

City/County Management IN ILLINOIS

Volume 13 No. 5

Strengthening the quality
of local governance through
professional management

DECEMBER
2017

Calendar of Events

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

December 6
Legacy Brown Bag Luncheon
Naperville, IL

December 7
SWICMA Meeting
Collinsville, IL

December 13
**IAMMA/Metro Holiday
Luncheon**
Lombard, IL

December 13
**ILCMA Professional
DevelopmentSpeed Coaching**
Lombard, IL

January 19, 2018
**ILCMA/CGS Financial
Forecast Forum**
Lombard, IL

February 7 – 9, 2018
ILCMA Winter Conference
Peoria, IL

March 8 – 9, 2018
**ICMA Emerging Professional
Leadership Institute**
Columbus, OH

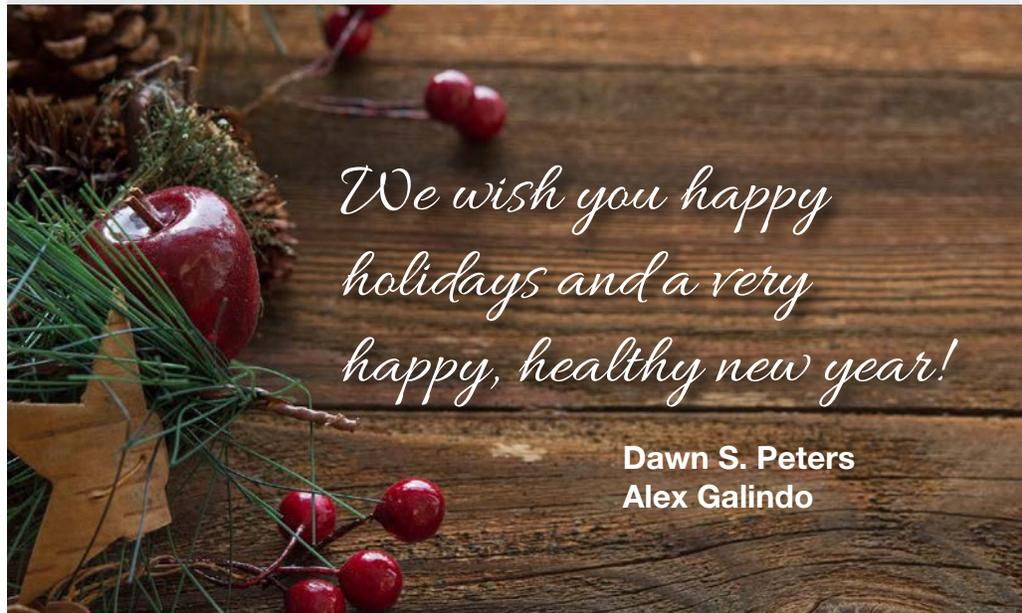
March 7 – 9, 2018
ICMA Regional Summit
Columbus, OH

Editor's Notice

The ILCMA Secretariat's Office
will close from December 22,
2017 thru January 1, 2018.
Therefore, there will be no
January newsletter.

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*We wish you happy
holidays and a very
happy, healthy new year!*

**Dawn S. Peters
Alex Galindo**

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

President's Column

2018 ILCMA Winter Conference: It's Still Playing in Peoria

Mark your calendar! The ILCMA Winter Conference will take place on February 7, 8, and 9.

Moreover, we need your support. Together, we can achieve two tremendous goals: First, we are striving to have the highest rated winter conference in recent memory; and second, we are seeking the most highly attended conference yet. The Winter Conference Committee promises a truly remarkable conference, and we need you to be there to achieve our second goal. Imagine, you can be part of ILCMA history!

The winter conference promises to be a wonderful learning and collaboration environment. Yes, its playing again in Peoria. As we all know: If it doesn't play in Peoria, it doesn't play anywhere.

As a pre-conference event, we have a presentation on the Psychology of Today's Politics by Dr. David Morrison and Dr. Daven Morrison. This team of industrial psychologists promises to explore the optics of today's politically-charged environment, and provide solutions on building compromise and positive outcomes that will benefit every public official straddling the line of the public policy dichotomy.

Kicking off the conference, we have a powerful keynote presentation from George Hawkins. Hawkins, the former head of the Washington DC water and sewer utility company, is at his happiest when making a difference in people's lives. He will bring a positive message of public service, change, and rebranding to our conference conversation in his presentation: A Hand over Fist Transformation.

Our Friday keynote will be Randy Fox – an official who has to make difficult calls on the spot. Fox is a leadership expert and NCAA basketball official who inspires organizations and individuals as they seek to maximize their potential and performance. Fox will focus upon leadership in his presentation: A Leader Worth Following. He will also be available to sign books.

In between, the conference promises new and different experiences. Daniel Allen, the Global Director of HR for John Deere, an NIU MPA grad, and former village administrator, will provide perspectives on changing public/private careers as well as career relevancy.

Among some of the other interesting programs you can expect, we plan to Drone-On about utilizing drones in government; enter the Danger Zone of controversial zoning applications; and dialogue about Dealing with your Worst Day Ever. Of course, we need employee engagement and crisis communications topics to achieve excellence in these areas.

On a different note, we are planning a field trip in a session entitled: Place Making in Peoria. This intriguing program promises to offer interesting and pragmatic methods of vitalizing spaces in your community. After all, if it plays in Peoria, it will play back home too.

In closing, please note that registration is now open. You can view the complete conference brochure and register online by going to <https://www.ilcma.org/conferences/>.

Sincerely,

The 2018 Winter Conference Committee:

Chair, Ray Rummel, Village Manager, Elk Grove Village
Kevin Barr, Village Manager, Clarendon Hills
Randy Bukas, Accounting Supervisor/City Treasurer, Effingham
Alex Cease, Assistant to the Village Manager, Wilmette
Dave Cook, IPBC
John DuRocher, Village Administrator, Indian Head Park
Ray Keller, Village Manager, Lake Zurich
Jeffrey A. Fiegenschuh, City Manager, Rochelle
Darin Girdler, City Administrator, East Moline
Nancy Hill, Community Development Director, Itasca
Jennifer Kramer, Managing Director, Sikich
Andrew Lichterman, Assistant Village Manager, Village of Deerfield
Jennie Maltas, Deputy Village Manager, Buffalo Grove
David Myers, Assistant Village Manager, Maywood
Richard Piccolo, President, B & F Construction Code Services, Inc.
Adam Simon, Ancel Glink
Scott Sorrell, County Administrator, Peoria County
Brian Southey, Management Analyst, Elk Grove Village
Patrick Urich, City Manager, Peoria
Debra Zimmermann, Associate Director, IMET



Welcome New Members

Steve Anami, Intern, Illinois Department of Commerce
& Economic Opportunity, City of Chicago
Department of Buildings
Karen Daulton Lange, Village Administrator,
Village of Lake Barrington
Paul Fetherston, Assistant County Administrator,
Lake County
Staci Hulseberg, Director of Planning and Development,
Village of Glen Ellyn
Derek Jackson, Assistant City Manager, City of
Collinsville
Anna Paul, Clerk, Village of Barrington Hills
Dakisha Wesley, Assistant County Administrator,
Lake County
Michael Whaley, Finance Intern, City of Elmhurst
Denise Zboncak, Illinois Public Risk Fund

Who's Who Directory Update

Kevin Timony, formerly the assistant village manager in Grayslake, is the new village administrator in Wauconda. He started his new position on November 13



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MIT Lifesaver Award

Do you know someone who has provided assistance to a member in transition (MIT)? If so, consider nominating them for recognition through the new MIT Lifesaver Award!

Anybody who has been an MIT knows it is a very difficult time and any assistance provided by their fellow ILCMA members is greatly appreciated. The Membership Services Committee has developed a way to recognize ILCMA members who assist MITs. A lifesaver-ring lapel pin will be awarded to members who provide significant, tangible assistance to an ILCMA MIT. Significant, tangible assistance may include sharing a room at an ILCMA or ICMA conference, adding an MIT to an interview process, hiring an MIT part-time, full-time, or for a special project, or inviting an MIT to a regional managers' lunch. Applications are available on the ILCMA website and may be submitted to the Secretariat who will provide the information to the Membership Services Committee for review.

Apply Here

ILCMA Members who have been awarded the ILCMA Lifesaver Award::

Kathleen Gargano, Village Manager, Hinsdale

Jim Arndt, City Administrator, Effingham

Jim and Kathleen were recognized at the ILCMA Summer Conference.



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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.

Amazon HQ2: Lessons for Local Economic Development

by Michio Murakishi, Senior Associate, Houseal Lavigne Associates

The much-publicized bidding war to land Amazon’s second headquarters location (HQ2) underscores the aggressive, Shark Tank-like complexion that contemporary economic development practice has taken. To date, Amazon has received 238 proposals from communities across North America. The online retailer expects to invest over \$5 billion on the construction of HQ2 and create up to 50,000 “high-paying jobs” as part of the project. In addition, “Amazon HQ2 is expected to create tens of thousands of additional jobs and tens of billions of dollars in additional investment in the surrounding community.”

The exact content of the proposals received by Amazon is largely a mystery at this point in the selection process, but it can be assumed that proposed financial incentives represent a significant element of most, if not all, of the bids. The seeming eagerness of so many communities to financially participate in a public-private partnership with Amazon begs an obvious question: What makes all these communities so confident that landing Amazon’s HQ2 will be a winning deal?

Regardless of the cachet of a prospective public-private partnership, communities must have a firm grasp of a deal’s potential before making a substantial offer of financial incentives. In putting the cart before the horse—offering lucrative incentive packages to companies like Amazon before thoroughly assessing the public return on investment—a community creates for itself a potentially harmful situation by: 1) sacrificing negotiation leverage and 2) artificially driving up incentive amounts among competing bidders.

Preserve negotiation leverage

In any negotiation, it is important that a community maintain as much leverage as possible before negotiations with a public-private partner begin in earnest. To accomplish this, a community should be prepared to offer a specific financial incentive package only once it can establish that the investment could result in a positive return for both parties. The sizing of financial incentives becomes increasingly important when analyzed in the context of the return on public investment. With finite resources, a community must only extend itself in situations where potential investment returns are of adequate levels (given risk) and are reasonably expected to materialize. Having a “number” (or range)



in hand at the outset of deal negotiations ensures that a community maintains as much leverage as possible, since it has a solid understanding of its financial tipping point, or, the moment at which an investment’s fiscal benefits outweigh the investment of public resources.

Don’t bid against yourself

When a business or company solicits financial incentives from competing communities, it is ensuring that it has access to the most beneficial package. This situation creates an imbalance in which bidders—in this case, communities—size offers in relation to their perception of competitors’ offers, rather than developing an offer corresponding to a fiscal equation.

Before offering a specific amount of financial incentives to a prospective public-private partner, a community must first “crunch the numbers.” At a minimum, this exercise should include an analysis of the fiscal impact on the community, as well as an evaluation of the potential financial return to the private partner. Fiscal impact analysis is common practice among economic development professionals. Analysis of financial returns to businesses participating in public-private partnerships, however, is rarely conducted, at least without any analytic rigor. The primary importance of a returns assessment lies in its ability to ensure that a municipality—through its use of financial incentives—does not subsidize private returns in excess of typical market levels.

Amazon is, by any measure, one of the biggest and most visible companies in the country, if not the world. And while 99 percent of the country’s communities were probably precluded from participating in the HQ2 request-for-proposal (RFP) process, given Amazon’s location and population requirements, the competition offers lessons to communities of all sizes. Perhaps most important, communities must remember that—regardless of a deal’s prestige—fundamentals of negotiation and rational fiscal strategy still rule.

Amazon hq2. (20 November 2017). Retrieved from <https://www.amazon.com/b?ie=UTF8&node=17044620011>
Ibid.

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So, Here's a Story (Map)

How the City of Highland Park is Engaging with Residents and Keeping Them Informed

by Sean Murphy, Client Account Manager, MGP, Inc.

Local governments frequently look for ways to engage with residents, especially keeping them up to speed of any ongoing or future capital improvements to the community. Such improvements can include updates to aging infrastructure, installation of new signage or street markings, replacement of sewer sections, facility updates, and even tree planting.

Changing Course

Recently, the Public Works Department in the City of Highland Park acknowledged that its current process was just too difficult to identify and organize each of the necessary details that keep residents and elected officials informed, and keep staff on the same page. The workflow was disorganized. At times it was confusing. Various stakeholders knew some, but often not all the vital project information. Worst of all, it was not supporting the city's mission of effective and transparent governance.

This is a very common pain point among the members of the GIS Consortium, which MGP has helped address in a standardized and manageable manner through its solution of Live Community Maps. By deploying this solution, specifically a "story map," Highland Park quickly managed to centralize necessary Capital Improvement information, highlight the most important features and locations, and bring key data to life for all parties. A story map is an online, interactive map which combines a geographic map, narrative text, and multimedia content to tell users a story and provide a clearer picture of what and where things are happening. The best part about the Live Community Maps solution is that it empowers community staff to play an active role in the development and upkeep. This means that information does not go out of date just because a GIS Specialist is not on site that day.

Informing the Audience with Interactive Mapping

After the GIS team met with the City of Highland Park Director of Public Works, Ramesh Kanapareddy, the team decided that this solution was the most effective for the City's needs. A plan was then put into action to create the City's first-ever "Capital Improvement Plan Story Map." Their map includes a dynamic base map of each of the unique project locations, a brief description of the work being done and why it's valuable, a photo representing the



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work, and most importantly a point of contact with contact information.

The GIS Department partnered with an Engineering Administrator, Cecelia Suarez, to determine the unique content for the map. Once decided, Cecelia then synced with each of the respective stakeholders to gather each project's necessary dates, details, and impact to residents. Once this information was collected, the GIS Specialist then mocked up a template for the map and entered in the data Cecelia gathered. To create efficiency in data management, the City's GIS Specialist conducted a simple training for Cecelia on how to maintain the map to handle any project updates.

All Your Data In One Place

One of the most valuable outcomes of this solution is the ability for the Public Works Department to utilize this public-facing interactive tool as both a pseudo-roadmap and project tracker, as it's now regularly presented in team meetings. The CIP Story Map centralizes information so that staff and residents may conveniently access all of the City's improvement plans and details. The staff has found it to be an easy, fast, and creative way to inform one another and the entire community.

To date, at least a quarter of the members of the GIS Consortium have instituted this solution for their CIP plans, which helps in the continued sharing of expertise and innovation among communities! By having a standardized mapping solution like this, communities spend far less time and fewer dollars by not having to create something from scratch. Lastly, it's a terrific way to learn from neighboring communities.

If you would like to learn more about this initiative or the GIS Consortium, check out www.gisconsortium.org New blogs, highlighting local government successes in data management and visualization are published every 8 weeks!

Corporate Partner Spotlight

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Patient Signatures.....What's the Big Deal?

by Kimberly Lezza

The good ol' days of simply transporting patients and submitting claims to Medicare for payment without jumping through hoops has come and gone. Today, it seems like every time we turn around there is another rule that needs to be adhered to before getting reimbursed for our services. One such "hoop" is the patient signature requirement, 42 Code of Federal Regulations 424.36 - Signature Requirements. While the signature requirement has always been a Medicare mandate, it wasn't until January 1, 2008, that Medicare began to enforce it. Not surprisingly, this has become one of the biggest challenges faced by billers today.

So what if your crew failed to get a signature? This can significantly slow down your cash flow. Medicare typically pays within 14 days from date of claim submission. If your billing company has to chase down a signature from the patient or family member after the fact, it could be well over a month before the signature form is sent back and the claim is submitted for payment.

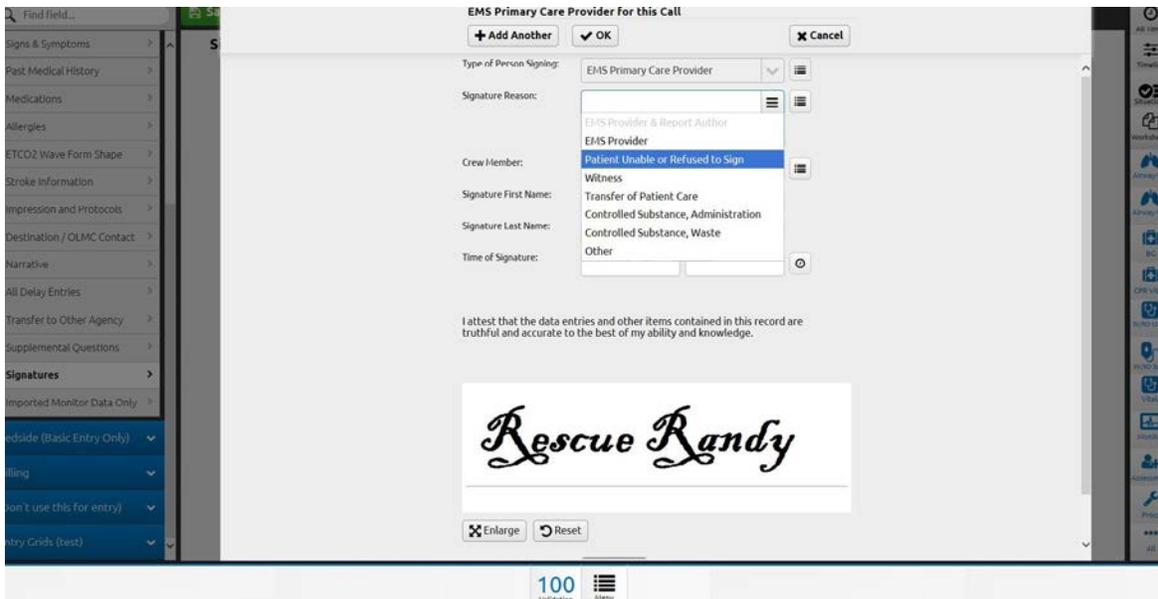
How do we remedy this? The crew should obtain the patient's signature at the time of service. The patient's signature is considered a "lifetime signature" and fulfills the signature requirement on future trips. If the patient is unable to sign for themselves due to their medical condition, an alternate signature must be obtained. Medicare will permit the following persons to sign on behalf of the patient:



- The patient's legal guardian
- A relative or other person who receives Social Security or other governmental benefits on behalf of the patient.
- A relative or other person who arranges for the patient's treatment or is responsible for his or her affairs.
- A representative of an agency that furnished care to the patient. This would include the receiving hospital or nursing home signature.

In addition to any of the above signatures, the crew member must also sign and clearly state in the narrative, the medical reason why the patient is unable to sign for themselves (e.g., unresponsive, hand contractures, altered mental status, etc.) In addition, if you are using an electronic ePCR platform such as Image Trend Elite, make sure the crew utilizes the Signature Reason dropdown box located under the signature tab.

All signatures should be identifiable, so best practice should include the printed name of the person who signed.



IML Managers Monthly Column

PSEBA Model Ordinances

By Joe Breinig, Village Manager, Carol Stream and IML Managers Committee Member

Many Illinois communities struggle with costs incurred due to the Public Safety Employee Benefits Act (PSEBA). PSEBA, enacted in 1997, is intended to protect the well-being of public safety officers who suffer catastrophic injury or death in the line of duty. Municipalities share the desire to address severely or fatally injured employees appropriately. The lack of a clear definition of “catastrophic injury” has complicated the determination of eligibility for these benefits. This has opened the door for potential abuses of the system and has resulted in awards for certain injuries some believe are not “catastrophic injuries” that become very costly to taxpayers.

A review of case law for PSEBA by IML staff led to the formulation of a concept whereby PSEBA claims are evaluated through administrative procedures utilizing a clear definition of what constitutes a “catastrophic injury”. Home Rule and Non-Home Rule communities have been granted the authority to establish procedures for processing PSEBA claims (Pedersen-Home Rule and Englum-Non-Home Rule).

IML staff with the assistance of some members of their Home Rule Attorneys Committee have developed model

ordinances rooted in existing state and case law. The ordinances can be found on the IML website. The IML website also offers the names of Home Rule and Non-Home Rule communities that have adopted the ordinances. It should be noted that these ordinances, while believed to be consistent with applicable law, have not been tested in court.

ILCMA members interested in exploring these ordinances should consult with their legal counsel. IML staff is also available to offer assistance. Please advise the IML if your community chooses to adopt the ordinance. Similarly, please advise the IML if your community adopts an ordinance and it is challenged.



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Tentative Schedule

[click here to REGISTER ONLINE TODAY!](#)

Wednesday, Feb. 7, 2018

1:00 – 4:00 p.m.

ICMA University Workshop – Pre-Conference Session
The Psychology of Today's Politics

Thursday, Feb. 8, 2018

9:00 – 10:15 a.m.

Keynote Address by George Hawkins
A Hand Over Fist Transformation

10:45 – 12:00 p.m.

Breakout Sessions:

Session 1: *The Workforce of Tomorrow: Is Your Community Ready?*

Session 2: *Droning On- About Drones in Local Government Service*

12:00 – 1:30 p.m.

Lunch

ICMA & IML Legislative Update

1:45 – 3:00 p.m.

Breakout Sessions:

Session 1: *From Public Sector Dropout to Global HR Director: Lessons for All of Us*

Session 2: *Danger Zone! Managing Controversial Zoning Applications*

3:15 – 4:30 p.m.

Breakout Sessions:

Session 1: *A Manager's Guide to Dealing with Your Worst Day*

Session 2: *The Power of Employee Engagement*

Friday, Feb. 9, 2018

8:30 – 10:15 a.m.

Field Trip – Place Making in Peoria

9:00 – 10:15 a.m.

Session: *Five Steps Ahead of the Media – Controlling the Narrative in times of Crisis and Controversy*

10:30 – 11:30 a.m.

Closing Keynote by Randy Fox
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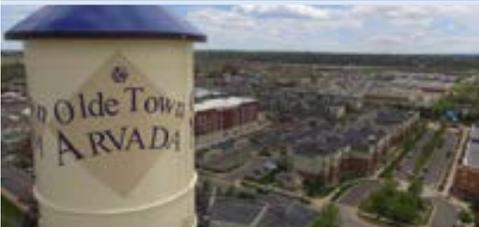
INTERNATIONAL | February 12-16



MIDWEST | March 7-9



NORTHEAST | March 21-23



MOUNTAIN PLAINS | April 11-13



SOUTHEAST | April 25-27



WEST COAST | May 2-4

Plan now to attend and send your staff to these unique offerings in your region. Each event offers a diverse professional development menu including an ICMA University workshop, special sessions geared to emerging professionals, discussions on ICMA issues and programs, networking with colleagues, and the opportunity to provide feedback to the ICMA Executive Board and staff.

The International event is scheduled in combination with the ICMA International Committee meeting and has its own format and schedule which will be announced as details become available.

- › **INTERNATIONAL:** February 12-16 | Tel Aviv, Israel
- › **MIDWEST:** March 7-9 | Columbus, Ohio | In conjunction with the Ohio City/County Management Association (OCMA) Spring Conference
- › **NORTHEAST:** March 21-23 | Hershey, Pennsylvania
- › **MOUNTAIN PLAINS:** April 11-13 | Arvada, Colorado
- › **SOUTHEAST:** April 25-27 | Mountain Brook, Alabama
- › **WEST COAST:** May 2-4 | Stevenson, Washington | In conjunction with the Northwest Managers' Conference

For more details and registration, visit icma.org/summit.


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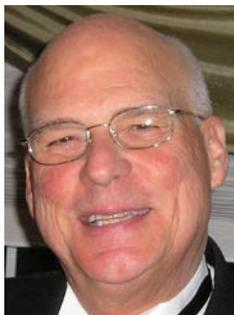
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Senior Advisor Column

Do the Due

By Greg Bielawski, ICMA/ILCMA Senior Advisor

During the year I spoke with several members exploring job opportunities. We talked about “Due Diligence” which is asking the right questions and obtaining sufficient and accurate information to allow one to make informed and educated decisions.



Here are some basic actions to take, questions to ask and information to get.

- Carefully read the position ad/profile; note buzzwords and lack of clarity/detail.
- Review the municipal code and/or organizational documents that authorize and describe the position.
- Explore the community’s website; GOOGLE the community and dig; if feasible, visit the community especially if residency is required.
- Contact a Senior Advisor or a colleague in a neighboring community to see what he/she may know; contact the person you will be succeeding.
- If the position reports directly to the CAO, check him/her out.
- For a CAO position, learn what you can about the governing body and, if selected for an interview and especially as a finalist, get face time with all governing body members and the Clerk.
- Carefully read the community’s current budget and most recent audited financial statement.
- Obtain a copy of current collective bargaining agreements and read the management rights section carefully to determine who really runs the department.
- If a CAO position is being sought, determine if an employment agreement is offered. If the previous CAO had one, see if you can get a copy.
- Request to meet the organization/departmental staff.

Ask probing questions and be alert to what is said.

When it comes to a job opportunity, the wrong decision can be costly and frustrating. If the position turns out not to be what you thought it was and things aren’t working out, remember that the ICMA/ILCMA Code of Ethics Tenet #4 “two-year rule” applies to ALL ICMA and ILCMA members. Two years could seem like an eternity. Do the Due!



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Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

4th Quarter 2017 Luncheons

Brown Bag (bring your own)

Wednesday, December 6

Sikich

1415 W. Diehl Road, Ste. 400
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[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.

Resiliency

Speaker: Rebecca Litz, Perspectives

“The strongest oak of the forest is not the one that is protected from the storm and hidden from the sun. It’s the one that stands in the open where it is compelled to struggle for its existence against the winds and rains and the scorching sun.”



Napoleon Hill

In this session presented by Rebecca Litz of Perspectives we will:

- ◆ Gain insight into how life’s challenges impact us as individuals
- ◆ Assess our current methods of coping
- ◆ Develop strategies to increase resilience in your personal and professional life.

To help address your specific questions about our topic, you can email your questions, comments, or advice to Ann at aeverhart@villageofschaumburg.com to be compiled confidentially. At the luncheon, Rebecca will hold an open dialogue, while discussing real life scenarios and addressing questions or concerns raised via email or at the luncheon.

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

www.legacyprojectnow.org



Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector January 19, 2018

- 8:00 – 8:45 a.m. **Registration/Continental Breakfast**
- 8:45 – 9:00 a.m. **Welcome and Introductions**
- 9:00 – 10:00 a.m. **Economic & Industry Perspectives**
Rick Mattoon, Senior Economist, Chicago Federal Reserve
- 10:00 – 10:15 a.m. **Break**
- 10:15 – 11:45 a.m. **Real Estate Perspectives:**
Stephen B. Friedman, President, SB Friedman, Moderator
Future Adaptations of Commercial Office Space
Christian Beaudoin, Managing Director, Research, JLL
Ranadip Bose, Senior Vice President, SB Friedman
Future of Housing Trends and the Housing Market in Illinois
Geoffrey J.D. Hewings, Emeritus Director, Regional Economics Applications Laboratory
- 11:45 – 12:30 a.m. **Lunch**
- 12:30 – 1:30 p.m. **Dynamic Trends in the Current and Future Retail Environment**
Mary O'Connor, Partner, Sikich, Moderator
Mark F. Hunter, Managing Director, CBRE, Asset Services I Retail
Dick Spinell, Principal/Managing Broker of Mid America Real Estate
- 1:30 – 1:45 p.m. **Break**
- 1:45 – 2:45 p.m. **Future Trends in Employment, Health, and Labor**
Greg Kuhn, Assistant Director, Center for Governmental Studies, Moderator
Mike Wojcik, Senior Vice President/Principal, The Horton Group
Sarah McKee, Vice President, GovHR USA
Ben Gehrt, Attorney, Clark Baird Smith
- 2:45 – 3:00 p.m. **Break**
- 3:00 – 4:00 p.m. **Fiscal Futures Project**
Dr. David Merriman Stukel Presidential Professor, Dept. of Public Administration, University of Illinois at Chicago & Professor Institute of Government and Public Affairs, University of Illinois Visiting Fellow, Lincoln Institute of Land Policy

THANK YOU TO OUR CORPORATE SPONSORS





The Illinois City/County Management Association, Illinois Government Finance Officers Association, and the Northern Illinois University Center for Governmental Studies invite you to attend the ninth annual **Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector** Friday, January 19, 2018

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

Seminar: 8:45 a.m. – 4:00 p.m.

Harry Caray's, 70 Yorktown Center, Lombard, IL (Inside the Westin Hotel)

Credits: CEU – Earn 0.5; CPE - Earn 6

ICMA Credentialed Manager Practice Area: Practice Area 11 Financial Analysis

Cost before Jan. 1: \$ 99 for first attendee
\$ 89 for each additional attendee from same organization
\$ 35 for students

Cost after Jan. 1: \$139 for first attendee
\$129 for each additional attendee from same organization
\$ 45 for students

ILCMA Members in Transition please use MIT code when registering.

Thank you to our Sponsors



REGISTRATION FORM

Illinois Financial Forecast Forum

Event Number 15756

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DeKalb, IL 60115

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ILCMA Memberhip 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.)

John Kolata
Lisa Powers

jdkolata@hotmail.com
lisap63@juno.com

309-525-2359
618-402-2443

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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IAMMA/Metro Managers Angel Tree Luncheon

DECEMBER 13th - 11:00am

\$30 Cash or Check Only (Checks made payable to IAMMA)

Harry Caray's Italian Steakhouse

70 Yorktown Shopping Center, Lombard, IL 60148

RSVP by December 8th

Join Us Before for a Speed Coaching Event @ 10:30am

Speed coaching is a quick method of mentoring new professionals and a great way to expand your network. Spots available for both Speed Coaches and Participants!

Questions can be directed to: Evan Michel at emichel@vbg.org



IAMMA & Metro Managers
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Angel Tree tags may be obtained at the Metro Manager Luncheon on November 17th, or by contacting **Evan Michel at emichel@vbg.org**

Gifts (unwrapped) must be dropped off at the IAMMA/Metro Managers Luncheon at Harry Caray's in Lombard on December 13th.

SIGN UP FOR EVENT
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Midwest Leadership Institute

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

Approach

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

Who Should Attend

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

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

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

Curriculum

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

The nine learning pods are as follows:

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

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

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 40 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 \$2000 for ICMA members or \$2200 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 **March 19 - 23, 2018** 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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The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. Managers are recognized by ICMA through a peer review credentialing process, and this self-directed program offers an opportunity for interested ICMA members to quantify the unique expertise they bring to their communities. The program also assists ICMA members in focusing and reflecting upon their lifelong professional development experience. Members who participate in the program may earn the designation of ICMA Credentialed Manager granted by the ICMA Executive Board. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.

What Are the Benefits?

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

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

For complete information please visit <http://icma.org/en/icma/members/credentialing>.

Advancing Civic Leadership

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

December 12, 2017 – NIU-Naperville

An Introduction to Effective Performance Measurement & Performance Management for Public Organizations: What's The Difference? Why Are These Terms Confused & How Are They Related

January 10, 2018 – NIU-Naperville

Performance Measures & Organizational Change

January 16, 2018 – NIU-Naperville

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Committee Co-Chair: Reina Schwartz, San Pablo, CA.
Illinois Committee Members: William Beith, Gilberts, IL; Joellen Earl, Gov HR USA, IL.

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Committee Vice Chair: Dave Unmacht, League of Minnesota Cities, MN
Illinois Committee Members: Tim Gleason, Decatur, IL

International Committee

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Committee Vice Chair: Marc Landry, Moncton, NB, Canada.
Illinois Committee Members

ICMA Welcome Ambassadors

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ILCMA is Pleased to Participate in the ICMA 1-1 Coaching Program

OPEN TO ALL ILCMA MEMBERS REGARDLESS OF ICMA MEMBERSHIP!

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.

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.

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 coach's 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.



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



Brought to you by:
ILCMA Professional
Development Committee

BRING YOUR ASPIRING LEADERS

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

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

When: Wednesday, December 13, 2017
10:30 am to 11:30 am

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

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

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

Cost: \$30 per person for the Speed Coaching
and Luncheon

RSVP: By Friday, Dec. 8th by going to:
<https://2017angeltreeluncheon.eventbrite.com>

Registration 10:15 am

Speed Coaching 10:30 to 11:30 am
*Participants will have the opportunity to
network with City/County Managers and
Administrators in a fun yet time-sensitive format!*

Bring Business Cards!

IAMMA/Metro Holiday Luncheon 11:30 am

**Attendance for both the Speed Coaching
and Luncheon will be \$30!**



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

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

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

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

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

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

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

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

Tips adapted from Cal-ICMA Coaching Program



Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

1st Quarter 2018 Luncheons

Brown Bag (bring your own)

Wednesday, January 10

Libertyville Village Hall
118 West Cook Rd.
Libertyville, IL 60048

Note: New Location & Date

Wednesday, February 7

Elk Grove Village Hall
901 Wellington Ave.
Elk Grove, IL 60007

Wednesday, March 7

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

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.

Are You Ready to Take the Risk?



Professional risk taking can take many forms: moving into a new position, changing communities, starting a business, going back to school and more! This quarter's luncheons will discuss: how to take risks without being reckless; weighing all the options, making your case and how to stop before you jump too quickly. Lisa R. Callaway, a Partner with Engler, Callaway, Baasten, & Sraga, LLC., will present at all three sessions. Please come with any questions or experiences to share!

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

www.legacyprojectnow.org

Job Mart

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

Village of Round Lake, Director of Economic & Community Development

Round Lake, IL (18,289), a beautiful suburban community, known for its family-oriented character and beautiful open spaces, is seeking an innovative, forward-thinking professional to serve as its Director of Economic & Community Development. A non-home rule community with a diverse mix of business, Round Lake is located in Lake County, Illinois, approximately 50 miles northwest of the Chicago Loop. Although Round Lake has a suburban-like setting, the Village offers quick access to a plethora of amenities, services and entertainment while preserving the quiet rural lifestyle desired by its residents. The Village provides a full range of municipal services with an annual budget of \$13.2 million and 60 employees.

The Director of Economic & Community Development is responsible for economic development, planning, zoning, code compliance, building and construction services and permit functions as well as management and leadership of 3 full-time employees and 1 part-time employee. The Director of Economic & Community Development is an integral part of the executive management team, leading and facilitating key decisions regarding planning, zoning, building, and economic development issues and initiatives. The new Director will report to the Village Administrator and serve as a liaison to the Planning Commission and Zoning Board of Appeals and serve as the Zoning Administrator. The Director is appointed by the Village President with the advice and consent of the Village Trustees.

Qualified individuals will be expected to have:

- A minimum of seven years' experience in a supervisory position in a community of comparable complexity with knowledge of municipal planning, zoning and building code compliance.
- A bachelor's degree in urban planning, engineering, public or business administration, public policy or related field; a master's degree and AICP certification is strongly preferred.
- A customer service focus and team-oriented leadership style with knowledge of and practice in modern management concepts, principles, strategies, practices, and techniques.
- An innovative champion of continued process improvement with an understanding of progressive development department operations with a demonstrated interest in technology.
- A creative, problem-solving approach and well developed interpersonal and oral/written/presentation communication skills.

Starting salary range is +/- \$105,000, depending on qualifications and experience. Residency is not required.

Apply online with résumé, cover letter and contact information for 5 professional references by December 22, 2017, to www.govhrusa.com/current-positions/recruitment to the attention of Kathleen Rush, GovHRUSA, 630 Dundee Rd., Suite 130, Northbrook, IL 60062. Tel: 847/380-3240.

[Click Here to Apply](#)

(www.govhrusa.com/current-positions/recruitment)

Village of Barrington Hills, Director of Administration

The Village of Barrington Hills, a home rule community located in Cook, Kane, McHenry and Lake Counties, (pop. 4209), is seeking applicants for the position of Director of Administration, a full-time position, reporting directly to the Village President. This position will be open as of January 1, 2018. The Village of Barrington Hills is located 40 miles northwest of the City of Chicago and spans 29 miles. The Village is comprised of large acreage residential properties and has no commercial or industrial uses.

POSITION SUMMARY:

The Director of Administration is a Village Officer, appointed by the Village President with the approval of the Village Board of Trustees. The Director of Administration supervises the affairs of the Village in regard to planning, roads, zoning, building and general administration. In particular, the Director of Administration assists in the preparation of budgets for the review and approval by the Board of Trustees. The Director is responsible, together with the Village Treasurer and the Chief of Police, for the administration of the budget after its adoption. With the advice and consent of the Board of Trustees, the Director represents or appears on behalf of the President in matters of interest to the Village. Further, the Director assists other Village Officers in a manner consistent with the responsible discharge of their duties.

For more information, including how to apply go to vbihil.gov/job-posting-director-administration

City of Urbana, City Administrator

The City of Urbana, Illinois (pop. 42,300) invites candidates for the position of City Administrator. This highly responsible position will serve under the general direction of the Mayor and be responsible for managing City activities and operations; implementing policy decisions made by the Mayor and City Council; and facilitating the development, implementation and continual evaluation of the City's strategic plan.

Led by Mayor Diane Wolfe Marlin, Urbana's progressive values include civic engagement, celebrating entrepreneurs and innovators, smart growth, and transparent governance. Ours is a city that embraces creative thinking and diversity to drive innovation and advancement.

Job Mart

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

Urbana offers a unique blend of small town ambience and metropolitan amenities. Home to the flagship campus of the University of Illinois, Urbana offers a full event calendar to pique every interest, world-class cultural performances at Krannert Center for the Performing Arts, outstanding schools and parks, a range of housing choices, and many more features. Among its many accolades, Urbana has been recognized for its award-winning dining, cutting-edge technology, exceptional level of multi-modal transportation, and one of the top ten neighborhoods in the country.

The position of City Administrator has been vacant for ten years; placing a highly qualified candidate is a cornerstone of Mayor Marlin's vision for Urbana's future. The ideal candidate will combine exceptional business/organizational acumen, outstanding communication ability, and innovative leadership skills, and will offer demonstrated leadership in an executive-level position. Highly desirable qualifications include an advanced degree in public or business administration or a closely related field and/or professional experience in a municipal, non-profit or a similar complex organizational setting.

This position offers a competitive salary with excellent benefits. For more information, visit: www.urbanacareers.org/city-administrator.

To apply, please submit your resume and cover letter with current salary by December 8, 2017 to:

Robert Slavin or David Krings
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail: slavin@bellsouth.net

Web site: www.slavinweb.com

The City of Urbana Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset.

EOE.

Village of Oswego, Community Engagement Coordinator

The Village of Oswego is hiring a full-time employee to continue the Village's long tradition of successful community events, and expand on economic development and tourism. An ideal candidate will have excellent interpersonal skills, ability to work with tact and use judgement in building relationships and achieving the



For projects on a tight budget, the variety of color and size with brick gives walls a pleasing visual depth while maintaining costs. When paired with metal accents, brick lends itself to today's fashionable urban, industrial aesthetic and is popular with young professionals seeking apartment living in an urban environment.

More than the style of the day, brick bridges the past, present and future.

gobrick.com/planning 

Village's goals. The individual will need to be extremely detail oriented and organized.

The Community Engagement Coordinator will have experience in planning and executing large-scale community events, including Wine on the Fox, Christmas Walk and many others. Event planning will include building sponsor relationships and working creatively to keep events cost neutral. This position will also support the Village's Economic Development efforts by coordinating the Business Retention and Expansion program, which includes developing relationships with local business owners and potential new businesses.

The Village of Oswego offers an excellent work environment, as well as a comprehensive benefits package including health, dental, and life insurance; pension plan (IMRF); and paid time off. The expected annual pay for this position is \$58,000, depending on qualification.

A successful candidate for this position will professionally represent the Village to internal and external stakeholders. Technical proficiency required in event planning, sponsorship development, contract negotiation, budgeting, data entry and report writing. This position is an hourly position (40 hours per week) with a flexible schedule to accommodate frequent night and weekend hours, especially related to community events.

The selection process includes a personal interview, practical exercises, medical examination (including drug screen) and background screening. A valid driver's license is required.

Applications are available online at www.oswegoil.org or at Oswego Village Hall, 100 Parkers Mill. Submit cover letter, resume and application by email humanresources@oswegoil.org. The Village of Oswego is an Equal Opportunity Employer that values diversity. First review of resumes will be Monday, December 4 with an expected start date in late January.

Job Mart

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

City of Wood Dale, Administration, Management Analyst

The City of Wood Dale, Illinois (population 13, 770) is seeking to fill the position of Management Analyst within the Administration Department. The Management Analyst is a highly responsible position within the Office of the City Manager. Under the general direction of the City Manager, but using independent judgement, this position is responsible for assisting the City Manager in the development, administration, and coordination of various organizational functions and programs. Responsibilities include:

- Performs necessary administrative duties required for the efficient operation of the department;
- Reviews, develops, implements and administers human resources policies and procedures; and other Human Resources functions as assigned;
- Assisting with budget development, preparation and presentation of City Council agenda items;
- Assistants with the negotiations of various City franchise agreements and collective bargaining agreements;
- Assists with the preparation and oversight of contractual, maintenance, and construction projects;
- Researches and performs special administrative studies and prepares a variety of reports relating to operational and safety policies and procedures;
- Helps prepare grant applications and status reports for a variety of capital funding sources;
- Assists with administering employee safety/risk management program, labor relations
- Serves as staff liaison to various City commissions

Master's Degree in Public Administration or related field is preferred. Minimum of two years municipal experience is desired. The salary range is \$57,184 - \$82,862 DOQ plus excellent benefits. This position is open until filled. Qualified candidates should send their resume, cover letter, salary history and City Employment Application to:

City of Wood Dale
Attn: Human Resources
404 N. Wood Dale Rd
Wood Dale IL 60191

Applicants may also submit application materials and/or inquiries to the City at employment@wooddale.com

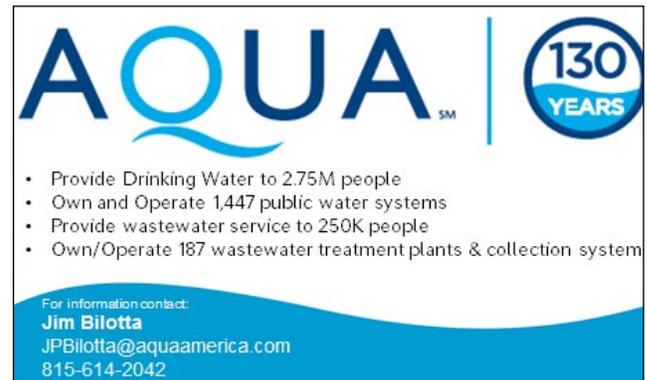
The City of Wood Dale is an Equal Opportunity Employer



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JPBilotta@aquaaamerica.com
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ILGNet is now ILCMA Community Resource Network



The communication tool for ILCMA and IAMMA has been updated. If you already subscribe to ILGNet you don't need to do anything to continue utilizing this tool. If you haven't joined you should know that this system is the web portal for knowledge and communication sharing for ILCMA and IAMMA members. ILCMA Community Resource Network provides the following features:

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

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