



## CITY OF PARK RIDGE

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### M E M O R A N D U M

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**DATE:** February 16, 2012

**TO:** Jim Hock, City Manager  
Juliana Maller, Deputy City Manager

**FROM:** Diane Nelson, Director Information Technology

**RE:** Mayor's Request for Posting Resumes

The following are our recommendations in response to the mayor's request:

*"I am asking that resumes/CVs and applications be posted for all members of the City Council, City management, boards commissions and task forces. Diane, please analyze whether this would work best as a separate category or if the information can be linked to the individuals lists of aldermen, staff, commissions, etc. on the website."*

**City Council:**

We are not in possession of resumes/CV or applications for elected officials. Information currently posted on the City website is shown in the attached file "WebpageCityCouncil.pdf".

That page currently shows "Occupation" and that information was provided by the elected officials, at our request after the election.

**Possible Solution:**

We are not in possession of any documents to publish on the website from the elected officials. We recommend that Jim discusses with the elected officials what they are proposing to add to whatever is there. If additional information is to be provided for posting, we request it in digital format so we can link it on the elected officials' page.

**City Management:**

**Possible Solution:**

Years ago, City employees did resumes from a template for distribution to the City Council. We recommend that Jim direct senior staff create or update those resumes based on the template, for consistency. Those can then easily be saved in PDF format. They can then be published on the website under the contact info for each employee.

A sample of how we would do this is on the attached page, EEResumeTest.pdf—on the bottom, left see the Test Link Resume. This is how it would appear.

**Boards and Commissions and Task Forces:**

We currently have a form that applicants complete when applying to serve and we request they attach a resume to that form. A copy of the current form is attached, CurrentApplication.pdf.

*Our Mission:*

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,  
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.

February 16, 2012

Memo regarding Mayor's Request for Posting Resumes

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The current form has information that would need to be redacted before posting. Locating, organizing redacting, scanning and posting over 200 of these forms would be an extremely arduous task. Also, since we didn't tell applicants at the time of completion that they would be published, they may have some objections or concerns. I understand the mayor has asked for feedback on this issue.

**Possible Solution:**

We recommend that we only post information on future appointees from a determined point of time forward once the City Council comes to an agreement. We'd also recommend that the application form be revised to make it simpler to publish the non-personal information and state on the form what data will and will not be published. This would also give applicants the opportunity to tailor their resume for publication.



*A Wonderful Place*

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## City Council



### David Schmidt, Mayor

700 N Hansen Place  
847-430-3165

Contact

Council Service: 2007-2009  
Mayor: 2009-2013

*Committees:* Liquor Commissioner  
*Occupation:* Law Partner Owner



### Betty W Henneman, City Clerk

1237 S Knight Avenue  
847-318-5204

Contact

City Clerk: 1985-2013

*Committee:* Sister Cities Commission  
*Occupation:* Teacher (retired)



### Joseph F Sweeney, First Ward Alderman

1001 Greendale Avenue  
847-823-5552

Contact

Council Service: 2009-2015

*Committees:* Council Liaison, Appearance Commission; Council Liaison, Planning and Zoning Commission; Council Liaison, Zoning Board of Appeals  
*Occupation:* Retired



### Richard A DiPietro, Second Ward Alderman

1488 Parkside Drive  
847-698-2471

Contact

Council Service: 1995-2013

*Committees:* Procedures and Regulations, Chairman

*Occupation:* Business Owner (graphics arts specialist company)

### Jim Smith, Third Ward Alderman

737 Forestview  
847-454-3913

Contact

Council Service: 2011-2015

*Committees:*



**Sal Raspanti, Fourth Ward Alderman**

124 S Hamlin  
847-687-8605

Contact

Council Service: 2011-2013

Committees: Public Safety, Chairman

Occupation: Senior Business Development Executive,  
Commercial Property Insurance



**Daniel J Knight, Fifth Ward Alderman**

316 S Fairview Avenue  
847-830-4819

Contact

Council Service: 2011-2015

Committees: Finance & Budget, Chairman

Occupation: Treasurer, Media Company



**Thomas A Bernick, Sixth Ward Alderman**

1424 Bonita  
847-812-3560

Contact

Council Service: 2011-2013

Committees:

Occupation: Business Owner



**Marty Maloney , Seventh Ward Alderman**

1433 S Ashland Avenue  
847-698-4134

Contact

Council Service: 2011-2015

Committees: Public Works, Chairman

Occupation: Senior Account Executive, Technology Services  
Company





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## Michael Zywanski

### Fire Chief

Department: [Fire Department](#)  
Phone: 847-318-5259  
Website: [www.parkridge.il.gov](http://www.parkridge.il.gov)

[Contact](#)

[Text Resume Link](#)

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NEWS: [City of Park Ridge](#)

**News Release Regarding the Findings of the Recent Homicide Investigation**  
Read or News Release as presented at the News Conference, Wednesday, February 15, 2012.

**The Park Ridge Fire Department Responded to the Report of an Activated Fire Alarm**  
The first Fire Department units arrived approximately five (5) minutes after the activated fire alarm.

**On Sunday, February 17, 2012, the Park Ridge Fire Department Responded to the Report of a House Fire**  
Upon arrival, fire companies had smoke showing from the front of the single family house.



## CITY OF PARK RIDGE

505 BUTLER PLACE  
PARK RIDGE, IL 60068  
TEL: 847/ 318-5234  
FAX: 847/ 318-5300  
TDD: 847/ 318-5252  
URL: <http://www.parkridge.us>

### Application Form for Board, Committee, and/or Commission

APPLICATION FOR APPOINTMENT TO: \_\_\_\_\_

If the Board, Committee, or Commission position you are applying for is filled, would you consider serving in another capacity? Please circle one: YES NO

If your answer is "YES," please list any other boards, committees, or commissions that you are willing to serve on:

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Education:

Highest Degree Attained	Institution Name	City, State	Major	Year Degree Awarded
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\_\_\_\_\_

Community Participation (past and present)/Special Qualifications for Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you desire this appointment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SUBMIT NOMINATION FORM WITH RESUME ATTACHED TO  
CITY OF PARK RIDGE ADMINISTRATION DEPARTMENT/ 505 BUTLER PLACE PARK RIDGE, IL 60068