'll ask some important questions to ensure you consider the do's and don'ts of financial planning and help you keep focus.

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ILCMA Membership Responsibilities For Members In Transition

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

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

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

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

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

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

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

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

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

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

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

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

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

Erik Bush
erik.bush412@gmail.com

Eric Tison
cubguy77@comcast.net
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Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

1st Quarter Luncheons

Brown Bag (bring your own)

February 3, 2016

Uptown Circle

Normal, IL

[RSVP for this event](#)

February 10, 2016

Arlington Heights Village Hall

33 S. Arlington Heights Road

[RSVP for this event](#)

March 2, 2016

Woodridge Village Hall

5 Plaza Drive, Woodridge

[RSVP for this event](#)

Luncheons are held on
Wednesdays—starting at 11:30
a.m. and ending promptly at 1:00
p.m.

Please join us for an interactive
discussion on topics of particular
interest to women working at all
levels of local government.

Workforce of Tomorrow

“Workforce of Tomorrow,” is a report by the [Local Government Research Collaborative \(LGRC\)](#) and the [Center for State and Local Government Excellence \(SLGE\)](#), it recommends six action strategies to build the workforce of tomorrow:

1. Reinvent human resources to become more flexible, nimble, and strategic. Seek staff who champion people management issues and can set the workforce agenda.
2. Revamp antiquated policies and practices to meet the needs and expectations of a changing workforce.
3. Build a brand that tells the great story of public service.
4. Focus on talent management, leadership development, and succession planning to prepare for workforce transitions, build capacity, and grow future leaders.
5. Create a culture that values and engages employees in meaningful ways.
6. Leverage technology, data, and automation to improve operations and provide employees with the tools they need.

Join us for one of the luncheons this quarter to discuss this report! Heidi Voorhees and Joellen Earl from GovHR USA, in conjunction with a HR Director will be facilitating the discussion at the luncheons.

You can view the report using the link below:

http://icma.org/en/icma/knowledge_network/documents/kn/Document/307943/Workforce_of_Tomorrow

To learn more about the Legacy Project, please visit our website:

www.legacyprojectnow.org



IAMMA NIGHT OUT PIG ROAST

Join your IAMMA friends, fellow MPA students, and local government professionals for a mid-winter pig roast at The Pony Inn on Friday, February 12th from 7pm—10pm!

There is no cost for this event.

Come to network with other young professionals and “pig out” on delicious food and drink.

Non-pork and vegetarian options will also be available



The Details:

The Pony Inn
1638 W. Belmont Avenue
Chicago, IL 60657

How do I get there?

CTA: The venue is located near the Paulina Brown Line and Belmont Red/Brown/Purple Line stations.

Car: A parking lot is available behind The Pony Inn. Street parking is also available.

Thank you to our sponsors!

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RSVP to Megan Miles by Monday, February 8th

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Positive Results for City of Phoenix's Customized Organizational Review Process

by Ed Zuercher, City Manager and Milton Dohoney, Assistant City Manager, City of Phoenix, AZ

What do an onion, fire pumpers and public records have in common for the city of Phoenix? These are just a few of the topics that have been deeply discussed and examined for the past year as part of Phoenix's "CORE" – Comprehensive Organizational Review Evaluation.

CORE is a citywide program involving staff at all levels who are charged with reviewing key areas such as how we are doing business, what can be improved, and what's hindering us from success.

Organizational reviews are not new. Numerous governments and corporate entities use organizational reviews to examine structure and processes in terms of efficiency.

In Phoenix, we needed to customize and update our review process based on the current organization. For example, when we started CORE, the city was still coming to terms with being 3,000 less people from the beginning of the recession. We had to be honest and make sure that a review of our processes was based on the reality of a smaller workforce expected to provide the same level of service.

The assistant city manager was tasked with implementing the review. A list of 90-plus questions was given to departments citywide. They were required to answer the questions and peel back the layers of the onion (a phrase we used often during this time) to take a conscious look at how we work. We began 'silo busting' conversations forcing departments to attack projects from an interdepartmental team perspective instead of doing their own thing.

As we peeled our onion to the CORE, we listened to departments who told us certain work processes were too laborious, irrelevant, and out-of-date. One example was our hiring process. Staff spoke up saying the processes in place for years no longer matched the modern job market. Staff said the process had too many layers and put us at a disadvantage. We removed layers to implement a hiring strategy resulting in the city being able to bring top talent

to the organization in a timely manner.

Forcing departments to work together collaboratively allowed the city's fire department and public works department to execute a lease purchase agreement for 14 fire pumpers leveraging \$1.2 million. For this project, we combined resources by having staff in these two large departments work side-by-side to creatively review organizational practices and partner together to create efficiency and save the city money.

In many cases our practices were so entrenched we weren't always sure why we were doing it that way, we just were. An analysis of the city's public records process showed weaknesses and the need for centralizing the process. CORE team members reviewed best practices from other organizations and implemented a plan to customize a new process to fit our current needs. One critical point when looking at other organizations is acknowledging the benefit to customize programs for our city as what works elsewhere might not be a perfect fit here.

We learned lessons such as the need to increase communication on what we were doing and why. We had to educate staff on the value of the process as some were skeptical or resistant to the changes. Another lesson, be prepared to not just review processes and programs, but city policies and administrative regulations as you make changes.

Our work is not done. Many items have been checked off the CORE list and many more have been added. CORE team members meet regularly in addition to carrying out their daily duties in departments throughout the city. Updates are provided to the mayor, council, and city staff and posted on the CORE website on the city's intranet.

While CORE is customized for the city of Phoenix, other organizations could benefit from building their own internal review system that fits their needs. CORE is still relatively new to Phoenix, but the results are so far showing that being honest with a self-reflection and the ability to embrace change can open the door to new opportunities, create efficiencies, and positive growth for the future.

Thank You ILCMA Senior Advisors!

ILCMA is lucky to have the services of four former managers/administrators who serve the profession as ICMA Senior Advisors in the state of Illinois. The ILCMA/ICMA Senior Advisors are Greg Bielawski, John Phillips, Steve Carter, and Robin Weaver. Their contact information is located on the ILCMA website and on the back of every ILCMA newsletter. Collectively they clocked over 1300 hours, traveled approximately 7800 miles, and made just over 2700 contacts in 2015! ILCMA thanks each of you for your service to the profession!

The International City / County Management Association (ICMA) Senior Advisor (formerly Range Rider) Program was established by the ICMA Executive Board in 1974 to make the counsel, experience, and support of respected, retired managers of the profession available to the local government management profession. Senior Advisors are retired managers with extensive experience who volunteer their time to provide a unique source of outside counsel to their colleagues.

ICMA/ILCMA Senior Advisors are available to meet with ICMA and ILCMA members to discuss the profession and concerns of those in the profession. Discussion topics range from relations with mayors and councils, connections with their state association or ICMA, and responses to local controversies to career development counseling and overall management questions. Senior Advisors also help communities interested in adopting or retaining council-manager government and assist mayors and councils who may be seeking a manager / administrator on a full-time or interim basis.

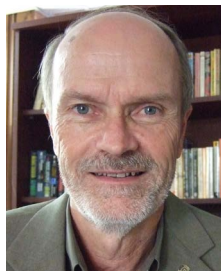
All discussions are confidential. Senior Advisors are friends, colleagues, and counselors to the profession, not consultants. The Senior Advisor Program is designed to help with personal and professional issues, not to provide technical assistance or to solve problems in a local government. Senior Advisors may consult with local governments as individuals, on a part-time basis, as long as the consulting does not impair the effectiveness of the Senior Advisor.



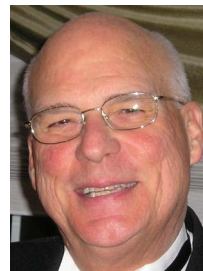
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The ILCMA Professional Development Committee Presents

Transforming Local Government to Attract and Retain a New-Age Workforce

Local governments are confronted with a variety of issues when approaching new hires. “Who will apply? How will we conduct the interview? What is our strategy for on-boarding them into the organization?” Increasingly, these questions have become commonplace and are now often replaced with, “What can we do to attract talent that may otherwise seek positions in the private sector?”, “Will this new hire have expectations that differ from the organization norm?” and “How can we prepare our organization to offer an inviting work environment while maintaining our operations and services?”

Please join us in a discussion of practical ways to encourage organizational change. Find out how to be on the forefront of making great hires, keeping them engaged and committed to public service. This panel of experts in the field will discuss the changing trends of the local government work-force—Millennials who want to work odd hours, returning Veterans with education and skillsets that are not easily transferrable to a resume, nursing Mothers with federal protection requirements and Fathers on FMLA. These trends are likely here to stay, so find out from our panel of experts on the best way to approach these issues.

Slated panelists include: **Thomas R. Campion, Ph.D.**, *Campion, Barrow, and Associates*; **Meredith Hannah**, *Glen Ellyn Economic Development Coordinator*; **Mary Rath**, *Arlington Heights Human Resources Director*; and **Heidi Voorhees**, *President of GovHR USA*.

PLEASE FEEL FREE TO INVITE YOUR HUMAN RESOURCES STAFF TO ATTEND WITH YOU!

Date:	Thursday, March 17, 2016	
Time:	8:30 a.m.	Registration and Continental Breakfast
	9:00 – 11:30 a.m.	In-depth panel discussion
Location:	Harry Caray's 70 Yorktown Center Lombard, IL	Addresses ICMA Practice Area 6: Initiative, Risk Taking, Vision, Creativity, and Innovation and Practice Area 12: Human Resources Management
Cost:	\$35 for Professional Development Only \$55 if also attending the Metro Manager Luncheon (\$5 discount) Metro Luncheon Topic: “Crisis Management in Fox Lake” with Anne Marrin Members in Transition – please e-mail or call Alex below to register	
RSVP:	Online Registration (no credit card required): https://www.ilcma.org/?p=3231	
By March 14	Phone in Registration 815-753-5424	
	Email registration to Alex Galindo at agalindo@niu.edu	

*Cancellations must be made by March 14, 2016.
Any cancellations after that date will require full payment.*



March Luncheon

Crisis Management in Fox Lake



Fox Lake Village Administrator Anne Marrin will speak about Crisis Management following the complex death investigation of a Fox Lake police lieutenant whose shooting death sparked immediate national attention - and was later ruled a suicide.

Speaker: **Anne Marrin**, Village Administrator of Fox Lake, Illinois. Ms. Marrin is Fox Lake's first professional administrator and has served in that role for two years. Ms. Marrin's career in local government spans over 16 years. She has previous experience as a village trustee and a professional consultant.

Date: Thursday, March 17, 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:
The topic is: ***"Transforming Local Government to Attract and Retain a New-Age Workforce."***
Members in Transition – please e-mail or call Alex below to register ****ILCMA members – invite an MIT to lunch today!!**

RSVP: **By March 14, 2016**
Online Registration (**no credit card required**): <https://www.ilcma.org/?p=3231>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

*Cancellations must be made by March 14, 2016.
Any cancellations after that date will require full payment for the luncheon*



Midwest Leadership Institute

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

Approach

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

Who Should Attend

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

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

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

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

Curriculum

The nine learning pods are as follows:

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

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

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

Instructors

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

Logistics

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

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

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

Register Today

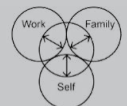


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ICMA Midwest Regional Summit & Wisconsin City/County Management Association Winter Professional Development Conference March 2-4, 2016 - Middleton, WI / Marriott Madison West



You are invited to join ICMA leadership, state association leadership, and your fellow ICMA members in the region to the **2016 Midwest Regional Summit** on **March 3 and 4, 2016**.

WHAT IS AN ICMA REGIONAL SUMMIT & WHY SHOULD YOU PLAN TO ATTEND?

- Professional Development
- Networking with Your Colleagues
- Meet with ICMA Executive Board Leaders
- State Information Sharing and ICMA Updates

CONTENT FOR 2016:

This year's Regional Summit is combined with the **Wisconsin City/County Management Association (WCMA)** Winter Professional Development Conference and will feature:

ICMA University Workshops: ICMA Executive Director Bob O'Neill and Leadership Development Director Felicia Logan are the workshop leaders for these three sessions.

- **Adding Meaning and Value to Data through Story:** Our brains are hard wired for story—not for facts. This is a skill building session designed to help you be more effective and feel more comfortable when speaking to staff, groups of citizens or to elected officials about the work that you do.
- **The Advantage for Professional Managers.** As important as talent, knowledge, culture or innovation, Organizational Health provides the context for, and is the single greatest factor determining an organization's success. Join your colleagues for a work session on the four disciplines of the Organizational Health Model featured in Patrick Lencioni's book *The Advantage*.
- **Staff Meetings that Create Organizational Engagement:** Are your staff meetings dull & uninspiring? Do team members question the usefulness of meetings? Do you find yourself trying to avoid staff or team meetings? This session will provide you with specific skills to improve meetings and engagement inside your organization.

ADDITIONAL PROFESSIONAL DEVELOPMENT CONTENT:

- **Community Design from the Seat of a Bicycle:** Peter and Tracy Flucke have completed several major bicycle trips and will focus on what community leaders need to keep in mind as they develop or redevelop their communities.
- **Finding and Recruiting a Diverse Workforce:** Stan Davis, President, The Davis Group, and Pat Martel, City Manager, City of Daly City, California & ICMA President, will discuss the importance of a diverse workforce and the benefits it can serve. They will make the case for the need to recruit for diversity with intentionality.
- **No Place but UP!:** Lance Fox will share his story of adventure climbing to the highest point on our planet. More than just a slide show detailing amazing photos and videos, Lance shares his experiences on Everest in hopes of inspiring his audiences to pursue their dreams.
- **Replenish Your Passion: Your Personal CEO Engagement:** Keynote speaker Patrick Ibarra, co-founder and partner of The Mejorando Group, will help you restore the positive arc to your life's trajectory as you explore life's adventures.

continued on next page

ADDED CONFERENCE FEATURES:

- North Shore Fire Department Consolidation Session
- Senior Advisor Appointments
- ICMA-RC Appointments
- Game Night hosted by WCMA Emerging Leader Committee
- ICMA Updates from your Regional Vice Presidents on the ICMA Executive Board

ADDITIONAL OPPORTUNITY: ICMA Emerging Professionals Leadership Institute (EPLI)

ICMA developed the Young Professionals Leadership Institute (YPLI) in 2006 with support from ICMA-RC. This event, now renamed EPLI, is held the day before each regional summit. This year's program will focus on Building Leadership Skill Sets Through the Art and Practice of Leadership. The event begins Wednesday, March 2, and concludes Thursday morning, March 3, just before the Regional Summit begins. Full details, including registration for all aspects of the Midwest Regional Summit and the Emerging Professionals Leadership Institute can be accessed at <http://icma.org/summit>. Click on the Midwest Regional Summit option.

REGISTRATION:

Online registration is now open at <http://icma.org/summit>. Click on the Midwest Regional Summit and register for the summit and WCMA events.

Fees / Options:

- ICMA EPLI (Wednesday, March 2 and Thursday, March 3) = \$99
- Midwest Regional Summit (Thursday, March 3 and Friday, March 4) = \$200 for ICMA members (\$300 for non-members)
- See additional pricing options in combination with WCMA events.

HOTEL INFORMATION:

Marriott Madison West:	1313 John Q Hammons Drive, Middleton, WI 53562
Reservations:	1-888-745-2032
Room Rate:	<u>Single rate \$82; Double rate \$121</u> Indicate that you are attending the WCMA Winter Conference
Hotel Cut-off:	February 1, 2016



ICMA Midwest Regional Summit & Wisconsin City/County Management Association Winter Professional Development Conference

March 2-4, 2016 / Marriott Madison West, Middleton, WI



Leaders at the Core of Better Communities



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

Village of Gilberts, Village Administrator

The Village of Gilberts (pop. 7,556), a growing suburban community in northern Kane County, is seeking a dedicated individual to serve as the community's next Village Administrator. The Village Administrator serves as the chief administrative officer and reports to the Village President and the Board of Trustees. The Administrator is responsible for 38 full- and part-time employees and an annual budget of \$6.3 million providing administration, finance, building, police, public works and water/wastewater services. The Administrator position also requires active participation in the Village's financial management and its planning/zoning and economic development efforts. A copy of the position description can be found at www.villageofgilberts.com.

Qualified candidates will possess a Bachelor's degree in public administration, business administration, urban planning or related field (Master's degree preferred) and a minimum of five years of local government management experience, or an equivalent combination of education and relevant work experience. Starting salary range is \$90,000-\$100,000 with total compensation package commensurate with qualifications and experience.

Position is open until filled, with preferential consideration given to applications received by Monday, February 15, 2016. To apply, please submit a cover letter, resume and four professional references to Village Clerk Debra Meadows at dmeadows@villageofgilberts.com or Village Hall, 87 Galligan Road, Gilberts, IL 60136.

Village of Woodridge, Fiscal Assistant II - Payroll

The Village of Woodridge is a vibrant, progressive, team-oriented and financially sound community that invests in the development and growth of its most important asset--its employees. We are seeking qualified individuals for a Fiscal Assistant II position available in our Finance Department. .

This is a full-time, forty-hour per week position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range is \$50,128.00 to \$68,826.40, with a starting salary up to \$52,145.60.

Applications may be obtained on the Village website: www.vil.woodridge.il.us. Please include a cover letter and resume with salary history. Submit application materials to

Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 719-0021, or e-mail to hr@vil.woodridge.il.us. The application deadline is February 12, 2016. However, interviews may occur before the deadline, and the position will be filled as soon as possible.

Applicants with disabilities, who will need accommodations in order to complete any portion(s) of the application, should contact the Administration Department.

City of Elgin, Public Works Analyst

Performs specific program responsibilities or handles a variety of assignments for the Public Service Department. Work is performed under the regular supervision of the Public Services Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administers, monitors, and supports the Public Services Department asset and information management databases, programs, policies, documentation, reporting, metrics and business related concerns. Evaluates effectiveness and efficiencies. Serves as subject matter expert regarding business intelligence, asset management and specific business processes.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college with major course work in project management, public administration or other related fields. A minimum of two years of related experience is required for the position. A Masters of Public Administration degree is desired.

SPECIAL REQUIREMENTS:

- Possession of an appropriate driver's license valid in the State of Illinois.
- Must routinely be available for questions and problem mitigation after hours
- Must be available for snow and special

To apply go to: www.cityofelgin.org/jobs

\$55,236.00 - \$74,020.00 Annually

Village of Homer Glen, Assistant Planner

The Village of Homer Glen (pop. 24,220) is seeking candidates to fill an entry level full-time professional position that performs urban planning and zoning work. As such, work involves activities in support of major planning projects and policy development. Work requires the application of well-developed written and analytical skills in urban design, land use, zoning, economic development and other subjects related to planning. This position is responsible for providing GIS support to Village

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departments. Work also includes providing administrative support to the Director of Planning & Zoning. Work is performed under deadlines and requires attendance at public meetings and hearings, which are predominantly held during evening hours.

Minimum required qualifications: Bachelor's degree with major course work in Urban Planning, Public Administration or a related field. GIS proficiency and at least 2 years of municipal or county government experience. Other equivalent combinations of education and experience may be substituted. Salary is \$50,000 with excellent benefits. Residency is not required.

Interested applicants should submit a cover letter, resume and completed application (download at www.homerglenil.org) by Tuesday, February 9, 2016 to Village of Homer Glen, Attn: Heather Kokodynsky, 14933 S Founders Crossing, Homer Glen, IL 60491 or via email to hkokodynsky@homerglen.org

Stephenson County, County Engineer

Position Type: Full-time, FLSA Exempt
Application Deadline: February 19, 2016

Employment Terms:

Six-year appointment per the Illinois Highway Code. Starting salary of \$82,000 +/- dependent upon experience. Position reports to the 22-member County Board through the 7-member County Public Works Committee. County's benefits package includes employer paid health insurance (medical, dental & optical), life insurance, paid sick and vacation time.

Summary:

Plans, budgets, organizes, directs and manages through subordinate supervisors and staff, the activities of the County Highway Department consisting of highway and bridge design, construction, maintenance, signing, subdivision plan review, equipment purchasing and maintenance and permits.

Stephenson County Highway Department Details:

- Highway Department Staff:
- 1 Assistant County Engineer
- 1 Foreman
- 1 Administrative Employee
- 2 Engineering Technicians
- 9 FT Maintenance Workers (Union)
- 4 PT Maintenance Workers
- 210 Miles of Highways

To Apply:

Submit a cover letter, copy of Professional Engineer license, and resume (including Five (5) references with contact information) to the address below by February 19, 2016.

Stephenson County Board Chairman, William Hadley
50 W. Douglas Street
Suite 1002
Freeport, IL 60132

Questions: Contact John Light, County Administrator at 815-235-8277 or jligh@co.stephenson.il.us
Stephenson County is an equal opportunity employer

Village of Elk Grove Village, Accounting Supervisor

The Village of Elk Grove Village is seeking an Accounting Supervisor due to retirement. This position ensures proper financial accounting and disclosure of all Village financial transactions by maintaining the general ledger and subsidiary records of all Village funds in accordance with the latest accounting standards, and GASB pronouncements. The Accounting Supervisor is responsible for a variety of monthly, annual and special reports outlining and analyzing financial information. In addition, the position is responsible for coordinating and preparing schedules for the annual financial audit and works closely with the Village's independent auditors and Deputy Finance Director. The Accounting Supervisor also provides oversight to ensure payroll and accounts payable processing are accurately prepared and paid in a timely manner.

The position is under the general direction of the Deputy Director of Finance. Reporting to the position are three Accounting Clerks covering payroll, accounts payable, and general accounting.



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MINIMUM QUALIFICATIONS: Bachelors degree from an accredited college or university in accounting; three or more years progressively responsible related experience; and two or more years supervisory experience, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Proficiency in software applications, databases, spreadsheets and word processing required (experience with Executime and Munis accounting software is a plus). Certified Public Accountant preferred.

HOURS OF WORK: 37.5 hours per week

SALARY RANGE: \$67,359 to \$92,929

OPENING DATE: Monday, January 18, 2016

CLOSING DATE: Friday, February 26, 2016

To apply, please complete the online employment application at www.elkgrove.org, under "open jobs", by February 26, 2016. Attach your cover letter, resume, and references, as indicated. Additional information should be emailed to: Michael Krcik, Director of Human Resources, 901 Wellington Avenue, Elk Grove Village, IL 60007. E-mail: mkrcik@elkgrove.org. Tel: (847) 357-4020. Fax: (847) 357-4025.

Village of Hoffman Estates, Management Analyst

The Village of Hoffman Estates is seeking a motivated individual to perform a variety of duties related to the implementation of Development Services Department and Village goals, with an emphasis on qualitative and quantitative analysis, Community Development Block Grant (CDBG) administration, long-range planning, efficiency/effectiveness improvements, special projects, and support of overall department operations. This position reports to the Assistant Village Manager- Development Services and has regular interface and collaboration with the Economic Development, Planning, Transportation/Engineering, and Building/Code Enforcement Division Directors.

The successful candidate will be adept at working both independently and in a team environment with other professional staff members. Specific duties include: administering the CDBG program, assisting in long-range planning efforts, performing research, preparing narratives and reports, assisting in preparation of the Department's annual budget, and providing technical and operational support for all Development Services Divisions. A minimum of 2 years of related experience is preferred. A Master's Degree in Public Administration, Public Policy or a related field (or completion of Master's Degree within

6 mo. of hire) is required. Applicants should possess excellent analytical, writing, and presentation skills.

Starting salary of \$54,931 depending on qualifications.

Submit a resume and a completed employment application to:

Village of Hoffman Estates
1900 Hassell Road

Hoffman Estates, IL 60169

Phone: 847-781-2690

Email: applyhrm@hoffmanestates.org

Fax: 847-781-2699

Website: www.hoffmanestates.org

For more information regarding the position and to download a Village employment application, please visit the Village website. The Village of Hoffman Estates is a dynamic community of 51,000 located 30 miles west of Chicago in the Golden Corridor of Interstate 90. Hoffman Estates is an Equal Opportunity Employer and complies with all applicable Federal, State and local laws regarding employment.

Village of Orland Park, Office Support Supervisor – Development Services

The Village of Orland Park seeks a Supervisor to oversee the day-to-day office activity and support staff in the Development Services Department. Performs routine and complex supervisory, clerical, administrative and technical work. Ensures the front end customer service, revenue generation, records development and records retention functions are running effectively and efficiently. Analyzes work processes and systems and applies technology as appropriate.

Directly supervises department support staff, trains office and other staff as needed, maintains the office supplies, oversees the processing of department payroll, personnel action request, employee licensing and certifications, and processing of other department employee matters.



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Assists in the preparation of the annual budget, managing the department budget throughout the year, assists in projecting annual revenues, requests purchase orders, processing of invoices. Provides support to Director, as needed, analyzing financial, licensing, permit and planning data.

Supervises the preparation of documents and packets for Plan Commission, various Committees and the Board of Trustees. Reviews, modifies, and enhances the Development Services sections of the Village Website. This position oversees, manages and develops reports for the community development module of the department's software system.

Reviews, modifies and enhances licensing, rental housing, and code enforcement processes and systems. Reviews, modifies and enhances permit processes and systems. Reviews all license, permit and program databases for accuracy, completeness and capacity. Makes recommendations and implements improvements to all license, permit and program systems.

Manages the processing of all licensing and registrations. Manages the processing of permits and the preparation of regular or conditional certificate of occupancy of commercial and residential permits. Provides assistance to homeowners, general contractors, and developers with questions relating to building permits, permit procedures, building codes local ordinances, fees, and licensing.

Salary Range: \$27.4128 - \$36.7358 per hour depending on qualifications.

Bachelor's degree in business or other related field is preferred. High School Diploma is required. This position requires 3-8 years of related office experience and/or training, or equivalent combination of education and experience. Prior supervisory skills are required. Strong financial and database skills are a must. Strong computer skills are a must including a high level of proficiency with Microsoft Office.

Interested candidates may complete an application or send a resume with cover letter to the Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org

City of Rock Island, Assistant to the City Manager

Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672.

This is administrative work assisting the City Manager with a variety of tasks. Work involves providing support, and assisting in the administration and coordination of the city's economic development program, departmental research, policies, procedures, and services. Work may also include supervision of one or more smaller functional areas in a department. Work is performed under the direction of the City Manager and is reviewed through conferences and reports.

A Bachelor's degree in Public or Business Administration or a related field is required. Three or more years of work in a comparable capacity is required. A Master's Degree in business administration, public administration, planning or related field is strongly preferred; or any equivalent combination of training and experience.

The salary range is \$48,711 - \$75,565. The City offers an excellent fringe benefit package which includes pension, major medical, paid leave, and tuition reimbursement.

Possession of a valid Class D Illinois vehicle operator's license or an equivalent license issued by the employee's



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state of residence. Selected candidates must meet a residency requirement, which includes a ten-mile radius on the Illinois side of the Quad Cities within one year of hire date. Must pass a physical, background check and substance screening. Applicant confidentiality will be protected through the recruitment process. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted through February 12, 2016 at 5pm. EOE

City of Rock Island, Martin Luther King, Jr. Community Center Director

The City of Rock Island is recruiting for an experienced Martin Luther King, Jr. Community Center Director to supervise and manage the Martin Luther King, Jr. Community Center.

Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672.

This is responsible, professional and administrative work planning, directing, coordinating, and supervising all programs or uses of the Martin Luther King, Jr. Community Center under the general direction of the King Center Board of Directors and the administrative direction of the City Manager. Graduation from a four year college or university with major course work in human services, social services, or related field; plus six years of experience in administering social services programs; or any equivalent combination of training and experience. Thorough knowledge of the principles and practices of human services administration, philosophy and objectives of organized human services programs, administrative practices, and possible funding sources for human services programs. Ability to plan, direct, and supervise the work of others, establish and maintain effective working relationships with the Center Board of Directors, other City employees, community groups, and other agencies, exercise good judgment in evaluating situations and making decisions often under adverse circumstances, communicate effectively, orally and in writing and prepare clear and concise reports. The salary range is \$62,169 - \$96,443. The City offers an excellent fringe benefit package which includes pension, major medical, paid leave, tuition reimbursement, car allowance, health club membership and also contributes 5 percent of salary to ICMA's 457-deferred compensation plan. Possession of valid Class D Illinois vehicle operator's license or an equivalent license issued by the employee's

state of residence. Selected candidates must meet a residency requirement, which includes the City of Rock Island, IL. Must pass a physical, background check and substance screening. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted through February 12, 2016 at 5pm. EOE

Village of Oak Brook, Public Works Superintendent

STARTING SALARY: \$80,690 - \$109,169 DOQ

APPLY BY: To apply please submit via email a resume, cover letter, three professional references and salary history to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. The application deadline is Friday, February 26th at 5:00 p.m. Additional information about Oak Brook may be found online at: www.oak-brook.org.

JOB SUMMARY:

The Village is currently accepting applications for the position of Superintendent within the Public Works Department. This position reports to the Director of Public Works. The position is responsible for the management, assignment, direction and general supervision of department supervisors and functions including street maintenance, snow and salting operations, fleet and facilities maintenance, forestry and water services. The position responds and resolves all public inquiries and coordinates and plans operational priorities and department Standard Operating Procedures. The position will enforce all safety regulations/standards and conduct training on necessary topics. The position will also assist the Public Works Director in developing the annual department budget and ensure effective use of budgeted funds and perform cost control activities.

The position is a full-time exempt level position with a regular schedule of forty hours per week with night and weekend hours as needed. The position generally works from 7:00 a.m. to 3:30 p.m. Monday-Friday. The Village provides an excellent fringe benefit package, including family health, dental and life insurance, IMRF pension, vacation time, paid holidays and sick days.

SELECTION:

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

Village of Oak Brook

Attention: Human Resource Generalist

Job Mart

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

kandris@oak-brook.org
1200 Oak Brook Rd.
Oak Brook, IL 60523
E.O.E.

Lake County, Assistant County Administrator

Lake County, IL (pop. 703,462) Lake County, IL located in northeastern Illinois along the shore of Lake Michigan, 30 miles north of Chicago, seeks dynamic, progressive local government executives with proven leadership skills as candidates for the next Assistant County Administrator.

Lake County residents enjoy a tremendous quality of life that provides just the right balance between work and play – from our beautiful recreational areas and waterways, outstanding forest preserves, to superb shopping experiences, and other entertainment venues, to our top notch schools, and global industry that help make our economy strong, Lake County promises the comforts of the suburbs with the pleasure of the city. To learn more about what makes Lake County special, visit www.LakeCountyLife.org.

The ideal candidate is a strategic thinker who can provide leadership skills, excellent relationship building qualities and a commitment to innovation and best practice. If you have a proven record of providing effective leadership in a complex organization, preferably in a municipal, County or other level of government, and you have a proven ability in enabling a team toward results, this position may be for you. We seek someone capable of driving innovation and moving agendas forward in a multi-stakeholder environment. In addition, this position affords the opportunity to work on a wide variety of significant strategic priorities, from creating regional partnerships, managing shared services projects as well as legislative advocacy and more routine tasks such as internal department efficiency reviews, budget and performance management projects and agenda management. If you have a successful track record of results, consider this position.

Lake County is a large, complex organization consisting of more than 30 departments and divisions that provide services including law enforcement, water and sewerage treatment, public health, criminal justice, transportation, public works, land use planning, building inspections, and emergency management. The county has 2,800 employees, a \$450 million budget and is governed by a 23 member elected Board. The Assistant County Administrator reports to the County Administrator and will be expected to lead complex projects, work effectively with elected

officials and department heads and thrive handling multiple projects in a fast paced environment. The position requires extensive knowledge of local government operations, ideally with county government experience but certainly not required. The successful candidate will demonstrate excellent communication skills and significant career success in building collaborative, effective relationships across departments. Additional experience in strategic planning, budgeting and performance management, and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines is important. Minimum requirements include a bachelor's degree in public administration, public policy, business, or related field, and an MPA/MBA. Eight years of progressively responsible experience in local government management, including significant experience at a senior level interacting with elected officials and other stakeholder groups. Starting salary range is \$135,000+/- depending on qualifications and experience. Excellent benefits package. Submit resume, cover letter, and contact information for five professional references by February 12, 2016 to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees, President, GovHRUSA, LLC, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3243.

Village of Woodridge, Public Works, Superintendent of Operations

Position Responsibilities Include:

Under the direction of the Assistant Director of Public Works, the Superintendent of Operations manages, assigns, directs and exercises general supervision over department supervisors to effectively and efficiently execute the operational responsibilities within the areas of road maintenance, traffic control, facilities maintenance, forestry services, water services, storm water management, fleet maintenance, snow and ice operations, and sewer services. Responds to and resolves public inquiries. Evaluate and recommend new programs, practices, and procedures. Investigate, evaluate and analyze existing and proposed activities to improve department services, increase job productivity, and lower operational costs. Enforces policies, regulations and safety standards. Coordinate projects and direct departmental resources with other Village departments and other governmental agencies. Assist in determination of work to be contracted; assist with and/or prepare specifications and documents for the bidding of contractor services. Responsible for contract and vendor supervision. Assist in annual budget preparation process; ensure effective use of budgeted funds; perform cost control activities. Provide advice, technical assistance, data collection and analysis, and reports and records to the Department and/or Assistant Director for various municipal programs.

Required Knowledge, Skills and Abilities

The successful candidate must possess knowledge of public works principles, practices and methods, tools and equipment and safety rules and regulations applicable to municipal setting. Candidate must possess strong public relations and communication (oral and written) skills to communicate with employees, consultants, other governmental agencies, Village officials and general public. A high school diploma or GED and a minimum of five (5) years of supervisory and/or management experience in a Public Works environment is needed. Candidates must have valid Illinois driver's license at time of application and the ability to obtain a Commercial Driver's License (CDL) endorsement within six (6) months of employment. This position requires ability to walk through various field conditions, climbing, visual acuity and dexterity. Must be able to occasionally lift and/or move up to 40 pounds. Candidates will display computer proficiency utilizing Microsoft Office Suite. Must be available and willing to respond to emergency calls 24 hours a day. Bilingual skills are a plus.

Salary and Benefit Information

This is a full-time, forty-hour per week position with an excellent benefit package, including family health, dental and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range for this position is \$83,532.80 - \$113,672.

Application Process

Applications may be obtained on the Village website: www.vil.woodridge.il.us. Submit application and resume to Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 719-0021, or e-mail to hr@vil.woodridge.il.us. The application deadline is February 19, 2016.

City of Rock Island, Fire Chief

The City of Rock Island is recruiting for an experienced Fire Chief to supervise and manage the Fire Department.

Rock Island has a population of 38,642 residents and is located in western Illinois along the Mississippi River. Rock Island and Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 474,937. The area boasts a low cost of living including affordable housing, excellent schools and many large city amenities such as museums, art galleries and theaters.

The Rock Island Fire Department has a history of providing responsive and quality fire suppression, emergency medical and rescue services to the community. The department has 59 full-time employees which consists of 58 firefighters/command staff and 1 civilian employee. Employees are stationed within four facilities. All employees are unionized with the exception of the Chief and Assistant

Chief. The department presently has an ISO rating of 3. In 2015, the fire department responded to 5,039 EMS calls and 1,249 fire calls (79 working structure fires). The Fire Chief administers a \$10.7 million budget. Fire operations are separated into four major areas: administration, fire and emergency services, fire prevention and ambulance. The telecommunication center dispatches all public safety calls and is provided by the Police Department.

This is highly responsible professional, administrative and management work in planning, organizing, and directing all activities of the Rock Island Fire Department, including the establishment of all policies, procedures, and regulations. Supervision is exercised directly or through subordinates over all employees in the department. Work is performed under the direction of the City Manager.

The ideal candidate will possess strong leadership skills and be effective in maintaining advanced life support medical services to residents, promote a positive and professional image through mutual aid and joint training opportunities, and develop and implement fire prevention and disaster preparedness programs to minimize loss and protect the community. Strong communication, organizational, and management skills are also required.

Preferred candidates will possess a degree from a four-year college or university with major course work in fire science, public or business administration, or a related field coupled with thorough experience in various aspects of fire operations including fire prevention, hazardous materials, emergency and disaster planning and emergency medical services. The position requires a minimum of five years of progressively responsible management/supervisory experience.

The salary range is \$71,968 - \$111,644. The City offers an excellent fringe benefit package which includes pension, major medical, paid leave, tuition reimbursement, car allowance, health club membership and also contributes 5 percent of salary to ICMA's 457-deferred compensation plan. Residency must be established within Rock Island within one year of employment.

Applications (including resumes and cover letters) will be accepted on-line through February 12, 2016 at 5 pm at the city's website www.rigov.org. Human Resources will not accept paper resumes or applications. Any mailed applications or resumes will not be considered. An on-line application must be completed to be considered for the position. Applicant confidentiality will be protected through the recruitment process.

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