



CITY MANAGER'S NEWSLETTER



Volume XXII, Issue 39

October 5, 2012

ADVANCE AUTO PARTS GRAND OPENING

Advance Auto, Woodstock's newest auto parts dealer, will celebrate a grand opening ribbon cutting on Tuesday, October 30 at 10am. The store is located at 520 S. Eastwood.

ARTWALK EVENT

The Retail Committee of the Woodstock Chamber invites residents and visitors alike to Shop, Play, Dine & Stay on the Historic Woodstock Square during Artwalk – Saturday, October 20, 11am-6pm. Participating merchants on the Square will be hosting artisans inside or in front of their businesses. Look for shops and restaurants with balloons out front for those with special events planned during Artwalk.



HOLIDAY LIGHTING ON THE SQUARE

Happy to work on Christmas in warm weather, **Opera House** employees this week began in earnest their annual maintenance of the holiday lighting system on buildings around the Square. Their efforts were limited last week by a lack of electrical power to the system, as work on the movie theater expansion project had necessitated the removal of an outdoor electrical cabinet which housed the lighting controls. Electricians from Tivoli Enterprises finished installing new service and controls on Monday, allowing the Opera House crew to get a good head start on this year's holiday preparations.

DON'T MISS OKTOBERFEST IN WOODSTOCK!

The Woodstock Mozart Festival in conjunction with Woodstock's Rotary is hosting OKTOBERFEST this Saturday, October 6, 2012 from 4:00 p.m. until 10:30 p.m. at the Aquatic Center in Emricson Park.

Bring your family & friends out to enjoy some delicious German food and beer, as well as German and American Wines. The event will be open to anyone 21 years & older. Live ethnic music will be provided along with polka dancing instructions! This is sure to be a fun evening that you won't want to miss!



Advance tickets are \$25, which includes food & entertainment, and may be purchased in Woodstock at Bohn's Ace Hardware, Woodstock Independent and Woodstock Public House Restaurant. Tickets will be available at the door for \$30. For questions, call Denise at (815) 338-8844. Danke schön!

IN THIS ISSUE...

- 2 Library News**
- 3 Recruitment News**
- 4 Health and Safety Message**
- 5 Open Enrollment & Retirement**
- 6 Drug Take Back**
- 7 Audit Wrap Up**

RECRUITMENT NEWS

As employees have been informed, **City Manager Tim Clifton** has provided notice of his retirement planned for the end of April, 2013. A conscious decision was made to perform the search for his successor using staff and community representative expertise, thereby saving Woodstock residents tens of thousands of dollars in search firm fees.

A professional peer committee was developed to identify position qualifications, develop the recruitment portfolio materials, determine placement and review submitted applications. Members include: **Woodstock Mayor Brian Sager, PhD; City Attorney Rich Flood; Councilman Mike Turner; community leader Denise Graff Ponstein; HR Director Deb Schober, MS, SPHR; and Executive Assistant Cindy Smiley.** Selected candidates will be invited to participate in a series of written exercises, in-person interviews and extensive background checks, prior to final appointment of the chosen candidate by the Mayor and City Council.

The following recruitment has been posted this week on the City's website and numerous professional outlets targeting qualified candidates:

CITY MANAGER

Woodstock, an established, charming historic community of just less than 25,000, located 55 miles northwest of Chicago on Metra rail, seeks an experienced professional to serve as our next City Manager.

The City is governed by a Mayor and six City Council members who are elected at large on a nonpartisan basis for staggered four-year terms. The City of Woodstock operates under the statutory Council-Manager form of government. The position serves as the administrative head of the municipal government to manage, oversee, provide leadership for and ensure efficient operation of all City services including, but not limited to, Public Works, Finance, HR and Administration, Police,

Economic Development, and the Library.

Minimum qualifications: Master's degree in Public Administration, Business Administration, or a related field, a minimum of ten (10) years progressively responsible city government management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Solid communication, leadership, team building, and long range economic development, financial, and strategic planning skills are required. The position provides an excellent benefits package with a starting salary of \$140,000+ depending upon experience and qualifications. Residency within Woodstock is not required.

A position profile and required application materials may be obtained at: www.woodstockil.gov under Employment Opportunities. If unable to download, materials may also be requested via email: dschober@woodstockil.gov.

Those interested and qualified, should apply at once, in confidence, with a completed job application, cover letter, résumé, five (5) professional references, and salary history to:

Deborah Schober, MS, SPHR
Human Resources Director
City of Woodstock
121 W. Calhoun Street
Woodstock, Illinois 60098
Email: dschober@woodstockil.gov
Phone: (815) 338-1172

Application materials will be accepted until Wed., November 1, 2012, 5:00 PM. Application materials may be returned by mail, email or submitted in person. The City reserves the right to select only the most qualified applicants for an interview. EOE.

OPEN ENROLLMENT BENEFITS FAIR RIGHT AROUND THE CORNER

Ready, set, mark those calendars! Our Open Enrollment Benefits Fair is next Tuesday, October 9th, from 8 a.m. to 7 p.m. at Woodstock City Hall.

All employees are strongly encouraged to attend one of the Health Care benefit program presentations, provided in Council Chambers at 8:30 a.m., 1:30 p.m. and 3:45 p.m. Numerous changes in coverage guidelines have occurred in the past two years and information provided will help employees maximize their benefit program savings.

Employees will be able to pick up their new personalized Open Enrollment forms for 2013. **HR Director Deb Schober** has revised the Open Enrollment form (previously referred to as our FSA form) to more accurately reflect the nature and processes involved in electing participation in the City's many benefit programs.

Benefit amounts are printed on the sheet and check-off boxes are provided for employees to identify their chosen participation levels. These new electronically-personalized forms will also show each employee's current participation choices for 2012, in order to easily compare opportunities when they enter their choices for 2013.

Completed forms, signed by the employee, must be submitted to the HR Department no later than Monday, November 5, 2012. Following this annual enrollment period, changes to benefits may only be made upon request to the HR Department within 30 days of a "qualifying event," such as marriage, birth/adoption, divorce or decease.

KNOW YOUR OPTIONS! RETIREMENT MIGHT BE JUST A DREAM AWAY

And the person who can best help you determine that will conveniently be here at the Open Enrollment Benefits Fair on Tuesday, October 9th, at City Hall.

So, if you're thinking about retirement possibilities—even as far away as 2 years in the future—do take a few minutes from your busy day and meet with Jon Renner, our IMRF pension representative. Jon can give you solid information on your expected retirement income and ways to maximize your IMRF earnings. He can also show you how to set up your own IMRF website account, where a handy calculator can provide income estimates based on anticipated salary and all possible retirement dates. All discussions are strictly confidential and no information is shared.

However, due to Jon's very busy schedule this time of year, he greatly appreciates appointments scheduled in advance. Please contact the HR Department, by phone or email, for appointments next Tuesday ranging from 11:30 a.m. to 2:00 p.m.



DANCE CLASSES BEGIN

The **Recreation Department's** *Little Dancers, Ballet, Hip/Hop, and Kidz Pop* programs began their fall session this week with eight different classes.

Little Dancers teaches students basic ballet and jazz steps while having fun expressing themselves through creative movement. The Ballet class is a beginner ballet that teaches participants ballet terms and positions while improving the child's balance, movement and flexibility. Hip/Hop and Kidz Pop all teach popular dance moves to the current popular music.

These popular eight-week classes are lead by instructors Laura Powell, Robin Sobel, and Jamie Galler Pierce.

Recreation Coordinator Renee Torrez and the instructors are planning a recital for all dance participants in Spring.



VOLUNTARY LIFE INSURANCE ENROLLMENT PERIOD CONTINUES

Each year the City is allowed by NCPERS to offer an open enrollment period for its voluntary group life insurance plan. The enrollment period for the plan opened on October 1st and will end November 15th. A brochure that outlines the life insurance benefits and includes the enrollment form was distributed with the October 1st paycheck. The cost of this additional life insurance is \$16 per month. This amount will automatically be deducted from your paycheck each month. Furthermore, the payroll deduction for this insurance coverage will qualify for the City's Flex 125 Plan allowing the employees to use "pre-tax" dollars to pay for the premiums. Coverage levels vary depending on the age of the participants. A copy of the benefits page and enrollment form has been attached to this newsletter. Please complete the enrollment form, if interested and submit it to the HR or Finance Departments by November 7th. Please feel free to stop by the Finance Department if you have any questions regarding this program.

ANNUAL AUDIT WRAPS UP

During this week the **Finance Department** is putting the final touches on the City's financial statements. As a result of these efforts, the City should be receiving an unqualified audit opinion indicating that financial information presented by the City Administration is a fair and accurate accounting of the City's financial position. In addition, no material internal control violations have been noted by the City's auditors.

The City's Comprehensive Annual Financial Report (CAFR) is expected to be finalized next week. The City's CAFR includes financial information for all funds, account groups and component units of the City and will be prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Finance Department would like to express its sincere appreciation to all of the other departments that have been asked to provide information necessary for the successful completion of the audit.



You are cordially invited to join Chief Robert Lowen at the Woodstock Police Department for coffee, conversation, and an informative program.

Sergeant Constantino Cipolla will make a presentation on the WPD's new Police Explorer Program.

Coffee with the Chief



Monday, October 8, 2012
7:00 p.m. – 8:30 p.m.
Woodstock Police Department
656 Lake Avenue

For further information, please call
Tamara Reed at 815-338-6787