

City/County Management IN ILLINOIS

Volume 12 No. 4

Strengthening the quality
of local governance through
professional management

NOVEMBER
2016



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Calendar of Events

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

November 2
Legacy Brown Bag
Arlington Heights, IL

November 3
SWICMA Luncheon
Columbia, IL

November 3
**ILCMA Leadership Institute
for New Managers/
Administrators**
Elk Grove Village, IL

November 9
IAMMA Event
Elk Grove Village, IL

November 17
**ILCMA Professional
Development**
Lombard, IL

November 17
Metro Manager Luncheon
Lombard, IL

December 1
SWICMA Luncheon
Highland, IL

December 14
**IAMMA/Metro Holiday
Luncheon**
Lombard, IL

January 20, 2017
**ILCMA/CGS Financial
Forecast Forum**
Lombard, IL

February 8 – 10, 2017
ILCMA Winter Conference
Peoria, IL



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President's Column

ILCMA Promote the Profession

By Kevin Barr, Chair, Promote the Profession Committee and Village Manager, Clarendon Hills

ILCMA includes several committees. As you might expect from a group like ours, we work to provide training and information to benefit our members (Professional Development, Summer and Winter Conferences), provide services and support for our members (Nominating, Scholarship & Awards and Membership Services), uphold ethical standards (Professional Conduct) and work to promote the needs of the communities we work for (IML Committee). But "Promote the Profession" – what is that about? In effect it is about the roles we play in our communities. If we do not maintain a strong and vibrant profession, how can we continue to perform all the good work that is carried out by all of us every day?

This year the PtP Committee is continuing to operate through four (4) subcommittees as follows:

- 1) Proactive communication
- 2) Article series
- 3) Next Gen
- 4) Messaging

These subcommittees are working on items such as preparing documents that support the profession, particularly by showing that professionally managed communities are better run than communities without professional management. I think we all know that is true – but how do we show it? And how do we do it without seeming critical of elected officials? Members are also working with organizations such as IAMMA to support and encourage the next generation of professional government administrators. The Committee met on October 28 to review our progress to date.

We also have learned we need to be flexible in how we respond to challenges. For instance, though all or most of us might agree on the negative impact if one of our peers is under attack in a particular community, it still may not be in that person's best interest for the organization to respond. Sometimes it is best just to reach out to that person and show your support.

This is an often rewarding, but always challenging profession. I am sure you have all had my experience of answering the question – is your position elected? This misunderstanding and others is why we must continue to work to support professional local government management and do what we can to make sure the public is aware of the difference we make. The PtP Committee is determined to support this effort, but in a larger sense we each support the profession daily by the example we set in the workplace.



Happy Thanksgiving from ILCMA!



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Who's Who Directory Update

Jennifer Johnson has been appointed as the new deputy village administrator in East Dundee. Her new contact information is:

Jennifer Johnson
Deputy Village Administrator
Village of East Dundee
120 Barrington Avenue
East Dundee, IL 60118
Phone: (847) 426-2822 x6118
Email: jjohnsen@eastdundee.net

Welcome New Members!

Mike Bolt, Assistant City Manager, City of Mascoutah
Paul Christensen, Assistant City Manager/Finance Director, City of Woodstock
Laura Cortes, Coordinator
Dan Flannell
Erin Knackstedt, City Administrator, City of Aledo
John Nevenhoven, Village Administrator, Village of Elburn
Carri Parker, Purchasing Agent, City of DeKalb
Jazmine Romero Rojas, First Grade Extended Day Teacher, The Frances Xavier Warde School
Ashleigh Spacht, Assistant Village Administrator, Village of Elwood
Erica Stewart, Executive Assistant, Village of La Grange
Theresa Wittenauer, County Administrator, Lee County



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ILGNet
The Illinois Local Government Net

Stay connected! Does ILGNet, the ILCMA listserv, have your current email address? One of the best ways to stay connected to ILCMA members is through ILGNet. ILGNet is separate from the ILCMA database and website directory, it is a service you must opt-in to. So when updating contact information with ILCMA, be sure to update ILGNet too! Find the ILGNet link at the bottom of the ILCMA home page.



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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.

Why Consider Alternative Staffing Models?

By Mike Earl, GovHR USA

There are many reasons communities are considering alternative staffing options – financial savings, variable workloads, and lack of time and expertise to fill key staff positions. Following are some examples of how alternative staffing models may be applied in your organization.

Seasonal Activity Levels

During the warm weather months, construction activity increases. Permit Clerks, Inspectors, and Plan Review Technicians are putting in extra hours and the job becomes more stressful. Residents and builders want their permits approved as soon as possible. Similarly, in the summertime, property maintenance violations become more prevalent. Residents and elected officials want immediate responses to complaints. With reduced staffing levels, communities don't always have the resources available to respond that quickly. Whether in a full-time or part-time capacity, temporary employees can help fill the void in these situations.

Project Work

A project needs attention but staff can't get to it because of time constraints or lack of expertise. Examples include: how best to address aging water meters; review of a debt restructuring/refinancing; preparing for a bond rating review, developing or updating a Capital Improvement Program; updating a municipal code or comprehensive plan; reviewing personnel practices and systems to ensure compliance with laws and competitiveness with the market. Skilled temporary employees are available to assist with project work.

Short-Term Assignments

When Department Heads or other staff members retire or take a job elsewhere, the workload of the remaining staff picks up - often resulting in angst and frustration. It can take three to six months to find a replacement. An executive level temporary employee can help fill the void in the interim, and can even assist in vetting candidates for the permanent position.

Succession Planning/Mentor

A Department Head took a job in another community. The heir apparent was technically qualified but needed some coaching to understand and effectively manage the crucial

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people management aspect of the job. The solution: pair the worker with a retired, seasoned manager made available through a temporary agency.

Outsourcing

Troubled with the high cost of municipal benefits - notably health insurance and pension expenses - some towns opt for a permanent outsourced option. These arrangements – full-time or part-time - are renewed on an annual basis. Outsourcing can be applied to many positions including support and administrative personnel such as Customer Service Clerks, Finance Directors, IT and Managers/Administrators. Recent IMRF pensioners, in-transition professionals, and new workers are available for outsourced assignments through a temporary agency.

Choosing the Right Temporary Staffing Firm

Staffing agencies focused on local government know where to go to recruit, find and vet good workers, including conducting necessary background screenings. Moreover, they are sensitive to the daily fiscal pressures facing local government managers and understand what makes for a successful candidate in local government.

An established local staffing firm should serve as a clearing house for candidates who are looking for a full-time, permanent position in the area. Interested communities who need to fill a permanent position should be able to contact the firm to inquire if they have candidates available for direct hire, or temp-to-hire assignments.

The ideal firm should also be able to assist communities with recruiting temporary, part-time or out-sourced positions that many towns need - like Fire Inspectors, IT Professionals, Clerks, Property Maintenance Inspectors and Engineers. In seeking to fill these positions,

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The Importance of Risk Management for Municipalities

Eric Little, Membership Specialist, IML Risk Management
Susie Jaynes, Membership Specialist, IML Risk Management

Municipalities today provide their communities with more essential services than ever before. Although these services may be vital to your community residents, each task associated with services provided has different complexities that increase your municipality's risk exposures. Good risk management practices can help protect against catastrophic losses that could force a municipality to discontinue providing an important community service.

What is Risk Management?

Risk management is the process by which an entity identifies, evaluates, and handles its risks. The risk management process also includes implementing a plan and monitoring its effectiveness. The goal of municipal risk management is to make your municipality a safe place for your residents, visitors, and employees by reducing the exposure to accidents.

Steps in the Risk Management Process

Risk management is a process, not an event or product. Generally, the risk management process is divided into five steps.

1. Identify and Document Risks

Illinois municipalities are faced with numerous types of risk exposures, including:

- Property such as municipal buildings, contents, equipment, and vehicles are subject to loss through accidents, fire, storms, floods, earthquakes, and theft.
- Losses/injury to people, including municipal employees, and others who are injured as a result of a municipality's action or inaction.
- Tort liabilities from which a civil suit may be brought against a municipality.
- Risks that result from the handling of municipal funds, including employee dishonesty, forgery, loss or destruction of monies or securities from fire or theft.



2. Measure and Evaluate Risks

Most measures of municipal risks take into account both the frequency (how often a risk occurs) and the severity (extent of the dollar loss associated with the risk). Depending on the frequency and severity of the risk, a decision can be made on how to best handle the various risks.

3. Handle the Risks by Avoidance, Modification, Retention, or Sharing

Based on the frequency and severity of the risk, and the tolerance for risk, risks can be handled in several ways:

- **AVOIDANCE.** Municipalities can avoid or eliminate risks altogether by simply deciding not to directly provide a type of service (such as police or firefighting) or by not building a specific type of facility such as a skate park.
- **MODIFICATION.** Municipalities can modify an activity or alter a service to reduce the chance of risk to a tolerable level. For example, an older playground can be modified to achieve newer standards of safety.
- **RETENTION.** Municipalities can accept all or part of a known risk, including the resulting consequences and loss costs.
- **SHARING.** Municipalities can consider sharing risks with another organization, such as mutual aid agreements or intergovernmental pooling arrangements, or share responsibility with a service provider or vendor through a contractual agreement.

4. Implement the Risk Management Plan

Regardless of whether a municipality decides to modify, retain or share its risks, it is important to make sure that the risk management plan includes steps to prevent potential losses through effective claims handling, litigation management, and loss control activities.

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policy profiles

CENTER FOR GOVERNMENTAL STUDIES Northern Illinois University

The Big Unknown: How Much Money Do Illinois Local Government Spend Each Year?

The State of Illinois' efforts to gather, store, and make available to its elected leaders and taxpayers financial information on local government operations in the state are based on obsolete and outdated accounting technologies. As a result, the State does lacks accurate information about basic aspects of local government operations, including:

- How many local governments are operating in the state;
- How much those local governments are collecting in taxes;
- How much money they are spending, either in total or for the delivery of specific public services (such as police protection or emergency medical assistance);
- How much, individually or collectively, is owed to creditors.

Although the State collects this information, it is unsystematically reported and often incomplete or inconsistent. Moreover, required annual audit reports are not provided in machine-readable form.

A university researcher and Certified Public Accountant specializing in Illinois local government operations and finance, Dr. Shannon Sohl, has authored a new policy report detailing the problems with the current way in which Illinois state government collects, stores, and makes Illinois local government finance information available to the public. Her work has just been published as a Policy Profiles by Northern Illinois University's Center for Governmental Studies.

Sohl makes the case that Illinois, like a number of other states, should invest in an improved reporting system capable of capturing Illinois local government financial data and making such data publicly available. She outlines eight needed accounting and auditing enhancements, including changes in both local government reporting requirements and in the technologies used to gather and report the data. Sohl places particular emphasis on requiring local governments to report their Annual Finance Reports and audits in a standardized, machine-readable format. She observes "There will never be a better time to begin the movement toward reform."

Read the full profile here
http://www.cgs.niu.edu/Policy_Profiles/sept_pp_final_WEB.pdf

To read past Policy Profiles reports, visit
http://www.cgs.niu.edu/Policy_Profiles/index.shtml



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communities spend considerable time and resources trying to find the right candidate when this function can be transferred to a reputable staffing firm on behalf of the participating communities. A good firm needs to have formal agreements, carry workers' compensation and liability insurance, and compensate staff members as W2 employees not as 1099 employees. An experienced and networked temporary staff provider can assist in creating alternative staffing options for your jurisdiction.

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5. Monitor and Evaluate the Risk Management Plan
Municipalities must continually adapt risk management plans in order to respond to new and changing risks, constituent expectations, budgetary constraints, the plan's effectiveness, and to evaluate if the desired outcomes were achieved.

Risk Management at IMLRMA

Illinois municipalities face many challenges in providing public services. At IMLRMA, we do not merely provide loss coverage, but instead, take a strong approach to managing and reducing losses. By helping elected officials and municipal managers identify their specific risk exposures, we better equip our member municipalities to respond to their respective risk challenges.



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Thanks to sponsors and partners, the services are available at no charge.

New resources for the ICMA Coaching Program to help local government professionals thrive at any career stage

Discover how 1-1 Coaching can boost your career and job satisfaction.

- Videos addressing best practices in coaching
- Facilitation outline for a lively coaching conversation
- Find out how you can connect with a Coach

Find 1-1 Coaching in the menu at icma.org/coaching

Make greater use of your talent and have fun doing it!

- Tap proven keys to unlock the greatness in yourself and others
- Discover how you can turn obstacles into opportunities
- Create tangible career assets to get opportunities you want and serve your agency

Find Talent Development in the menu at icma.org/coaching

The 2016 webinars below are available in the **Archives**

- Thriving as a High Performance Organization (March 10)
- Building Civic Leadership and Community (April 13)
- Ethics in Action (May 19)
- Successful Supervision and Leadership (September 8)
- Survival Skills for Managers (October 20)

Final Webinar in 2016: SUCCESSION PLANNING AND KNOWLEDGE TRANSFER

Thursday, November 17 1:00 – 2:30 p.m. PT

Subscribe to the free email list for program updates at icma.org/coaching.

Note: requires an icma.org site login (complimentary).

For more information visit icma.org/coaching or contact Rob Carty | rcarty@icma.org, or Don Maruska, MBA, JD, ICMA Coaching Program | ICMACoaching@donmaruska.com

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- **1-1 Coaching resources** to provide personalized support.
- **Talent Development resources** to make greater use of your talent and have fun doing it.
- **Speed Coaching session at the ICMA Annual Conference** and templates for use at local level -- expand your networks.
- **Career stories of ICMA leaders** and rising stars offering career insights and tips.
- **Career Compass newsletters** that address critical career issues.

IML Managers Monthly Column

IML Conference Provides Valuable Information

By Walter Denton, City Administrator, City of O'Fallon

In case you missed it, this year's IML Annual Conference once again provided a successful array of educational sessions. While many of the sessions were intended for elected officials, there were also plenty of valuable sessions for city managers.

For example, I attended sessions on Vendor Fraud and AirBnB that were particularly helpful. Vendor Fraud sounds like a snoozer, but the session actually provided beneficial information on monitoring contractor and vendor malfeasance and included a "Debarment Policy" to prohibit contractors and vendors from receiving contracts even if they are the low bidder.

The session on AirBnB demonstrated how our ordinances are often insufficient to deal with the new "sharing economy." Many zoning ordinances do not allow short-term rentals in residential subdivisions, so depending on whether a city wants to allow these businesses the governing body will have to consider amending their ordinances.

The IML City Managers Committee annually sponsors three sessions at the conference. This year, our sessions were on "The Benefits of a Professional Manager," "911 Consolidation," and "Municipal Budgeting." Thank you to our colleagues Joe Breinig (Carol Stream), Julia Cedillo (La Grange Park), and Jim Norris (Hoffman Estates) for presenting at these sessions. I assisted with the panel on the Benefits of a Professional Manager and we received thoughtful questions from elected officials on how and why a city manager is hired.

In addition, ILCMA again sponsored a booth in the Exhibit Hall. The booth continues to be an effective method to reach out to elected officials about how city and county managers add value to local governments. Thank you to the managers who "did time" at the exhibit booth to promote the profession.

If you have any ideas for a session at next year's IML Conference, please let us know. Hopefully, we will see you at the conference next year!



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ILCMA is Pleased to Announce Participation in the ICMA 1-1 Coaching Program

OPEN TO ALL ILCMA MEMBERS REGARDLESS OF ICMA MEMBERSHIP!

Are you looking for personal guidance in your local government career? 1-1 Coaching may be great for you.

Welcome to 1-1 coaching!

ICMA has been re-vamping its ICMA Coaching Program (formerly known as CAL Coaching) and through the support of ICMA-RC as a major contributor, is now ready to roll it out to state association partners, which includes ILCMA. Below you will find details of how best to take advantage of this great resource, both as a coach and a player. The original method, the Coaches Gallery, will remain up for the time being. You will also see a link for CoachConnect, a digital matchmaking method to locate a coach, register as a coach, or sign-up as a player. This is an off-the-shelf tool ICMA is using as a sandbox to gather information and test how a resource like this works in practice while they design a custom solution. You will see (soon) a survey link to offer your input on CoachConnect. You can also email any feedback or issues. Since this is a new platform, we're still rebuilding our coaches list - so if your search finds no coaches, let us know at coaching@icma.org!

What's the benefit of 1-1 coaching?

Volunteer Coaches can help you chart a path in local government. They also can help you find information you need. Rather than being "Answer Persons," good Coaches guide you to find the answers that are right for you.

Coaching offers value for people at any stage in their careers. As in sports, coaching helps even the best players do better. Why? Because everyone can benefit from Coaches who can help them see their situation and opportunities from a fresh perspective.

What do you do in a coaching session?

Coaching sessions can take many forms. Some are casual, informal networking, and check-ins. See the two-page handout for Being a Great Coach and a Winning Player. Other pairs set up a more formal relationship and continue over time. See the ABCs of 1-1 Coaching. You also may choose to get perspectives from more than one Coach.

Watch videos to be a great coach and a winning player! Learn the critical elements for productive and enjoyable 1-1 Coaching. You can watch them on your own or as a team. If you want to jump to a particular insight or resource, click on "Watch on YouTube" mode, which will give you access to an index of topics by time in the YouTube description. Click on the time segment for what you'd like to see.

Videos available include:

- The introductory video on "Being a Great Coach and a Winning Player."
- How can you be a great coach?
- How can you be a winning player?
- Would you like a proven template for a coaching conversation? Insights from neuroscience, psychology, and years of successful coaching results provide a foundation for effective coaching. With the two-page Talent Catalyst Conversation outline, you can tap a script with 10 steps that a Coach and Player can complete within an hour. The following video provides a live, unrehearsed sample of a 39-minute coaching conversation.

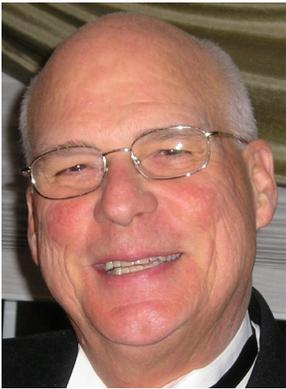
Find a volunteer coach

There are three ways to find a coach:

1. Tap your personal network or ask someone in your ICMA State Association to suggest a Coach for you.
2. Review the volunteer Coaches listed in the Coaches Gallery. Most of the current Coaches are in California where the Coaching Program began. We are encouraging other ICMA State Association Coaching Partners to nominate additional volunteer Coaches. All of the Coaches in the Coaches Gallery have volunteered to help rising stars and colleagues in the field. You'll see that there are Coaches from different types and sizes of local government and different stages within them. You are welcome to sort through the Coaches Gallery yourself and identify prospects.
3. Tap the ICMA Senior Advisors in a state of interest to you to help you find a match and perhaps offer a warm introduction for you, if you like. You can find them through the state association websites.
4. Use our pilot CoachConnect platform linked on the menu, or by visiting icma.org/coachconnect. You will need to use your ICMA login credentials (member or non-member) and then complete a separate coaching profile, either as a coach or player - or both, to get started. All coaches will be vetted by ICMA or our State Association Coaching Partners, but you will receive an email when your profile has been approved.

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Senior Advisor Column



The Merriam-Webster Dictionary defines relations/relationships as: 1. “The way in which two or more people, groups, countries, etc., talk to, behave toward, and deal with each other; 2. “The way in which two or more people or things are connected”. If “the way” is built on mutual trust, shared values, open communication, and respect the relationship is strong and able to meet challenges

that come along in life; if there is mistrust, opposing values, and disrespect for one another the relationship is fractured and can lead to downright disastrous results.

Think about “the way” countries, our major national political parties and their candidates for national office, our local, state, and federal governments, and we as individuals behave today toward one another. Are the relationships strong or are they fractured?

In your work world how are your relations with the elected body? staff?, community? Is there trust and mutual respect that allows all to pull in the same direction or a wariness and perhaps friction that impedes any kind of progress or worse a regression? If the former, how do we maintain and nurture that relationship; if the latter what can you do to improve it? Below are three sources that will help.

First. Sixty years ago, L. P. Cookingham, a giant in our business and memorialized in the International City/County Management Association L. P. Cookingham Award for Career Development, provided twenty-two guidelines for young city managers. I would suggest they are pertinent to local government management professionals wherever they are in their career. Rather than list them here they can be found at the following link: <http://webapps.icma.org/pm/9008/public/pm90.cfm?author=&title=%3Ci%3EPM%3C%2Fi%3E%27s%2090%20Years.%20Timeless!>

Second. OK. It is now 2016. Where can I find a good and perhaps more contemporary source for work relationship development? Why at ICMA of course! ICMA is offering FREE to its members the e-book, “Making it Work-The Essentials of Council-Manager Relations”, co-authored by ICMA West Coast Regional Director Kevin Duggan and

ICMA Special Liaison for Governance Mike Conduff. It is available for FREE by downloading at the following link. [http://icma.org/en/Article/107252/New_eBook_Making_It_Work_The_Essentials_of_Council](http://icma.org/en/Article/107252/New_eBook_Making_It_Work_The_Essentials_of_Council_Manager_Relations)

Manager_Relations. I have read the book and attended the session Mike and Kevin conducted at the ICMA Annual Conference in Kansas City which was standing room only and kept everyone in their seats or standing along the wall. Again, the book is not just for the CAO. I recommend you add it to your professional library.

Third. If you think that maybe the relationship with elected officials, staff, or community is heading off track and you want to talk to someone, call a Senior Advisor. We have had a variety of experiences and are more than willing to have a confidential conversation with you. Our contact information can be found on the last page of the newsletter. Cheers and Happy Holidays! And, may your relationships be strong and vibrant in 2017.

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How do I contact a Coach?

You can contact them directly via phone (recommended) or email. CoachConnect will broker the initial exchange by email, but both parties will then follow-up directly for scheduling.

Coaches Gallery

Our Coaches Gallery profiles 100 senior managers at multiple levels who have volunteered to serve as coaches. Would you like to be a volunteer coach in the coaches gallery?

The ICMA State Association Coaching Partners are vetting seasoned professionals interested in being volunteer coaches for listing in the Coaches Gallery. Please contact Dawn Peters, ILCMA Executive Director at dpeters@niu.edu.

Do you have further questions or feedback about 1-1 Coaching?

Please send an email to Don Maruska, Director, ICMA Coaching, at ICMACoaching@donmaruska.com.



The ILCMA Professional Development Committee Presents Hot Topics in Housing

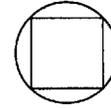
McMansions are out, smaller homes are in. Apps help travelers connect with homeowners renting their homes for a few days. Senior living communities are growing. The way we live is changing rapidly, and housing is no exception – trends in housing are changing. How can municipalities seize opportunities and manage challenges presented by these changing trends?

Join the ILCMA Professional Development Committee for a panel discussion on hot topics in housing, including short-term rental regulation, changing trends in single-family homes, and senior and assisted living housing development.

Panelists TBA

Date:	Thursday, November 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 (in Westin Hotel) 70 Yorktown Center Lombard, IL	Addresses ICMA Practice Area 3 Functional and Operational Expertise and Planning
Cost:	\$35 for Professional Development Only \$55 if also attending the Metro Manager Luncheon (\$5 discount) Metro Luncheon Topic: "A Timely Perspective on the Federal Change in Power, Municipal Policing and the Managers Role in Policy versus Politics" Members in Transition – please e-mail or call Alex below to register	
RSVP:	Online Registration (no credit card required): https://www.ilcma.org/?p=4703	
By March 14	Phone in Registration 815-753-5424 Email registration to Alex Galindo at agalindo@niu.edu	
	<p style="text-align: center;"><i>Cancellations must be made by November 14, 2016. Any cancellations after that date will require full payment.</i></p>	

Metro Managers



November Luncheon

A Timely Perspective on the Federal Change in Power, Municipal Policing and the Managers Role in Policy versus Politics

Orland Park Police Chief and Interim Manager Tim McCarthy will share his very unique perspective, experience and thoughts on three very timely topics. He will address his career in the United States Secret Service and will give some insight on the change of presidential administrations. He will also share his perspective on the current state of municipal policing, the challenges he sees and his views on the future. He will also share his thoughts on his current role as interim manager and the intersection of politics and policy.

Speaker:

Timothy McCarthy is the current Police Chief and Interim Village Manager for the Village of Orland Park. Chief McCarthy has been the Interim Manager since July of this year and has served as the Police Chief from 1994 until present. From 1972 to 1993 he served in the United States Secret Service, where some of the highlights of his career included almost nine years assigned to the Presidential Protection Division in Washington D.C. He also as served as Special Agent in Charge of the Chicago Division of the U.S. Secret Service with responsibility for complex criminal investigations and protective operations in Illinois, Wisconsin, and Northern Indiana.

Date: Thursday, November 17, 2016

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

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

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

RSVP: **By November 14, 2016** at <https://www.ilcma.org/?p=4703>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

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

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4th Quarter 2016 Luncheons

Brown Bag (bring your own)

Wednesday, November 2

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901 Wellington Ave
Elk Grove, IL 60007

[RSVP for Elk Grove](#)

Thursday, December 8

Sikich LLP
1415 W. Diehl Road, Ste. 400
Naperville, IL 60563

[RSVP for Naperville](#)

Luncheons begin at 11:30 a.m. and end promptly at 1:00 p.m.

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

Working with Elected Officials

Speakers: Robin Weaver & Greg Bielawski

Building effective relationships with city councils and village boards brings its own challenges and frustrations. This quarter's luncheons will



discuss the ups and downs of council relations. Regardless of what position you hold in local government, this series will provide you some insight on how to work with demanding board members, handle stressful board meetings, and build strong relationships with your elected officials.

We are also trying something new this quarter: in order to help address your specific concern without calling out your community, you can email your question, comments, or advice to Yordana at ywysocki@hcbattorneys.com to be compiled confidentially. At the luncheon, the facilitators will hold an open dialogue, while discussing real life scenarios and addressing questions or concerns raised via email or at the luncheon.

Robin Weaver & Greg Bielawski were both city managers who now volunteer as Senior Advisors to members of the Illinois City/County Management Association (including Legacy members).

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

www.legacyprojectnow.org

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November IAMMA Event

Wednesday, November 9, 2016

11:30 a.m. Check-In

11:45 a.m. Lunch

Registration Fee \$10.00

Elk Grove Village Hall

901 Wellington Ave

Elk Grove Village, IL 60007

Ask the Police Chief

Join IAMMA along with a number of area Police Chiefs for a discussion about policing in the 21st century.

Public Safety is a vital service provided by local governments throughout the country. In this interactive session, "Ask the Police Chief" learn about the roles and responsibilities of law enforcement officers from the leaders in the Police profession. In light of recent events, it's vital for local government management professionals to understand the role of policing and how best to navigate the Chief/Manager relationship.

Please RSVP by November 4 by utilizing Eventbrite:

<https://iammanovember2016.eventbrite.com>

Learn about IAMMA at www.ilcma.org

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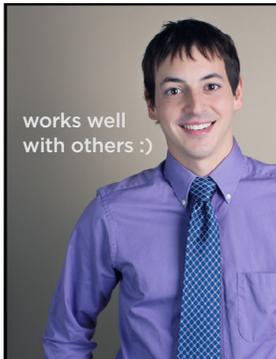
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ILCMA Membership Responsibilities For Members In Transition

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 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.

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.)

George Gray	write463@gmail.com	219-765-7014
David Nord	dave3441@yahoo.com	815-520-9757
Tim Ridder	timothyridder@hotmail.com	309-236-0929

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 <https://www.ilcma.org/programs-and-services/ilcma-professional-resource-service/>

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.

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Village of Shiloh, Chief of Police

The Village of Shiloh, Illinois, a St. Louis Metro-East community of 13,000 residents, located 20 miles east of St. Louis, MO on Interstate 64, is seeking a highly experienced, motivated and innovative Chief of Police.

The Village of Shiloh is seeking experienced candidates for Chief of Police. Candidates should have significant management experience in a Police Department of similar size and in an urban setting. Ideal candidates should have strong financial experience, experience in investigations/telecommunications/traffic enforcement and be ethical and strongly community minded. Candidates should also have experience in collective bargaining, goal setting, effective human resources, staff development and be a proven leader.

Candidates should have a Bachelor's Degree in a related field, Master's Degree is preferred. Candidates should have a minimum of 5 years command level experience. Equivalent background and/or work experience will be considered in lieu of educational preferences. Candidates must have great interpersonal skills to establish and maintain solid cooperative relationships with Department Heads, other Village employees, Village Board members, the general public and others.

The Village borders Scott Air Force Base, a multi-service, multi-mission military installation. There are approximately 15,000 military and civilian personnel on the Base on a daily basis. The Village has an excellent relationship with this most important military facility and, in fact are in a partnership with them on several issues.

The Department is comprised of 18 Officers, 1 Administrative staff, with a budget of \$2.3 million.

Candidates should submit a cover letter, resume, 5 professional references to the attention of Mr. John Marquart, Village Administrator, 1Park Drive, Shiloh, Illinois 62269 by November 30, 2016. Salary is negotiable and dependent upon experience.

Lake County, Director of Public Works – Water and Sanitary Sewer Services

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 executives with proven leadership skills as candidates

for its next Director of Public Works – Water and Sanitary Sewer Services. This is a unique opportunity to lead regional water and wastewater projects that impact a large portion of the 443 sq. mile county. Candidates must be skilled negotiators, have experience in the oversight of large capital projects and be genuinely interested in and excited about their potential involvement in the managed growth and development of a large county that has urban, suburban and rural character. The Public Works Department operates and maintains the County's Waterworks and Sewerage System. Lake County's highway and road system is maintained by a separate department. Starting salary range is \$150,000 - \$165,000 +/- depending on qualifications and experience.

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

Lake County is a large 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 2,679 employees, an approximate \$500 million dollar budget and is governed by a 21 member elected Board. The Lake County Department of Public Works is a \$40 million enterprise fund and the provider of critical water and sewer services to 25,000 retail water/sewer customers; 160,000 wholesale sewer customers; and 19 wholesale sewer contracts. The department has 95 employees in seven divisions including Administration, Engineering, Finance/Billing, Laboratory, Maintenance, Meters, and Operations. With respect to wastewater, the department operates three water reclamation facilities with a total average day flow of 24 mgd; 12 local and regional sewer systems totaling 368 miles; and 73 pump/lift stations. The department is also responsible for 12 public water systems totaling 300 miles of water main with a total average daily flow 5.5 mgd; 8 elevated water towers; and 10 ground storage reservoirs. The Director will be responsible for managing existing service contracts that are used to effectively plan for and facilitate growth in the region.

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The ideal candidate is a strategic thinker who can bring leadership skills, business acumen, advocacy and excellent relationship building abilities to the position. Important skills include contract negotiations, knowledge of water, sewer and wastewater systems, involvement in regional growth issues, capital improvement programming and implementation, all with a commitment to innovation, best practices and customer service. Candidates must be able to distill technical information into understandable oral and written presentations with the ability to build consensus among competing interests. Leadership and management skills are very important with the ability to lead an organization utilizing modern management practices and strong communication skills. The ability to effectively analyze and then communicate public policy, to elected officials, is desired. Executive leadership in the military highly valued.

Minimum requirements include a bachelor's degree in public administration, public policy, business, engineering or related field with a MPA/MBA or Professional Engineering designation a plus. Ten years of progressively responsible experience in local government or public utility management, including significant experience at a senior level interacting with elected officials and other stakeholder groups. Starting salary range is \$150,000 - \$165,000 depending on qualifications and experience. Excellent benefits package. Send resume, cover letter, and contact information for five professional references at once but no later than November 30, to 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.

Hanover Township, Program Manager

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The Program Manager of Hanover Township Senior Services Oversees all enrichment opportunities to be presented to the participants at the Senior Center including recreational, educational, fitness and social activities. The position is a supervisor to programming and reception staff. Programs are to be designed for self-sustainability and in the interest of the target population, offering a variety of activities suited to all levels of ability that support an independent lifestyle. Actively seeking out sponsorships to supplement the costs of large events is often required. Must perform regular evaluations through surveys, focus groups, and suggestions to get the input of the participants on current and future programming. Must meet regularly with the Senior Fundraising Committee and the Senior Citizens Services Committee. Member of the

Senior Services managerial team. This position is involved in the planning and implementation of Township events.

A Bachelor's Degree in Gerontology, Recreation Management, Human Services, or related field required. Four years experience in activity programming field, three years of supervisory capacity preferred. Must be proficient in all Microsoft Office applications including, but not limited to: Outlook, Word, and Excel.

The Program Manager position is a forty-hour workweek position, Monday through Friday, 8:30 AM to 4:30 PM, periodic evenings and weekend may be required. Please remit your resume to Tracey Colagrossi, Director, Hanover Township Senior Services: E-mail tcologrossi@hanover-township.org

Village of Lincolnwood, Management Analyst

The Village of Lincolnwood, Illinois (12,590 – 2010 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and manufacturing areas. The Village is seeking an individual to assist the Village Manager's Office and Finance Department. Excellent oral/written communication skills and ability to exercise sound judgment is required. Desired traits and skills include patience, self-motivation, reliability, customer service, critical thinking, and problem-solving.

Essential Duties and Responsibilities:

This position serves under the direction of the Assistant Village Manager with some coordination with the Finance Director. The Management Analyst is responsible for acting as webmaster for the Village's website and social media coordinator, Public, Educational, Government channel maintenance, upgrades, and programming, and provides support with workers' compensation/general liability claims. The position is a member of the Information Technology and Safety Committees. Daily responsibilities include greeting members of the public, assisting with human resources, and acting as the Freedom of Information Act Officer as needed. The Management Analyst serves on the staff budget team and develops the Village Newsletter. The Management Analyst will perform special projects as assigned.

Required Skills/Education/Experience:

The candidate's education and experience shall include a Bachelor Degree from an accredited university in Public Administration or related field and two years of relevant experience (internships qualify as experience). Master's Degree is preferred. The successful candidate will possess the following characteristics and abilities: excellent policy

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and procedure development experience, outstanding interpersonal skills that demonstrate personal integrity and respect, and a passion for public service.

Hours and Compensation:

The salary range for this position is \$61,801.05 to \$81,577.38. This position is classified as a full-time, exempt, non-union position. All applicants must be able to work 9:00 a.m. to 5:00 p.m., Monday through Friday and attend some Commission and Board meetings before and after normal business hours. The Village provides a comprehensive benefit packaging including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, Flex 125 plan, and more.

Application Process:

To apply, please complete the Village's application process located at www.lincolnwoodil.org/employment. The Village will continue to accept applications until 4:00 pm, on Friday, November 4, 2016.

Village of Winnetka, Economic Development Coordinator

The Village of Winnetka is seeking an Economic Development Coordinator—a position recently converted from part-time to full-time. Under the direction of the Assistant Village Manager, the Economic Development Coordinator is responsible for developing, guiding, and administering the Village's economic development and business relations functions. The position emphasizes business development (existing business retention/expansion and new business recruitment), marketing/branding activities, and special events. The Economic Development Coordinator is a key liaison to the Winnetka business community and will play an important role in the implementation of Winnetka's Downtown Master Plan. The position requires experience and expertise in developing strategies to create a sustainable long-term commercial base and to promote the community's vision of its three business districts.

Desired Minimum Qualifications:

- Bachelor's degree from an accredited college or university in urban planning; commercial real estate; public administration; business administration; or a closely related field.
- 4 years progressively responsible related work experience, preferably in a municipal economic development or planning consultant environment.
- Economic Developer Certification desirable.

Other Requirements:

- Excellent written and oral communication skills.
- Ability to provide excellent customer service and work effectively with business owners and tenants, developers, citizens, elected officials, and staff.
- Knowledge of principles and practices of business, real estate, and land use.
- Knowledge of business mathematics, statistics, and research methodology.
- Good organizational and prioritization skills.
- Experience in developing and deploying marketing strategies and tools.
- Ability to maintain and protect confidential information.
- Valid driver's license and safe driving skills.

The weekly work schedule is normally 37.5 hours in duration, Monday through Friday, 8:30 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. This position requires occasional evening or weekend work in conjunction with meetings of the Village Council, Business Community Development Commission, Chamber of Commerce, or other groups. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

This is an exempt position. Salary range: \$65,000 to \$99,988 (DOQ), plus excellent benefits.

The Village of Winnetka (population 12,200) is an established North Shore suburban community, located approximately 20 miles north of Chicago, with a Council-Manager form of government. The Village has a land area of 3.81 square miles, and there are three business districts: Indian Hill, Elm Street, and Hubbard Woods. The community recently completed its first Downtown Master Plan, which is being considered by the Council for adoption. Approximately



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\$500,000 has been budgeted in FY2017 to facilitate implementation of the high priority recommendations from the Downtown Master Plan. In addition to the Downtown Master Plan Steering Committee, the Village has a Business Community Development Commission and is a Platinum Member/Sponsor of the Winnetka-Northfield Chamber of Commerce.

Candidates should apply with application, resume, and cover letter. Position is open until filled with first review of candidates December 1, 2016. Applications are available on the Job Opportunities page at www.villageofwinnetka.org. Submit direct inquiries to:
Megan Fulara, Human Resources
Email: mfulara@winnetka.org
Phone: 847-716-3545

Village of Bartlett, Village Administrator

Bartlett, IL (41,208) is a charming, vibrant community located 35 miles northwest from downtown Chicago. Portions of Bartlett are in three different counties: Cook, DuPage and Kane, with the majority in DuPage County. This highly regarded, family oriented Village is a great place to live, work and play. It provides exceptional municipal services, growing business and commercial opportunities and an abundance of open space, including beautiful parks and bike trails.

Bartlett is a home rule community providing full services from police, public works (including wastewater treatment), community development, finance, building and the municipal golf course. This is a fiscally strong municipality with a \$53,601,791 total budget, 169 full time employees and many additional seasonal and part time employees.

The Village Administrator is appointed by the Mayor/Village President and approved by the Board of Trustees. This position is responsible for the administration of the Village's goals, policies, and programs as well as the management of Village services. There has been one Village Administrator for the past 35 years. The current Village Administrator is retiring from service.

The Mayor and six Village Board members are elected at large on a non-partisan basis and work closely with the Village Administrator to ensure that all deliberations are transparent and conducted with integrity. Candidates must have experience in the successful administration of municipal operations in a multifaceted suburban city/

village; will have extremely well developed communication skills; excellent budget and finance skills; and will exhibit a collaborative, welcoming approach with elected officials, residents, the business community, civic groups and employees.

The position requires a minimum of 10 years of increasingly responsible management experience in municipal government and a master's degree in public administration or business management; credentialed manager is preferred. An equivalent combination of education, training and experience would be considered.

Starting salary \$170,000 +/- DOQ, with excellent benefits.

Apply with resume, cover letter, and contact information for five professional references by Monday, November 14, 2016.

A complete recruitment brochure can be found at www.village.bartlett.il.us

Please apply or direct any questions to: Janelle Terrance, Human Resources Manager
Village of Bartlett, 228 S. Main Street, Bartlett, IL 60103
jterrance@vbartlett.org
630-540-5942

The Village of Bartlett is an Equal Opportunity Employer

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City of Park Ridge, Accounting Specialist – Payroll

The City of Park Ridge's Finance Department is seeking qualified applicants for the full-time position of Accounting Specialist - Payroll. Responsibilities include, but are not limited to, preparing and processing the bi-weekly payroll for approximately 350 employees; calculating retroactive pay adjustments for general increases and union contract settlements; reconciling payroll related accounts and activities; preparing employer deposits to deferred compensation plans, pension plans and completing monthly pension reports; responding to payroll inquiries and assisting the Senior Accountant with accounting and financial duties. This position requires strong attention to detail and the ability to work in a fast paced environment. The ideal candidate will possess excellent analytical, problem solving and communication skills. 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 progressively responsible payroll related experience. Experience with ADP reporting, union contracts and governmental accounting is highly desirable. 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 Kim Hodge, HR Generalist, via email at humanresources@parkridge.us or by U.S. mail to:

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

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