

APRIL  
2017



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## Calendar of Events

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

April 5 <b>Legacy Project Luncheon</b> Westchester, IL	April 21 <b>IAMMA Conference</b> Naperville, IL
April 6 <b>SWICMA Meeting</b> Location TBA	May 3, 2017 <b>Legacy Project Luncheon</b> Elk Grove Village, IL
April 8 <b>IAMMA Volunteer Day</b> Glen Ellyn, IL	May 11, 2017 <b>ICMA Coaching Webinar</b>
April 19 <b>ICMA Coaching Webinar</b>	May 18, 2017 <b>Metro Golf Outing</b> Glen Ellyn, IL
April 20 <b>ILCMA Professional Development</b> Lombard, IL	June 7, 2017 <b>Legacy Project Luncheon</b> Naperville, IL
April 20 <b>Metro Managers Luncheon Meeting</b> Lombard, IL	June 14 - 16, 2017 <b>ILCMA Summer Conference</b> Eagle Ridge, Galena, IL

### 2017 ICMA CALL FOR VOLUNTEERS OPENS

Looking for a way to connect with other ICMA members and volunteer your time, ideas, and talent? ICMA invites all members to share their knowledge and skills by serving on a member task force, advisory board, or committee in 2016. Member committees draw on the expertise and interests of a broad cross section of the membership to study issues of interest and importance to local government and to the organization. They also provide opportunities for member connection, networking, and professional development. To view the list of task force, committee, and advisory board opportunities, please go to [http://icma.org/en/icma/members/committees\\_task\\_forces](http://icma.org/en/icma/members/committees_task_forces). To express your interest in serving, login to your ICMA account here, find the "My Committee Nominations" link in your profile and submit your application by April 20, 2017. If you have any questions, please contact Member & Customer Support at [membership@icma.org](mailto:membership@icma.org).

# President's Column

## Simple Request: Please Complete the Survey

I'll keep my column short and sweet this week, and all I ask is one simple request: If you haven't completed the ILCMA Survey, please take 10-15 minutes to share your thoughts about ILCMA membership and services.

**Please participate!**



**CLICK HERE!**

<https://www.surveymonkey.com/r/NJ9L6ZB>

Here's why:

1. This information will be compiled and shared with the ILCMA Board in advance of the development of a new 3-year Strategic Plan taking place later this year.
2. The results of the survey will provide vital information about where to direct limited organizational resources and how to prioritize among many programs and services.
3. As government at the federal and state levels continues to demonstrate an inability to effectively make decisions and plan for the future, local government will be increasingly relied upon to provide vital services and sustain the health of our communities. ILCMA, in partnership with other organizations that support local government professionals, will play an increasingly critical role in meeting community expectations. The survey is a valuable tool that ILCMA can use to help clarify its role and responsibilities in these changing times.

Thank you for your membership, for your involvement in the Association and for taking the time to complete this important survey

Michael Baker, President, ILCMA  
Deputy Village Manager  
Downers Grove, IL



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# Who's Who Directory Update

Randy Bukas, formerly city administrator in Flora, is the new accounting supervisor/city treasurer in the city of Effingham. His new contact information is:

Randy Bukas  
City of Effingham  
201 East Jefferson St.  
P.O. Box 648  
Effingham, IL 62401  
Phone: 217-342-5302  
Email: bukasr@ci.effingham.il.us

# Welcome New Members

Juisell Lewis, Management and Program Analyst,  
Federal Aviation Administration  
Glen Cole, Assistant to the Village Administrator,  
Village of Lake Bluff  
Sarah Newcomb, Human Resources Director,  
City of Pekin



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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.

### Facility Assessments: What's Under Your Facility's Hood?

By Daniel J. Peck, Business Development, Tria Architecture

Have you ever owned an old car that always seems to break down at the worst possible times? Most of us probably can relate to this moment, then the moment after, when the mechanic gave you a bill for the repairs and proceeds to list ten other issues that needed repairs once they looked under the hood.

Now compare this experience to your municipal facilities. Much like your old car, your building will need repairs at inconvenient times and surely the bill will be much more expensive. Not to mention, that bill isn't going to be paid by picking up those extra hours at work yourself, but will be paid by your citizens' tax dollars. Wouldn't it have been nice to have seen those issues beforehand and made plans to budget and fix them before they became immediate repairs?

#### What is a Facility Assessment?

A facility assessment is a review of your facility that will provide details as to whether the stained ceiling tile in the board room is the result of a small issue from condensation or a full on deficiency in your facility's roofing system. During a facility assessment, architects and engineers observe every detail within a facility and document the potential issues with photos, descriptions, rankings of urgency, suggestions for repairs, and estimated cost of repairs. A detailed facility Assessment report is produced showcasing the details of each issue organized into a multi-year timeline based on urgency, cost, and allocated annual capital budget.

#### How Expensive is a Facility Assessment?

Costs vary, but they are very inexpensive when you weigh factors like: How long before the damaged tread on your staircase causes an injury and costly lawsuit, or how long before that mechanical room hazard results in a fire that burns your building?

A facility assessment is inexpensive as it is usually based on the total square footage of a facility, and a single building or an entire municipal campus can be assessed at one time granting control as to how much will be spent. In comparison, the cost of unknown deferred facility maintenance against having a facility assessment report can be astronomical as failing to plan is planning to fail.



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#### What are the Benefits of a Facility Assessment?

The primary benefit of a facility assessment is that the details from the report can assist you in better understanding your facilities and assisting with keeping long range maintenance and Capital Improvement Plans current. This makes it so unforeseen issues can be accounted for and addressed in annual budgets based on urgency and cost of repair.

Another benefit of doing a facility assessment is getting an overall idea as to how much the total cost of repairs for a facility may be. With an educated evaluation of the facility, a decision can be made as to whether the cost of repairs outweighs the cost of a new facility.

In reference to the old car, do you continue to make costly repairs, or is it time to buy a new vehicle to take you into the future? A facility assessment is any municipality's ultimate risk management tool for their facilities. It's an inexpensive tool that can be utilized for years and the overall result can save you and your community millions of dollars. So ask yourself, when was the last time an architect looked under your facility's hood?

## 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.

### **The Desktop-Less Desktop: How to Stay Connected in the Mobile Workplace**

By Sandy Reeser

Municipal managers are no longer tied to their desks. Or to their desktops. The ability to work on anything at any time has rendered permanently obsolete the idea that productivity stops when the office door closes and the screen goes dark on the tethered computer.

#### **Welcome to the age of the "desktop-less desktop."**

This revolution has been fueled by the rapid development and adoption of Microsoft 365, near ubiquity of internet access across wired and wireless networks, and last, but not least, secure cloud storage. Now, whether on Mac or Windows, the basic productivity programs -Word, Excel, PowerPoint, even collaboration platform SharePoint-are expected to be delivered seamlessly and in real time.

For the most part, they can be. The capacity to work on a document or spreadsheet in the office and then use an iPad to pick up where you left off is easily delivered. Combined with rapidly advancing syncing capabilities, that makes high-level work such as reading and editing reports truly mobile.

What isn't quite so developed is the capacity for line-of-business applications -for instance, utility billing software-to stream across networks to small form factor devices and still allow for productive use of the full application feature set. Much of that kind of work requires two screens, for instance, and other capabilities that don't fit easily on an iPhone. As consumers of digital technology, today's municipal managers expect the same kind of connectivity at work that they enjoy in their private lives. If it were only so easy.

#### **Content Creators, Content Consumers**

Keeping up with the bits, bytes, nuts and bolts of how technology works is not typically the sweet spot for city managers and park superintendents. Also, no two organizations are alike, of course, so assessing and delivering the technology infrastructure to deliver the "desktopless desktop" is an individual exercise.

You may well find it useful to think of your users as falling into two camps: content creators and content consumers. The latter? These are the users who tend to primarily use Excel and Word on the road or in the office. This could be the mayor or the city manager or public works director; people whose work heavily involves looking at reports and financial statements. This work is relatively easy to keep synced across devices, and the infrastructure demands are minimal.



Creators, meanwhile, are those who are particularly dependent on those line-of-business applications. These staffers are bouncing between screens, moving complicated, heavily formatted information among different programs and systems. They can be in the office or out in the field, creating and entering work orders and tracking their progress. These are mission-critical functions that today's streaming and syncing is just now catching up with.

Of course, many people fall in both categories in today's do-it-all municipal workspace. So what's the best way to evaluate these processes, and to manage them in ways that maximize current efficiency and take advantage of continually improving technology?

#### **Don't Do IT Alone**

An experienced technology partner can be invaluable. In fact, it's critically important to find a trusted collaborator in delivering information technology affordably, securely, and reliably.

Look for a firm that ensures 24/7 proactive monitoring, private cloud hosting, fully managed installation, ongoing maintenance, and unlimited upgrades. Make sure they understand your own needs and that of your users, and work with them to develop a strategy and roadmap for delivering the content and tools you need for you and your people to do their jobs as efficiently and seamlessly and securely as possible, in the office, in the field, or out of town.

The right firm will begin by helping you identify all your line-of-business applications and then work with you to assess the best way to integrate them with the latest versions of the basic productivity software, typically delivered as Office 365. Then they'll make sure that you stay up-to-date as the software advances.

They'll draw on their experience and constant learning across their client base to help you decide what's feasible now and to prepare you to take advantage of what's coming next.



## ILCMA AWARDS PROGRAM



**NOMINATE A COLLEAGUE TODAY!  
NOMINATIONS DUE BY APRIL 21, 2017**

ILCMA started the awards program in 1994 in order to honor those in the association who have exemplified excellent public service. There are two major award categories: The Robert B. Morris Lifetime Achievement Award and the Special Service Award. There are three categories within the Special Service Award: Service to the Profession, Service to the Association, and Service to the Community. The award criterion for each award is described in detail below.

### **Robert B. Morris Lifetime Achievement Award**

The ILCMA Lifetime Achievement Award was renamed the Robert B. Morris Lifetime Achievement Award in 2004 in honor of Robert B. Morris. Mr. Morris was hired in 1951 as the Village Manager (VM) in Glencoe and was the first VM in Illinois not trained as an engineer. Bob went on to serve in the village of Glencoe for over 30 years. His distinguished career and ILCMA legacy is highlighted by many professional contributions and accomplishments including the following:

- In 1964 ILCMA hosted the ICMA 50<sup>th</sup> Anniversary Conference in Chicago, IL. Bob Morris served as the chair of the conference committee.
- Also in 1964 Bob Morris was elected ICMA Regional Vice-President.
- From 1982–1991 Bob served as Midwest Manager and Director of Training and Development, ICMA Retirement Corporation, Evanston, IL
- ILCMA joined the ICMA Range Rider program and Bob Morris became one of the first Illinois Range Riders. Les Allen, long time manager of Decatur, was his counterpart. Bob went on to serve as a Range Rider until 2006.

#### **Qualifications**

The Robert B. Morris Lifetime Achievement Award is presented to a retired individual who has served no less than 20 years in local government, at least eight of those in Illinois. Selection for the Robert B. Morris Lifetime Achievement award is based on the following criteria:

- 1) The nominee's professional contributions to the communities in which he/she has served;
- 2) The nominee's personal contributions to the communities in which he/she has served;
- 3) The nominee's contributions to the advancement of the local government management profession through leadership, advocacy, and the development of other professionals;
- 4) The nominee's exemplary service to the Illinois City/County Management Association;
- 5) A clear indication that the nominee has, throughout his/her career, dedicated himself/herself to public service above and beyond the organizations in which he/she served.

The award recognizes a manager whose service has been judged by peers as strong or exceptional, and who has made major contributions beyond direct service to local government (e.g., through service to the associations and the profession). An ILCMA Lifetime membership is awarded to the recipient.

## Special Service Awards

Service to the Association  
Service to the Profession  
Service to the Community

### Qualifications

The Special Service Award is presented to individuals who have notable association or affiliate activity and significant professional accomplishments in the following areas:

- 1) Service to the Association: The nominee has actively served the Illinois City/County Management Association through exemplary service to an ILCMA committee, the executive board, or has made other significant contributions to ILCMA.
- 2) Service to the Profession: The nominee has demonstrated concern for the support, well-being, and growth of other professionals and those aspiring to a career in local government management, or the nominee has actively promoted the profession to the community at large including, but not limited to, university programs, Illinois Municipal League, and regional councils of government.
- 3) Service to the Community: The nominee has demonstrated exemplary service within one's organization by being an above average professional manager and having displayed the characteristics of integrity and leadership in order to provide exceptional service to one's community in order to get project(s) completed. This award can also honor a nominee who has served a cause that is beyond that of the municipality or county through volunteerism in national, state, regional, and local organizations. This award can encompass private interests, family interests, acts of heroism, charitable acts, or social accomplishments.

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**ILCMA Awards Nomination Form**

Name of Nominee \_\_\_\_\_

Current or Most Recent Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Please indicate the award for which you are nominating this individual.

\_\_\_ Robert B. Morris Lifetime Achievement Award

Special Service Award – **place an “x” in one area below**

\_\_\_ Service to the association

\_\_\_ Service to the profession

\_\_\_ Service to the community

In the space below, indicate the reasons the above individual is worthy of the award for which she\he is being nominated (may attach separate sheet if necessary). Please **DO NOT** submit multiple letters of support. Nominations must be **received by April 21**. Send a pdf form of the nomination to: Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu). Please put ILCMA Award Nomination in the subject line.

Name of Nominator \_\_\_\_\_

Signature of Nominator \_\_\_\_\_



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# IML Managers Monthly Column

## IML's Influence Goes Well Beyond Springfield

By Mark R. Peterson, City Manager, Normal, IL

We are all keenly aware that the Illinois Municipal League (IML) Board of Directors and staff are working hard to represent the interests of municipalities in Springfield. What many of us fail to understand, however, is that the IML is also actively and aggressively working to further the interests of Illinois cities in Washington, DC.

In developing and pursuing the IML's federal legislative agenda, the League works closely with key partners at the national level, including the National League of Cities (NLC) and the U. S. Conference of Mayors (USMC). The League also engages with the entire Illinois Congressional delegation to help them effectively represent the interests of Illinois cities, towns, and villages in our nation's capital. In fact, the IML is widely considered to be one of the most active and influential state municipal groups on federal legislative matters. With respect to the 115th Congress, the IML has chosen to focus its attention on three primary legislative priorities.

### ON-LINE TAX COLLECTIONS (IML Supports)

#### **Marketplace Fairness Act:**

Under the Marketplace Fairness Act (MFA), consumers would pay a sales tax when making online purchases in the same manner as if the purchase occurred in a physical store. The Act would create a destination-based collection system, and the amount of tax due would be contingent on where the buyer lives and based on the tax rate for that local jurisdiction. The IML is taking a lead role among other state associations in encouraging Congress to adopt the MFA which would have enormous positive impact on municipalities across the country.

#### **Remote Transactions Parity Act:**

The Remote Transactions Parity Act (RTPA) is substantially similar in concept to the MFA, but includes some different provisions. Like the MFA, the RTPA would create a destination-based collection system using the sales tax rate in effect where the buyer lives.

### MUNICIPAL BOND TAX EXEMPTION (IML Supports)

IML supports preservation of the existing tax exemption for municipal bonds, which could be endangered as Congress explores changes to the tax code. Municipal bonds are used by state and local governments to finance more than two-thirds of U.S. public infrastructure projects. Local governments save an average of 25 to 30 percent on interest costs with tax exempt municipal bonds (as



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compared to taxable bonds), thanks to investors who are willing to accept a lower interest rate in exchange for the tax exemption. Tax exempt municipal bonds are a critical tool for local governments to rebuild and improve America's infrastructure. A key component of the strategy to protect the municipal bond tax exemption is the newly-formed Congressional Municipal Finance Caucus. Congressman Randy Hultgren (IL-14) and Congressman Dutch Ruppersberger (MD-2) formed the Caucus in 2016 to protect and preserve the municipal bond tax exemption and explore policies that would further enhance municipal finance. Membership in the Caucus continues to grow. IML urges municipalities to request that their Congressional representatives join this important bipartisan group.

### FAA AVIATION FUEL TAX EXPENDITURE RULES (IML Opposes)

IML opposes a Federal Aviation Administration (FAA) rule that would undermine a basic principle of federalism by restricting how locally-imposed tax revenue can be spent. The regulation would effectively sequester local tax revenue generated on aviation fuel by limiting expenditures of those taxes to aviation purposes only. This would apply to all taxes first enacted on aviation fuel after December 30, 1987. For Illinois, the affected local tax revenues would total \$50 million annually. State governments would lose FAA funds if they elected not to comply with the regulation and possibly face civil penalties as well. States are required to comply with the regulation by December 8, 2017.

### **The IML Needs Our Help!**

The IML Board members and staff will be the first ones to acknowledge that their efforts to encourage our congressional delegation members to support these legislative priorities are far more effective if the members are receiving direct and consistent information from mayors and city managers/ administrators within their home districts. So please don't be shy... Speak up for all three of these critical legislative priorities the next time you have an audience with your Congressional representative!

For more information on the IML's federal legislative agenda, check the IML website at [www.iml.org](http://www.iml.org) or contact Joe McCoy, IML Legislative Director, at [jmccoy@iml.org](mailto:jmccoy@iml.org) or at 217-525-1220.

## IL Department of Labor Prevailing Wage Survey

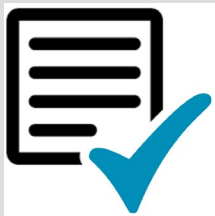
Under the Illinois Prevailing Wage Act, the Illinois Department of Labor investigates and ascertains the prevailing rate of wages for each county in the State. The prevailing wage is defined as “hourly cash wages plus annualized fringe benefits ... paid generally, in the locality in which the work is being performed, to employees engaged in work of a similar character on public works.”

To assist the Department in fulfilling this function, the Department is contacting government bodies to identify contractors and workers engaged in public works construction projects. The purchasing agent for each government body should have received a username and PIN to sign in. The Department is asking for government bodies to provide a list of all contractors and subcontractors employed from January 1, 2016 through December 31, 2016 on public projects, along with their basic contact information.

### A link to the survey can be found at:

<https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Survey.aspx>

The government body survey is open from March 21, 2017 to April 20, 2017. If you have any questions or need assistance in completing the survey, please contact the Survey Hotline at 312-793-1585 or email us at [PWSurvey.Government@illinois.gov](mailto:PWSurvey.Government@illinois.gov).



The ILCMA Member Services Committee requests your input regarding ILCMA programs and services. Moving forward, THIS SURVEY WILL DISTRIBUTED TO OUR MEMBERSHIP ONCE EVERY THREE YEARS (it used to be every two years); YOUR TIME AND PARTICIPATION IS VERY MUCH APPRECIATED. Feedback received will assist the ILCMA Board and the Secretariat plan programs and services, AND, WILL HELP THE BOARD UPDATE OUR ORGANIZATION'S STRATEGIC PLAN LATER THIS SUMMER. It should only take about 10 – 15 minutes of your time.

Please complete the electronic survey by April 14, 2017

**CLICK HERE!**

<https://www.surveymonkey.com/r/NJ9L6ZB>



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ILCMA NOMINATING COMMITTEE  
REPORT & RECOMMENDATION  
TO THE MEMBERSHIP

March 30, 2017

Dear ILCMA Members:

It is with great enthusiasm that the ILCMA Nominating Committee recommends the following slate of candidates for the 2017-18 Association Board:

**President** (1 Year Term - automatic)

Barry Burton  
County Administrator  
Lake County

**President-Elect** (1 Year Term)

Mike Cassady  
Village Manager  
Mount Prospect

**Vice President** (1 Year Term)

Ray Rummel  
Village Manager  
Elk Grove Village

**Secretary / Treasurer** (1 Year Term)

Ken Terrinoni  
County Administrator  
Boone County

**At-Large Board of Director** (1 available positions;

3 year terms)  
Randy Bukas  
Accounting Supervisor  
Effingham

As outlined in the Association's bylaws, any corporate member wishing to add their name in nomination may do so by submitting a petition bearing the genuine signatures of at least ten (10) corporate members of the Association who are in good standing. The petition must be submitted by May 15, 2017. Submittals can be sent to my attention, Kelly Amidei, Village of Libertyville, 118 West Cook Ave., Libertyville, IL 60048 or kamidei@libertyville.com.

Again, as outlined in the Association's bylaws, in the event of a contested election, the election of officers shall be by ballot, prior to the annual meeting. In the event of an uncontested election, the Nominating Committee's recommended slate shall be elected by unanimous consent of the membership at the annual meeting and no ballot will be required.

The quality and number of applicants made this year's selection process particularly challenging. I appreciate the thoughtful work and consideration exercised by the ILCMA Nominating Committee Members.

Respectfully Submitted,

Kelly Amidei, Deputy Village Administrator, Libertyville  
ILCMA Immediate Past President / Chairman of the  
Nominating Committee

**Downstate City/County Management Association Meeting  
May 11 & 12, 2017  
Belvidere, Illinois**

**Thursday, May 11, 2017**

- 11 A.M. Lunch at Timber Pointe Golf Course, Poplar Grove, IL
- 12:30 p.m. Golf Tee Time at Timber Pointe Golf Course  
5750 Woodstock Road, Poplar Grove, IL
- 3:00 p.m. Agritourism Tour of Boone County (Meet at Fairfield Inn and Suites)
- 6:30 p.m. Reception & Dinner Octane Restaurant  
(Dinner not included with registration)  
124 North Main Street, Rockford, IL 61101

**Friday, May 12, 2017 - Hilton Garden Inn**

**7675 Walton Street, Rockford, Illinois**

- 8:00 a.m. Breakfast at the Hotel
- 8:30 - 9:30 a.m. **Priority Based Budgeting and other Budgeting Techniques**  
Understanding the Priority Based Budgeting model including how to implement it in your organization, how it works, experiences with it and an explanation of other budgetary techniques.  
Speaker: Ken Terrinoni  
County Administrator  
Boone County
- 9:30-9:45 a.m. Break
- 9:45-10:45 a.m. **Current Trends in Workers Compensation**  
The presentation will highlight the current trends, important case law and updates about the Illinois Workers Compensation system.  
Speaker: Bill Elman  
Law Offices of Elman and Ehardt, LTD  
Harvard, Illinois
- 10:45-11:00 a.m. Break
- 11:00 - Noon **Case Studies in Collective Bargaining and Arbitration**  
John will highlight recent developments and case studies in collective bargaining and arbitration.  
Speaker: John Kelly  
Ottosen and Britz LTD  
Naperville, Illinois
- Noon Lunch and Business Meeting

**Registration Form**

**Downstate City/County Management Association**

**May 11 & 12, 2017  
Spring Meeting  
Belvidere, IL**

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

Title: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration Fee: \$50 – Includes buffet breakfast & lunch on Friday.** Please have registrations in by Friday, May 5, 2017.

**Dinner Reservations:** Please indicate if you are planning to arrive in time for dinner and **please choose your main course from the attached menu.** Dinner is “on your own.”

**Golf Reservations:** Please indicate if you would like to sign up for the golf outing. The total cost for green fees and cart is \$26 – be sure to mention you are with the City Manager Group! Lunch is scheduled at 11:00 a.m. and tee times beginning at approximately 12:30 p.m. All golf fees should be paid at the course.

\_\_\_ Yes, I will attend the Spring Meeting at in Rockford, IL on May 11 & 12.

\_\_\_ Yes, I will attend the Agritourism Tour on Thursday, May 11.

\_\_\_ Yes, I will attend the social hour & dinner on Thursday evening at Octane.

\_\_\_ Yes, my spouse or partner will attend dinner on Thursday evening.

\_\_\_ Yes, I will participate in the golf outing on Thursday, May 11 – please pay at the course.

**Registration Deadline:** Friday, May 5, 2017

**Make check payable to:** Downstate City/County Management Association  
Center for Governmental Studies  
N.I.U.  
DeKalb, IL 60115  
Fax: 815-753-7278                      Questions: 815-753-5424

Cancellations: To receive a full refund, cancellations must be received by Friday, May 5, 2017. Registrants, who do not attend the meeting but have not canceled, are responsible for the entire fee. Registrants who have not paid will be billed.

# 2017 ICMA Coaching Program

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- ▶ **Digital agendas and archives** with video recordings and extensive presentation materials and examples from dozens of sessions available in a convenient online library — delivering you “professional development in a box” — when you want it and where you want it.
- ▶ **1-1 Coaching** can help you chart a path in local government and help you find information you need. Find a coach with **CoachConnect**, our new digital matchmaking method. Learn the critical elements for productive and enjoyable 1-1 coaching.
- ▶ **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 column** that address critical career issues.

All resources made available without charge to promote professional development at all levels in local government.

## REGISTER NOW

Advance registration is required for each 90-minute webinar. Simply click on the session titles below, or go to [icma.org/coachingwebinars](http://icma.org/coachingwebinars) to register or access the digital archives. If you can't make a session, you'll receive an automatic notice afterwards with details on how to access the materials and digital recordings.

- ▶ **ATTRACTING AND RETAINING A DYNAMIC WORKFORCE**  
Wednesday, March 29
- ▶ **BEING A GREAT COACH AND A WINNING PLAYER IN YOUR ORGANIZATION**  
Wednesday, April 19
- ▶ **BEST PRACTICES IN CITIZEN/CUSTOMER SERVICE**  
Thursday, May 11
- ▶ **EFFECTIVE COMMUNICATION OF COMPLEX ISSUES TO THE PUBLIC**  
Thursday, September 7
- ▶ **STRATEGIES FOR HAVING DIFFICULT CONVERSATIONS**  
Wednesday, October 11
- ▶ **TOOLS TO RESOLVE TOUGH ISSUES IN YOUR COMMUNITY**  
Thursday, November 9

[icma.org/coaching](http://icma.org/coaching)

continued from page 15

## COACHING IS FOR EVERYONE

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 sharing best practices and gaining perspectives from others who can help them see their situation and opportunities from a fresh perspective. That's why we organize the Coaching program webinars to serve as whole team learning experiences. It's also why the Speed Coaching and 1-1 Coaching models provide a structure for advice at multiple stages in a career.

## ICMA SPEED COACHING

ICMA holds a speed coaching event each year at our annual conference. Participants get career and resume tips in a lively and always popular workshop.

Speed Coaching is also great for state association conferences, professional gatherings, and local area managers meeting. You can find resources and guidelines to organize your Speed Coaching Event at [icma.org/speedcoaching](http://icma.org/speedcoaching).

## NEW THIS YEAR

- **ICMA's CoachConnect:** Find the coach best suited for you faster. Members and non-members of ICMA at any stage of their career can find a coach to help them with their career, a community issue they want a second opinion on, or even the work-life balance challenges of the profession. Learn more at [coachconnect.icma.org](http://coachconnect.icma.org)
- **ICMA Credentialed Manager Program Credit:** Coaching webinars now qualify for ICMA's Credentialed Manager credits. The six webinars address 12 of the 18 ICMA practice areas. Each webinar registration link notes the relevant practices.
- **New Talent Development Resources:** To assist you in creating a rewarding new chapter in your talent story, we are providing a **downloadable copy** of the "Take Charge of Your Talent Participant Guide" – ICMA special edition, that's complimentary for participants in the ICMA Coaching Program

Subscribe to the free email list for program updates at [icma.org/coaching](http://icma.org/coaching).

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

For more information please contact

Don Maruska, ICMA Coaching Program, [ICMACoaching@donmaruska.com](mailto:ICMACoaching@donmaruska.com) or 805-772-4667,  
or Rob Carty, Director of Career Services at ICMA, [rcarty@icma.org](mailto:rcarty@icma.org)

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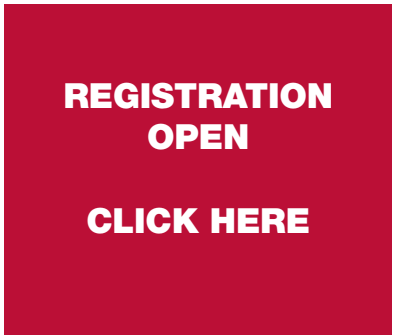
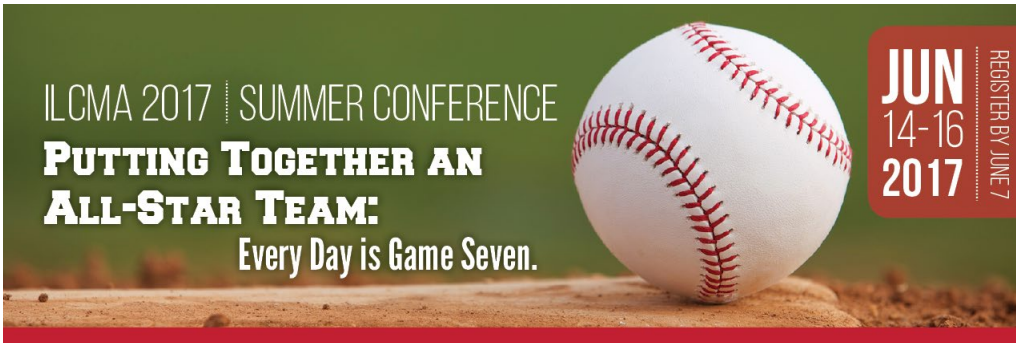
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**ILCMA Summer Conference Features**

June 14 – 16, 2017  
Eagle Ridge Inn and Resort

THURSDAY OPENING KEYNOTE SPEAKER:  
James Kane

*The Loyalty Switch*

In this fascinating and highly entertaining presentation, James Kane takes his audiences on a journey into the human brain, explaining the science behind true loyalty and human relationships. Building on more than 40 years of research, Kane makes the case that human beings have a fundamental need to be loyal and actively seek out specific clues from others that tell them when they can and should be. When organizations or individuals are able to understand and demonstrate those loyalty-building behaviors, they can develop relationships that will last a lifetime and result in unwavering and unlimited support.



FRIDAY CLOSING KEYNOTE:

Jim “The Rookie” Morris Subject of the hit movie, *The Rookie Never Give Up on a Dream*

More than a Cinderella story, Jim Morris’ journey is testimony to the power of dreams and their ability to inspire and transform human life. A fast-track minor league player, Morris’ dreams were derailed by serious arm injuries. Eleven years later, he was a high school baseball coach, who unexpectedly learned a life-changing lesson from his team. Now a role model to millions, Morris’ memoir, *The Rookie*, was made into a major motion picture in which Dennis Quaid portrayed him. A schoolteacher by trade, Morris is a loveable storyteller whose miracle story captivates and inspires audiences to never give up on a dream.




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# Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

## 2nd Quarter 2017 Luncheons

*Brown Bag (bring your own)*

### Wednesday, April 5

11:30am-1:00pm

Westchester Village Hall

10300 W Roosevelt Rd

Westchester, IL 60154

[RSVP for Westchester](#)

### Wednesday, May 3

11:30am-1:00pm

Elk Grove Village Hall

901 Wellington Ave

Elk Grove Village, IL 60007

[RSVP for Elk Grove](#)

### Wednesday, June 7

11:30am-1:00pm

Sikich Office in Naperville

1415 W Diehl Rd #400

Naperville, IL 60563

[RSVP for Naperville](#)

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

## Managing Change in Your Organization

*Speakers: Craig Rapp and Katy Rush*



Whether from internal needs or external pressures, change demands to be understood and managed in such a way that people can cope effectively. Change does not happen in isolation—it impacts

everyone surrounding it, and every person touched by it will react differently. To manage organizational change successfully and positively, you must address the effects of change with thoughtful planning and wise implementation and by involving individual voices. Regardless of what position you hold in local government, this series will provide you some insight on how to manage change effectively within your organization.

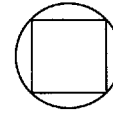
Craig Rapp will be joining us in April (Westchester) and May (Elk Grove Village). Craig is a recognized speaker, facilitator and consultant for the public and non-profit sectors and is dedicated to helping individuals gain clarity on their purpose, focus on what matters and achieve the results they desire.

Katy Rush will be leading the discussion in June (Naperville). Katy recently retired as Village Manager at the Village of Woodridge, where she worked for over 20 years.

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

[www.legacyprojectnow.org](http://www.legacyprojectnow.org)

# Metro Managers



## April Luncheon

### **BEHIND THE SCENES:** A Different Look at Illinois Politics Featuring Brad Cole, IML Executive Director

As the Gubernatorial election heats up (20 months and counting) it seemingly affects everything in Springfield and across the State. Brad Cole will join us to discuss his observations on the budget, legislation and other factors which will make a difference.

**Speaker:**

Since 2014, Brad Cole has served as Executive Director of the Illinois Municipal League. Prior to working with the IML, Mr. Cole has held positions in both the private and public sectors.

Mr. Cole's public sector experiences include serving as Deputy Chief of State to Illinois Governor Ryan, Mayor of the City of Carbondale, and Downstate Director for U.S. Senator Mark Kirk.

Mr. Cole has served as a member and leader of a variety of public and private organizations including library, park and school boards, a regional healthcare system board, and a multi-state economic development commission. He has also been appointed to serve on commissions by four of the past five Illinois Governors.

---

**Date:** Thursday, April 20, 2017

**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:  
***“Strategies for Addressing Human Services in Your Community”***

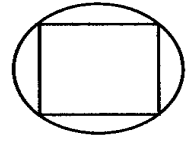
Members in Transition – please e-mail or call Alex below to register  
**\*\*ILCMA members – invite an MIT to lunch today!!**

**RSVP:** **By April 17, 2017 online** at <https://www.ilcma.org/?p=5399>  
or to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu) or (815) 753-5424.

*Cancellations must be made by April 17.*

*Any cancellations after that date will require full payment for the luncheon.*

# Metro Managers



**METRO MANAGERS 2017 GOLF REGISTRATION FORM  
VILLAGE LINKS – 485 WINCHELL WAY – GLEN ELLYN – 18 HOLES \$67  
THURSDAY, MAY 18, 2017 – 11:00 AM  
MODIFIED SHOTGUN START**

Please print

NAME: \_\_\_\_\_

VILLAGE/COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Others in Foursome:

\_\_\_\_\_  
Name Company Phone Email

\_\_\_\_\_  
Name Company Phone Email

\_\_\_\_\_  
Name Company Phone Email



→ **Your options for payment are as follows:**

**(1) Register online and pay through the ILCMA website at <https://www.ilcma.org/events/metro-golf-outing2017/> ;or**

**(2) Mail in your Registration form along with your \$67 payment for golf payable to METRO to Scott Niehaus, Village of Lombard, 255 E. Wilson Avenue, Lombard, IL 601480**

→ **Either way, you need to send this completed Golf Registration form to Scott Niehaus via email: [niehauss@villageoflombard.org](mailto:niehauss@villageoflombard.org) or fax: (630) 620-8222.**

→ **Deadline for golf reservations is May 5, 2017.**

For questions about Metro Managers golf contact Scott Niehaus at 630-620-5705 or [niehauss@villageoflombard.org](mailto:niehauss@villageoflombard.org).



*The ILCMA Professional  
Development Committee  
Presents*  
**Strategies for Addressing Human  
Services in Your Community**

In it's second year with no budget, the State of Illinois has more than \$11 billion dollars in unpaid bills. A portion of those unpaid bills are for health and human services providers throughout the State that have had to lay off staff, peel back operations or shut their doors entirely. This leaves local governments to provide a larger share of health and human services, including mental health services, than ever before.

Join the ILCMA Professional Development Committee for a panel discussion on the outlook of health and human services in Illinois, how local governments will be affected by these trends and strategies for delivering these services on a local level.

Panelists include:

**Steve Lepse**, Director of Family and Community Services at the Salvation Army

**Sergeant Stephanie Mack** of the Arlington Heights Police Department

**Maureen Murphy**, Human Services Director, Village of Skokie

**Date:** Thursday, April 20, 2017

**Time:** 8:30 a.m. Registration and Continental Breakfast  
9:00 – 11:30 a.m. In-depth panel discussion

**Location:** **Harry Caray's**  
70 Yorktown Center  
Lombard, IL

**Cost:** \$35 for Professional Development Only  
\$55 if also attending the Metro Manager Luncheon (\$5 discount)  
Metro Luncheon Topic: "BEHIND THE SCENES: A Different Look at Illinois Politics" by Brad Cole, IML Executive Director  
Members in Transition – please e-mail or call Alex below to register

**RSVP:** Online Registration (**no credit card required**): <https://www.ilcma.org/?p=5399>  
**By April 17** Phone in Registration 815-753-5424

Email registration to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu)

*Cancellations must be made by April 17, 2017. Any cancellations after that date will require full payment.  
Payment not received by event date will be invoiced with a \$5 invoicing fee.*

## 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.

## 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.

## 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
Chris Martin	chrisadammartin@gmail.com	
Bob Mahrt	RGMahrt@hotmail.com	309- 252-8941
John Kolata	jdkolata@hotmail.com	309-525-2359

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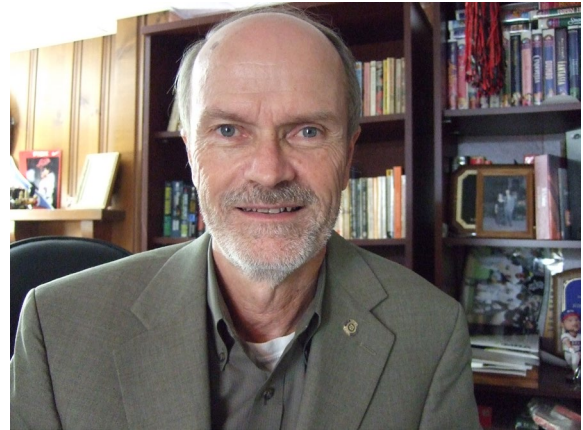
## Senior Advisor Column

By John Phillips, Senior Advisor, ICMA/ILCMA

The Senior Advisors for ILCMA often hear about the difficult challenges our members face in their work in our cities and counties. There are plenty of challenges in today's political environment in Illinois. Balancing budgets, working with elected policymakers and coordinating a staff team are just some of the activities that test the skills and patience of our members. It may seem at times that few understand and appreciate this difficult but rewarding career.

In 2016, I had the opportunity to work with an engaged group of citizens in Freeport, Illinois who were committed to the future of their community. This group organized for the purpose of changing the form of government from the Mayor-Council form (without an administrator), to the Council-Manager form of government. They represented a diverse cross-section of the community. They organized effectively, raised money, and worked hard. After a number of unsuccessful efforts in past years, the Council-Manager plan was approved by the voters in the November 2016 election. I was pleased that ILCMA and ICMA supported the hard work of this dedicated group of citizens.

Freeport is moving forward with their first recruitment for the city manager position. Like many communities, they have their unique challenges but also many opportunities as well. The city manager they select will have a chance to begin to help this community execute the vision of its policymakers. At the same time, the person in this position will be able to define in real terms what professional local



government means for their community. I would expect that the first manager will be aided by the energy and enthusiasm of some of the people in the group who helped lead this reform effort.

While our members may periodically experience the frustrations of managing our local governments, it is reassuring and gratifying to know that many people, like the citizen leadership in Freeport, value the benefits of professional local government management. With their impressive work and their important vote they remind us that there continues to be a strong interest in professional, ethical, and non-partisan management in local government. For that we are thankful and we wish them the best with this important transition.

### Make the most of your resources

- > Operational reviews and audits
- > ERP needs assessment and system selection
- > Business process redesign
- > Succession planning
- > Outsourced financial services

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caitlin.humrickhouse@bakertilly.com



Accountants and Advisors

An advertisement for FGM ARCHITECTS. It features a photograph of a large, multi-story brick building with a prominent clock tower, set against a blue sky with white clouds. The text is overlaid on the image. At the top, it says "FGM exists to enhance communities by creating quality environments. Since 1945". Below that, it lists three office locations: "Oak Brook 630.574.8300", "Chicago 312.942.8461", and "O'Fallon 618.624.3361". At the bottom, it says "fgmarchitects.com" and "FGM ARCHITECTS" in a large, bold font.

# Join fellow IAMMA members for a morning of volunteering fun at SCARCE!



**SCARCE inspires people through education to preserve and care for the Earth's natural resources, while working to build sustainable communities.**

**Saturday, April 8<sup>th</sup> from 10:00 AM-12:00 PM  
799 Roosevelt Road, Building 2 Suite 108, Glen Ellyn.**

**Please RSVP by April 3<sup>rd</sup> to [mdefeo@northfieldil.org](mailto:mdefeo@northfieldil.org)**

**IAMMA**

Illinois Association of Municipal  
Management Assistants

# Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

## **6<sup>th</sup> Annual Women's Legacy Conference**

*Taking the Lead!*

**May 19, 2017**

NIU Naperville Campus\*

Register at <http://tinyurl.com/LegacyConf2017>

**REGISTRATION DEADLINE: MAY 12, 2017**

\*Northern Illinois University (NIU) campus in Naperville,  
located at 1120 East Diehl Road, Naperville, Illinois  
For more about the Legacy Project, please visit [www.legacyprojectnow.org](http://www.legacyprojectnow.org)

# C *onference at a Glance...*

- 8:00 AM**      **Registration & Continental Breakfast**
- 9:00 AM**      **Opening Keynote by Robin Gerber**  
*Leadership the Eleanor Roosevelt Way:  
Timeless Strategies from the First Lady of Courage*
- 10:30 AM**    **Choice of Breakout Sessions**
- ◆ Hard Topic Round Table Discussions
  - ◆ Keynote Breakout
  - ◆ The Impact of Work on Family
- 11:45 AM**    **Lunch, Awards, & Business Meeting**  
**Luncheon Session: Dress for Success**
- 1:30 PM**      **Choice of Breakout Sessions**
- ◆ Soft Topic Round Table Discussions
  - ◆ Maximize Your City's Social Media Presence
  - ◆ Successful Female Leaders tell their Story
- 3:00 PM**      **Closing Keynote by Jan Hargrave**  
**Understanding Nonverbal Communication**

*Post-Conference event ~ Join Colleagues at Eddie Merlot's for further networking*



Register at <http://tinyurl.com/LegacyConf2017>



**IAMMA**

Illinois Association of Municipal  
Management Assistants

## 21<sup>st</sup> Annual IAMMA Conference Friday, April 21, 2017



8:30 a.m. – 3:30 p.m.

Northern Illinois University – Naperville Campus  
1120 East Diehl Road  
Naperville, IL 60563

**Register Online Before April 16, 2017:**

<https://2017iammaconference.eventbrite.com>

Intern / Full-Time Students with IAMMA Membership: \$35  
Intern / Full-Time Students without IAMMA Membership: \$45  
IAMMA Members: \$75  
Non-Members: \$100

### Student Scholarships

If you are a full-time student interested in receiving a Conference Scholarship, please submit a letter of interest detailing why you would like to attend the Conference and how it will assist your professional development to Ilir Ademaj ([iademaj@orlandpark.org](mailto:iademaj@orlandpark.org)) and Ben Gilbertson ([BGilbertson@lakecountyil.gov](mailto:BGilbertson@lakecountyil.gov)) by April 1, 2017.



# Conference Schedule of Events

## Friday, April 21, 2017

8:30 – 9:00 a.m.

### Event Registration

### Morning Plenary Session

9:00 – 9:45 a.m.

### State Legislative Update

Brad Cole, Executive Director, Illinois Municipal League. *For aspiring managers in local government, knowing the legislative process is essential. Mr. Cole will help introduce these fundamental skills by providing an update on state legislation that impacts local government and answer questions on how the lobbying process can help improve our communities.*

### Morning Breakout Sessions

10:00 – 11:00 a.m.

### Leadership and Execution – How to Get Things Done

David Limardi, ICMA Midwest Regional Director and Former City Manager of Highland Park. *What are the keys to maximizing effectiveness and executing strategy? The five important steps for driving execution and achieving successful outcomes using a real world example will be discussed in detail.*

### Challenges as an Assistant and How to Overcome Them

Amy McEwan, Deputy County Administrator, Lake County and 2015 ICMA Assistant Manager of the Year; Cameron Davis, Assistant County Administrator, Lake County and Former IAMMA and ILCMA President; A. George Issakoo, Assistant to the Public Works Director, Village of Skokie. *Assistant Administrators/Managers are often placed in challenging situations, such as leading without authority. Join this group to listen to their past and present experiences as Assistants, how they have navigated difficult and/or trying situations, and participate in scenario-based exercises to build on your own leadership skills.*

### Keynote

11:15 a.m. – Noon

### Character Based Management: A Key to More Productive & Effective Organizations

Robert Beezat, Vice President, GovHR and former local government manager. *This session will explore the link between character and management in public sector organizations. Learn what makes a Good Boss “Good” and a Bad Boss “Bad”, the basis of our character, and develop your personal and organizational improvement plans.*

Noon – 1:15 p.m.

### Awards Luncheon

### Afternoon Breakout Sessions

1:30 – 2:15 p.m.

### Strategic Thinking and Leadership in Dynamic Environments

Greg Kuhn, Ph.D. Assistant Director, Public Management and Training, Center for Governmental Studies.

*This workshop will serve as an exploration of “strategic thinking” as well as a guided tour of the dynamics that leaders must be aware of in a time of change. The session will focus on introducing participants to the various dynamics and structural elements that are confronting or on the horizon for leaders, while offering a framework to enhance strategic thinking.*

### Equality v. Equity: Engaging and Empowering Citizens

Patrick Hughes, Owner, Inclusion Solutions; Troy Siewert, Sergeant, Orland Park Police.

*This session will focus on how municipalities can create greater access for people with disabilities and raise awareness throughout society about the challenges that certain citizen groups face.*

### Afternoon Plenary Session

2:30 pm – 3:30 p.m.

### Managers’ Interactive Panel – I’m a Longtime Assistant...and Proud of It!

Paula Hewson, Assistant Village Manager, Village of Schaumburg; Michael Flynn, Assistant Village Administrator, Village of Mundelein; Michael Baker, Deputy Village Manager, Village of Downers Grove; Dan O’Malley, Deputy Village Manager, Village of Hoffman Estates.

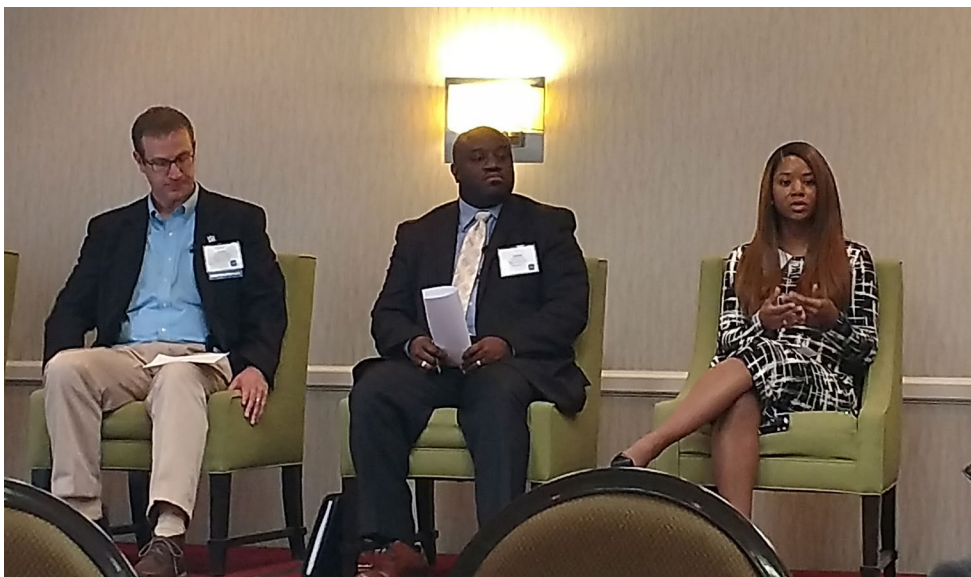
*What are the pros and cons of being a long-time assistant? Assistant-level professionals will discuss their particular career paths, why they’ve chosen the Assistant route, how they keep their employees, and themselves, engaged, and other words of wisdom.*

## ILCMA Members Participated not only as Attendees at the Recent ICMA Midwest Regional Summit, but also as Panelists



Panelists for the ICMA University Workshop: *Leadership Strategies to Move Communities from Disruption to Connection* and renewal included:

- Wally Bobkiewicz, City Manager, Evanston, Illinois
- Matt L. Fritz, Village Administrator, Coal City, Illinois
- Anne Marrin, Village Administrator, Fox Lake, Illinois
- John Shaw, former City Manager, Ferguson, Missouri
- Dr. David Morrison, Morrison Associates



Panelists for the *Equity & Inclusivity in the Workplace and Our Communities* moderated by ICMA President Lee Feldman included:

- David Myers, Assistant Village Manager, Village of Maywood, Illinois
- Keith Van Beek, Deputy County Administrator, Ottawa County, Michigan
- LaSheila Yates, Civil Rights Executive Director and Chief Diversity Officer, Cedar Rapids, Iowa



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## Advancing Civic Leadership

### CLA Courses Qualify for ICMA's Voluntary Credentialing Program

**April 28, 2017 – NIU-Naperville**  
*Leadership Lessons: Trying Times Demand Sound Leadership\**

**May 4, 2017 – NIU-Naperville**  
*Collaboration, Coordination, and Consolidation in Local Government*

**May 11, 2017 – NIU-Naperville**  
*Land Use, Economic Development, and Zoning*

**May 16, 2017 – DeKalb County Community Foundation**  
*Grant Writing - Part 1: Skills and Secrets*

*\*Required workshop to earn a CLA Certificate of Achievement*

[www.cgs.niu.edu](http://www.cgs.niu.edu)




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**Diann Reed**  
Manager  
Local Government Health Plan

801 S. 7th Street  
Springfield, IL 62703


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## Job Mart

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

### **Village of Homewood, Assistant Village Manager**

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Assistant Village Manager for the Village of Homewood.

#### About the Community

Located just 22 miles south of the Chicago Loop, the Village of Homewood (population 19,543) is a vibrant community with award-winning schools, a thriving downtown, newly redeveloped shopping areas with many national retailers, tree-shaded neighborhoods and charming homes in all sizes and styles. Homewood residents warmly refer to their town as "Home Sweet Homewood" with great pride and enduring community spirit.

#### About the Position – Duties and Requirements

Appointed by and reporting to the Village Manager, the Assistant Village Manager assists the Village Manager with managing the day to day operations of the Village. This includes oversight of department operations; policy and process implementation and compliance review; financial forecasting and budgeting; research and analysis; and coordination of a wide variety of special projects. The Assistant Village Manager supervises the IT Manager and Events Director, and is the organization's Human Resources Manager which includes serving as lead negotiator in labor contract negotiations.

Qualified individuals will be expected to have a strong background in Human Resources, including experience with risk management and labor relations, project management and a minimum of six years experience in a local public agency in an administrative and managerial capacity involving responsibility for the planning, organization, implementation and supervision of varied programs.

Bachelor's Degree in public administration or related field required, Master's degree is preferred. Candidates should possess strong skills and/or experience in effective service delivery, creative problem solving, and public presentations in a team-management orientation. Excellent interpersonal/communication skills are essential.

#### Compensation and Benefits

The Village offers a salary range of \$88,365 - \$118,456. Appointment salary DOQ. A comprehensive benefit package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to

dependents), life insurance, flexible spending account and voluntary participation in a deferred compensation program, with annual contribution from the Village. The Village also offers paid vacation, holidays and personal days and sick time. Residency is required within 24 months of starting the position, with moving assistance available on a case-by-case basis.

#### Selection Process

Candidates should apply online immediately with a resume, cover letter and contact information for three professional references. First review of candidates shall occur on April 21, 2017.

[www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment)

#### For Questions Contact:

Mike Earl, Senior Vice President, GovHR USA at (224) 261-8366 or [mearl@govhrusa.com](mailto:mearl@govhrusa.com)

Mysi DeSantis, HR Generalist, GovHR USA at (847) 380-3169 or [mdesantis@govhrusa.com](mailto:mdesantis@govhrusa.com)

The Village of Homewood is an Equal Opportunity Employer

### **Village of LaGrange, Village Manager**

La Grange, IL (15,600) Named one of the Best Places to Live in Chicago Magazine, La Grange is a thriving, family oriented community located 16 miles southwest of Chicago's loop. The Village is seeking highly professional, energetic candidates interested in serving as its next Village Manager. Located in Cook County, La Grange has a bustling downtown with excellent restaurants, high end shops, and an historic movie house. In addition, the community has beautiful neighborhoods and excellent schools all within 2.5 square miles and a short train ride to downtown Chicago. The Village is a full-service organization which provides Police, Fire, Community Development, Public Works, Financial and Administrative services. The Village Manager reports to an elected board consisting of a Village President and six Trustees. The Village Manager is responsible for the implementation of policy and the overall operations of a \$33 million budget as well as management and leadership of 97 full time and 29 part time employees. Qualified individuals will be expected to have:

- A minimum of five years' experience including in a leadership position in a community of comparable complexity.
- A bachelor's degree in public administration, business administration, public policy or related field; a master's degree in public administration, business administration, planning or a related field is strongly preferred.
- A team-oriented leadership style with knowledge of and practice in modern management concepts, principles, strategies, practices, and techniques.
- A creative, problem-solving approach and well developed interpersonal and oral/written communication skills.

## Job Mart

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

Starting salary range is \$150,000-\$175,000, depending on qualifications and experience. Residency is not required. Apply with résumé, cover letter, and contact information for 5 professional references by April 21, 2017 to Heidi Voorhees and Kathleen Rush, GovHRUSA. TEL: 847/380-3240 or email: [HVoorhees@GovHRUSA.com](mailto:HVoorhees@GovHRUSA.com) or [KRush@GovHRUSA.com](mailto:KRush@GovHRUSA.com).

[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)

### **Stephenson County, Finance Director**

Stephenson County, IL (47,711) is located in north central Illinois with the City of Freeport as the county seat. Stephenson County, IL is seeking a finance professional to serve as its newly established position of Finance Director. S&P recently affirmed it's A+ long term rating with a stable outlook. The county seat of Freeport is located approximately 30 miles west of Rockford and 100 miles northwest of Chicago.

#### Responsibilities of Position

The County has a 2017 annual budget of \$47 million dollars spread out over 21 departments and 270 ft employees. The Finance Director works closely with the County Administrator and reports to the County Board Chair. The Finance Director is an integral part of the executive management team participating in key decisions regarding capital planning and economic development, collective bargaining, long and short term revenue and expenditure strategies, budget development and administration, and all policies affecting the overall fiscal health of the County.

#### Required Qualifications

- Bachelor's degree in finance, accounting, business administration, public administration or a related field
- Eight years of progressively responsible professional experience as described in the position description. A CPA or CMA certification preferred.
- The successful candidate will be a highly collaborative, with the ability to work closely with elected and appointed officials and department heads on the County's financial strategies.

The annual starting salary range is \$75,000 +/- DOQ.

For a complete list of qualifications, please review the position description on the County's website at [www.co.stephenson.il.us](http://www.co.stephenson.il.us). Send resume, cover letter, & contact information for five professional references by April 21, 2017 to Jim Snider, County Administrator, 50 W Douglas Street, Suite 1002, Freeport, IL 61032 or email to: [jsnider@co.stephenson.il.us](mailto:jsnider@co.stephenson.il.us). EOE

### **City of Champaign, Finance Director**

The City of Champaign seeks an experienced, innovative, and dynamic professional to serve as the Finance Director. The City of Champaign, a vibrant and diverse micro-urban community located in east Central Illinois, is proud to have one of the most consistently stable economic environments in the state of Illinois. Fiscal responsibility and sound financial practices resulted in Champaign's AAA bond rating, the only municipality outside of the Chicago metropolitan area to hold this distinction. The City's budget for Fiscal Year 2016/2017 is \$140.5 million.

#### Responsibilities of Position

The Finance Director plans and administers the activities of the Finance Department which includes responsibility for the City's financial planning, budgeting, accounting/auditing, revenue administration, treasury management, payroll, collections, and purchasing activities. The Finance Director manages the City's fiscal resources, recommends creative and efficient ways to meet an increasing demand for City services, and must personify the City values of Personal Integrity, Responsibility, Respect, Teamwork, and Results. The City of Champaign is committed to promoting a work environment and a community that values and supports diversity and inclusion.

#### Required Qualifications

- Bachelor's degree in Business, Finance, Accounting or a closely related field.
- Five years of leadership level financial management experience in a comparably-sized municipality or organization, at least three of which must be in a managerial capacity.
- A combination of education and experience that demonstrates the knowledge, skills, and abilities required of the position will be considered.
- Must be bondable.
- Residency within the City of Champaign's corporate limits is required within six months of appointment.

#### Preferred Qualifications

- Master's degree in accounting, business, or public administration, or certification as a Certified Public Accountant.
- Municipal or public sector financial management.
- Experience directing at a Department Head or Assistant Department Head level.

The annual starting salary range is \$123,059 - \$144,596, DOQ, plus an excellent benefits package. The position will remain open until filled.

Learn more and consider joining our team! Review the position profile and application instructions at [champaignil.gov/FinanceDirector](http://champaignil.gov/FinanceDirector).

## Job Mart

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

### Village of Schaumburg, Fire Chief

Schaumburg, IL (population 74,227; daytime population 150,000), is a dynamic, progressive community located 23 miles northwest of Chicago and 10 miles west of O'Hare International Airport in the heart of the northwest suburbs. Positioned at the epicenter of two major interstates, I-290 and I-90, Schaumburg is a thriving economic center that is home to more business in Illinois than any other community outside of Chicago and includes the corporate headquarters of Zurich American Insurance and Motorola Solutions.

Beyond holding the distinction as the economic center of the northwest suburbs, Schaumburg is a community of neighbors with first-rate services and amenities offering those who live there a high-quality life. Amenities in this village that encompasses just over 19 square miles include excellent schools, the second largest public library in Illinois -Schaumburg Township District Library, Schaumburg Boomers baseball, and the award-winning Schaumburg Park District featuring the 135 acre Spring Valley Nature Center. The village is also home to the Prairie Center for the Arts, which hosts local entertainment as well as international touring acts.

While Schaumburg is probably best known for iconic Woodfield Mall, which is the 12th largest mall in the U.S. with 300 stores, the village also has 67 shopping centers, 220 restaurants and 30 hotels including the Schaumburg Convention Center, which attracts tourism to Schaumburg in the form of visitors, events and large exhibition shows. Schaumburg is seeking a seasoned leader to fill the role of Fire Chief, a position that will manage and guide the second largest municipal fire department in Cook County. He or she will promote a strong, transparent and inclusive leadership style that fosters a culture of respect and consistent accountability. The future Chief will be knowledgeable of current trends bringing innovation, contemporary and fresh ideas to the department while demonstrating a high level of experience in assessing fire and EMA service models.

This position reports to the Village Manager and works as an integral part of the executive management team. The Fire Department has a budget of \$24.2 million, a total staff of 136 employees and five fire stations. The department employs 122 full-time sworn personnel including the Chief, 1 Deputy Chief, 1 Battalion Chief, 5 Captains, 21 Lieutenants and 93 full-time firefighter/paramedics.

In 2016, the Fire Department responded to 8,400 incidents of which 2,800 were fire-related and 5,600 were EMS-related. The department has an ISO rating of 2 and with accreditation work well underway, anticipates achieving accredited status in 2018. For more information about the Village of Schaumburg and the Fire Department, visit the village's website at [www.villageofschaumburg.com](http://www.villageofschaumburg.com).

Successful candidates will:

- Demonstrate a minimum seven to ten year commitment to successful supervision of a complex emergency response service operation including fire, ambulance, hazardous materials, underwater rescue and recovery, high angle, trench and confined space rescue. Key management priorities include implementing the recently adopted department strategic plan and maintaining department accreditation status once it is achieved.
- Display a willingness and capacity to develop and support a high performance organization.
- Exhibit a command of the principles and practices of fire department operations and fire administration theory and techniques.
- Possess highly developed oral and written communication skills and a proficiency in standard office technology.
- Ideally candidates will have a master's degree in Fire Science Management or related field, however a highly qualified candidate, who possesses a bachelor 's degree and extensive fire management experience, may be considered. If the selected candidate does not currently have a master's degree, he or she will be required to obtain one within the first three to five years of employment.
- Minimum of seven to nine years of progressively responsible experience in firefighting, fire rescue, fire prevention and education, with three to five years of fire management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge skills and abilities for this job.
- Residency is not required but strongly preferred; At a minimum, the successful candidate will need to live within fifteen (15) miles from the corporate boundary of the Village within twelve (12) months of hire date.

Starting salary range is \$140,000 - \$160,000 DOQ. An attractive benefits package will also be offered. Apply online with resume, cover letter and contact information for three professional references by April 21, 2017 to the attention of Heidi Voorhees or Kathleen Rush, 630 Dundee Road #130, Northbrook, IL 60062. Tel: (847) 380-3243. [www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment)



# Job Mart

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

## City of Prospect Heights, Finance Director

The City of Prospect Heights, a non-home rule community (population 16,500) located in northern Cook County, is accepting resumes for the full-time position of Finance Director. The Director must represent the City's values of customer service, integrity, transparency, teamwork, professionalism and problem solving.

### Responsibilities of Position

The Finance Director plans and administers the activities of the Finance Department which include budgeting, capital planning, accounting/auditing, financial planning/forecasting, TIF and debt management, tax levy, revenue administration, treasury management, payroll, utility billing, collections/payables, investments, Police Pension Fund administration, and associated responsibilities. The Finance Director is an integral part of the City's management team, participating in capital budgeting, long-term financial planning, collective bargaining, economic development and other strategic tasks. The Director is responsible for communicating financial information to Council members and the public in an understandable manner through oral, written and visual presentations.

### Required Qualifications

Bachelor's degree in accounting, financial management, business or public administration or closely related field. At least six years of professional accounting/financial management experience with five years progressive management/leadership experience.

### Desirable Qualifications

Certification as a public accountant  
Municipal or public sector financial management  
Managerial experience at Department Director or Assistant Department Director level  
The annual starting salary range is \$110,000-\$130,000  
DOQ, plus excellent benefits

### Location

Prospect Heights City Hall  
8 N. Elmhurst Road  
Prospect Heights, IL 60070

### HOW TO APPLY

Position open until filled with first review of resumes April 11. Interested candidates are required to send a resume, salary history and five (5) work-related references to:  
Joe Wade, City Administrator  
City of Prospect Heights  
8 N. Elmhurst Road

Prospect Heights, IL 60070  
847-398-6070 ext. 202  
Or, e-mail to [jwade@prospect-heights.org](mailto:jwade@prospect-heights.org)  
Equal Opportunity Employer

## IRMA, Senior Risk Control Representative

The Intergovernmental Risk Management Agency (IRMA), a municipal risk pool, is seeking a Senior Risk Control Representative to plan, coordinate & deliver training, conduct on-site loss control service visits, provide technical expertise & assist in delivering a comprehensive risk management service plan to 69 public entities in northeastern Illinois.

The successful candidate must demonstrate professional training/, presentation skills, excellent written and verbal skills along with extensive knowledge of regulatory and risk management/safety compliance issues. Ability to conduct risk analysis studies and develop best practice policies required. Ability to work independently and demonstrate good time and project management skills is critical.

Candidates should possess bachelor's degree in Safety, Risk Management/Insurance or Public Administration; 5-7 years safety/loss control experience; CSP/ASP or ARM designation is preferred. The position entails significant local travel. Experience in public risk management/loss control & familiarity with OSHA, IDOL, DOT, EPA regulations a plus. A strong commitment to customer service is essential.

We offer a professional working environment, excellent benefits package including an IMRF pension, rotating three day weekends & starting salary of \$67,000-\$90,000 DOQ.

Please e-mail your resume, professional references & salary history/requirements to:  
[donnas@irmarisk.org](mailto:donnas@irmarisk.org) no later than April 15, 2017.



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### **Village of Woodridge, Village Administrator**

Woodridge, IL (32,971) Woodridge is a progressive, thoughtfully planned and developed community located in the rich natural area overlooking the DuPage River. A diverse, family oriented community, Woodridge residents enjoy high quality municipal services, beautiful parks and open spaces all while having easy access to the Chicago metropolitan area transportation system. Woodridge residents have a passion for their community, actively participating in community events and community building programs. Located in DuPage, Will and Cook Counties, approximately 30 miles southwest of Chicago, Woodridge has a history of political and administrative stability.

Woodridge is a fiscally strong community with a \$46 million total budget and 124 full time employees. The Village Administrator is appointed by the Mayor and Board of Trustees. The Administrator is responsible for the administration of the Village Board's goals, policies and programs as well as the management of the Village's services. Woodridge is a full service community providing police, public works, community development, and finance operations. Fire and emergency medical services are provided by three separate fire protection districts. There have been two Village Administrators since 1990. The Mayor and six Village Board members are elected at large on a non-partisan basis and conduct deliberations in a civil, transparent manner.

### Qualifications:

- Successful administration of municipal operations in a suburban city/village with the desire to seek and implement entrepreneurial approaches when appropriate.
- Will have extremely well developed oral and written communication skills.
- Will exhibit a collaborative, welcoming approach with elected officials, residents, the business community, and employees.
- Requires a bachelor's degree in public policy, planning or related field.
- Minimum of seven to ten years of increasingly responsible management experience in municipal government.
- Master's degree in public administration, business administration or related field is highly desired.
- Residency within a reasonable commuting distance is highly desired.

Starting salary range: \$165,000 - \$175,000 DOQ with excellent benefits. Apply with resume, cover letter, and contact information for three professional references by April 10 to the attention of Heidi Voorhees, 630 Dundee Road, Suite 130, Northbrook, IL 60062. Tel: 847-380-3243.

[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



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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
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