

City/County Management IN ILLINOIS

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Strengthening the quality
of local governance through
professional management

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Calendar of Events

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

August 7
SWICMA Luncheon
O'Fallon, IL

August 13 – 14
**Downstate City/County
Management Summer
Meeting**
Rock Island, IL

August 26
**Legacy Project 3rd Quarter
Luncheon**
Arlington Heights, IL

September 9
**Legacy Project 3rd Quarter
Luncheon**
Woodridge, IL

September 16
Cal-ICMA Coaching Webinar

September 17 – 19
IML Conference
Chicago, IL

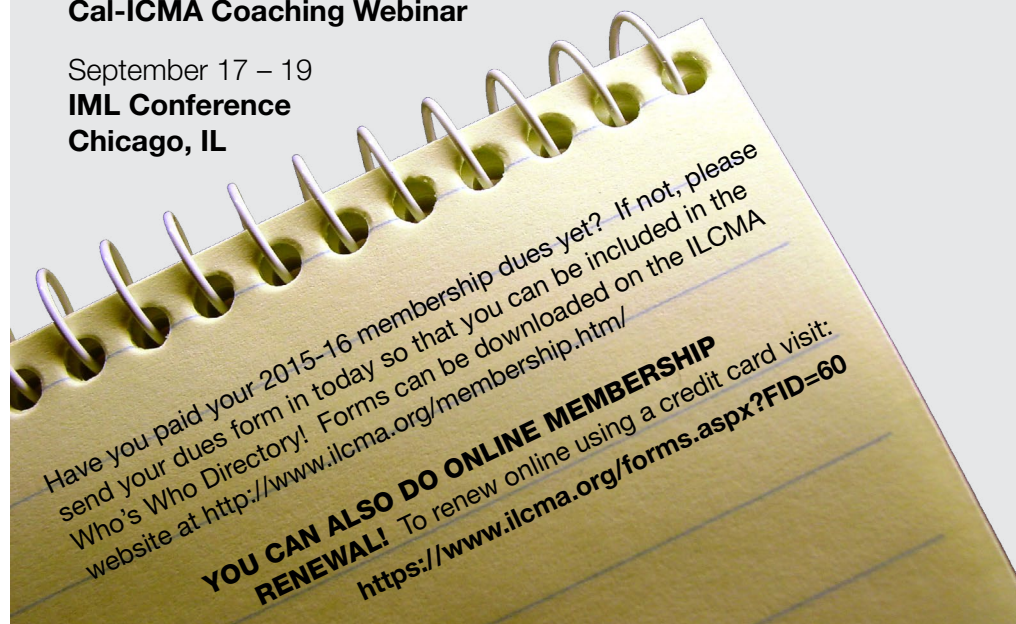
September 27 – 30
ICMA Conference
Seattle, WA

September 28
**ILCMA Reception at ICMA
Conference**
Seattle, WA

October 15
**ILCMA Professional
Development**
Lombard, IL

October 15
Metro Manager Luncheon
Lombard, IL

October 21
Cal-ICMA Coaching Webinar



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President's Column

By Kelly Amidei, ILCMA President and Deputy Village Administrator,
Libertyville

For those of you in attendance at the Summer Conference, you may recall that Past President Joe Breinig referred to being President of ILCMA with a great analogy. He said that it is like receiving the keys to a really nice "car". I love this analogy! The "car" just needs a leader to keep steering the "car" in the right direction because the direction it travels is so well-known, well-established, and successful. The "car" is heading in for a little tune-up at our strategic planning session at the end of the month (yes Joe took it off-roading in Galena!). The tune-up will allow the "car" to get input from our new board and committee chairs. A little tweaking here and there is always good; kick the tires, check the oil and the brakes. All these checks allow the "car" to keep steering in the direction our leaders and members believe the "car" should be going.

After the tune-up, it is time to hit the road! First up is the downstate meeting in Rock Island on August 13th-14th (good thing this "car" has navigation because Rock Island isn't downstate on my map). I hope you can join the downstate group for this great program. In September it is time to take the "car" to Seattle for the ICMA conference and then the IML Conference and head to other upcoming events and meetings for Metro, IAMMA, the Legacy Project, IACA, and SWICMA. The "car" may need to pick-up a Senior Advisor along the way because in Illinois they know where we have been and often let our members know where to go when sometimes they are really lost. Also, throughout the State we have the "Friends of ILCMA" Corporate Partners who will offer support when we need it with great specialized advice and ideas.

If you are wondering what the "car" and its passengers look like imagine this. It is comfortable for males and females, no matter how tall or small. It looks good in small towns, big towns, and especially shines in towns with professional local government managers. It has great air conditioning and can take the heat, but knows when it is time to move on to the next destination. It has room for car seats and carpools so we can be parents and attend community events with our friends and families along for the ride. So far I love the new "car" (thanks to all that drove it before me for keeping it comfy). If you have any ideas for the "car" or some "new accessories" please email me at kamidei@libertyville.com. Also, let's not forget who helps make the trip a success from year to year, our Executive Director Dawn Peters, who always makes sure we are going to better places and seeing more sights!

The ILCMA Annual Report for 2014-15

can be found at:

<http://www.ilcma.org/DocumentCenter/View/2638>

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Welcome New Members!

In the June ILCMA Newsletter, Thomas English was listed under the wrong company. He is with the Illinois Public Risk Fund. The official representative for IPRF is Robert Buhs.

Who's Who Directory Update

Lorrie Pearson, AICP, LEED AP, formerly with the city of Evanston, is now the planning manager with the city of Urbana. Her new contact information is:
Lorrie Pearson, AICP, LEED AP
Planning Manager
City of Urbana
400 South Vine Street
Urbana, IL 61801
lpearson@urbanailinois.us
217-328-8262

Joseph Wade, an assistant village manager and economic development director in Carpentersville, has been named to the city administrator post in Prospect Heights. His new contact information is:
Joe Wade
City Administrator
City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070
847-398-6070 extension 202
jwade@prospect-heights.org



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"Friends of ILCMA" Corporate Partner Program Celebrates Ten Years!

The ongoing success of ILCMA is dependent on several factors, but possibly none as important as the continued financial support of our corporate partners, the "Friends of ILCMA". As an Association, we believe that encouraging private sector partnerships can enhance our knowledge and understanding of your expertise, services and/or products available to municipalities and counties.

The "Friends of ILCMA" Corporate Partner program was started approximately ten years ago by then president, Cameron Davis. Prior to the program, ILCMA secured sponsors for various events including the golf outing at the summer conference, conference sponsors, ICMA reception sponsors, and the list goes on. The Corporate Partner program streamlined the sponsorship opportunity to make it more effective and efficient for both ILCMA and our sponsors.

Funds raised through the Corporate Partnership Program have gone towards improved educational programs and sessions at conferences, student scholarships to attend professional conferences, which serves to build the future generation of professional managers, and exciting networking opportunities through fun social events.

We are fortunate and thankful for the support of all of corporate partners, numbering 55 this past year. We are especially appreciative of the twelve partners that have participated in the "Friends of ILCMA" program since its inception, ten straight years!

Smart City's = Smart Tech Challenges Huskie Hack 2015

Northern Illinois University, September 26-27, 2015

Civic challenges are being solicited for Northern Illinois University (NIU) students during the university's first major hackathon. Over 350 students from NIU and across the nation will spend 24-hours addressing challenges submitted by community partners from government and nonprofit entities, educational institutions, health, and emergency services.

If your community seek to enhance government and public services through the use of mobile applications and development of open source technology, submit a challenge today at www.huskiehack.org

Act "smart", be "smart", and engage with students eager to participate in active problem solving. Visit www.huskiehack.org and visit the Submit a Challenge page.



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It is notable that Ancel, Glink, Diamond, DiCianni, & Krafthefer, P.C., Christopher B. Burke Engineering, Ehlers, Illinois Metropolitan Investment Fund, and S.B. Friedman Development Advisors have been Partnership level partners since the beginning of the program!

ILCMA thanks all of our corporate sponsors for their continued support of professional local government management in the state of Illinois!



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.

Taking Control of Municipal Sales Tax Revenues - Why Knowledge Is Power

Jason Perry, President and CEO, Azavar Audit Solutions, Inc.

City managers rely on maximizing local revenues such as sales taxes in order to balance their budgets and have a duty to ensure that their municipality receives every penny that it is due. The Chicago-based revenue enhancement company Azavar Audit Solutions worked with Illinois legislators and the Will County Governmental League to ensure that ALL MUNICIPALITIES in the state enjoy freedom of access to financial data regarding sales tax remittances in their jurisdiction (Public Act 98-1058). This legislation represents an important step in empowering municipalities to develop their economic base, improve their credit rating, and receive optimal interest-rate agreements.

It is in the interests of every municipality to protect their access to this kind of financial information and to lobby for the right to share the data with third-party municipal accountants, financial advisors, rating agencies, attorneys, and professional consultants. However, current policy in the state of Illinois specifically disallows the sharing of sales tax data with third parties. There for, it becomes much more difficult for a municipality to track accurate remittance of sales taxes, and impedes its ability to achieve practical debt service schedules or negotiate equitable economic incentive agreements.

How Do Third Parties Enhance Municipal Expertise?

As a municipality looks to finance capital infrastructure projects by issuing bonds, loans, or other debt instruments, it is important that third-party professionals be allowed to scrutinize all sources of municipal income – not only to ascertain that correct amounts are being remitted, but also to be able help a municipality take proper control of its capital market decisions and debt policies.

Sales tax income is an important barometer of economic health and consumer confidence, and municipalities working to adjust unfavorable credit ratings in the aftermath of the Great Recession need the freedom to share financial data with third-party professionals, outside advisors, auditors, and underwriters. Many municipalities already work with these professionals to audit the levy and collection of utility fees and taxes. In the course of their research, it is not unusual for auditors to find that significant anomalies have crept into Illinois Department of Revenue (IDOR) address databases over time.



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This has serious implications for cash-strapped city managers who suspect that taxpayer records may be infested with errors, but who have neither the staff nor the resources in-house to verify the accuracy of their tax receipts.

The Perfect Fit for the New Municipal Alternate Service Delivery Model

Analyzing torrents of financial data is a time-consuming and highly specialized task, and municipalities benefit greatly by being able to outsource such work to third-party experts. But as IDOR only allows municipal or county employees to examine sales tax figures, a municipality has no alternative but to try to hire its own employees with specialized expertise in sales taxes to conduct the in-depth analysis and monitoring required – else it risks passing the cost of lost revenue onto its residents and businesses by having to raise taxes or scale back public services.

The restrictions imposed by IDOR on sharing financial data mean that it becomes much more difficult for municipalities to take control of their finances and improve their creditworthiness. That is why it is essential that municipalities defend their right to gain access to information that tracks monies remitted by taxpayers and share that data confidentially with third-party professionals, thus enabling them to fulfill their fiduciary responsibility to ensure that taxes are levied and collected equitably across their community.

It's Time For a Change in Illinois Sales Tax Law

We earnestly hope that Illinois legislators will recognize that it is ultimately in the interests of businesses, communities, and the wider economy to empower municipalities by allowing them to share sales tax information with outside consultants. It is a freedom that is already enjoyed in

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Safety and Security in Local Government Buildings

By Craig Carter, AIA; Bruce Schwartzman, AIA; and Kelly Naylor, IIDA

On January 26, 2015 in New Hope Minnesota, at a City Council meeting featuring a swearing-in ceremony that drew several current and former police officers, a gunman opened fire on the officers as they left the room. Council members used the dais for cover while one councilman, who is a Minneapolis police officer, drew his sidearm to secure the doorway to the council chambers. Two officers were wounded before the gunman was shot and killed by other officers in the vicinity.

The recent increase in threats and violent incidents has caused communities nationwide to re-examine their policies and review the safety of their elected officials and staff. Often this means assigning a police officer to attend meetings, even though that takes them off of the street or creates overtime cost. But as the incident in New Hope demonstrates, police presence alone is not necessarily enough to deter a person with intent to do harm.

Fortunately, communities of all sizes – and all budgets – can take steps to secure their government facilities. The design and planning of the entryways, chambers, and the buildings themselves can greatly improve overall security. Options range from safety training for personnel to metal detectors and physical protection within the main assembly areas. By assessing the community's level of risk and weighing the pros and cons, local leaders can find a solution that best fits their needs.

Steps to Security

Under the Firearm Concealed Carry Act, people are prohibited from carrying a firearm into any building or portion of a building under the control of a unit of local government. As with all areas where firearms are prohibited under the act, signage stating that the carrying of firearms is prohibited must be posted at building entrances. While an important first step, this does little to dissuade a person with an intent to do harm.

One option is to require all attendees to pass through a metal detector and run their bags through a scanner before entering. Those devices are expensive, need regular maintenance, require trained operators, and involve increased staffing cost. They also result in long lines and delays, especially when a meeting is well attended or when a session of municipal court is opened. While adding this

equipment will enhance security, it can also create a sense that the community is unsafe.

As an unobtrusive option, many communities are looking into bullet resistant construction of the council dais. Depending on the design, the dais can be retrofitted with fiberglass-resin panels. A wide variety of different levels of resistance are available, providing protection from a 9mm handgun to an AK-47 assault rifle. Other options are steel plate or concrete blocks with sand-filled cores.

Elevating the dais can also add a level of secure separation. A dais raised 1-2 feet not only provides good sight lines to the podium and attendees, but it becomes a significant physical obstacle that is difficult to reach over.

"Duress" buttons are another option to incorporate. These are installed on the dais at multiple locations. In the event of a threatening situation the board members can touch the button, which notifies the police or dispatch who can then respond immediately. These are also typically provided at service counters throughout the building. While these are useful in providing additional security, depending on the proximity to law enforcement this can involve a lengthy response time.

An easy safety measure to include during the design of a new building is to provide an exit located behind the dais. This can lead to the exterior, a secure part of the building, or to a hardened "safe room" that has some ballistic protection and a door that resists forcible entry. These rooms can serve a double purpose as an audio and video control room or storage area, but should at a minimum include a phone to call for help.

In addition, while they don't prevent a situation from occurring, cameras have become standard in most council chambers. The recordings can be used to identify the perpetrators or as evidence. If there is a topic on the agenda that could be volatile, police can monitor the live feed and provide immediate support if necessary. The newest generation of dispatch equipment can pull data from the cameras and feed it directly to squad cars and ambulances to prepare first responders for the situation before they arrive.

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Corporate Partner Spotlight

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Signs Point to Fed Rate Increase

By: John Huber, CFA, Chief Investment Officer

Brian Hextell, Portfolio Manager, Prudent Man Advisors, Inc.

Despite the softer economic releases over the past two quarters, we believe the domestic economy remains on track for sustainable and healthy growth in the year ahead. Strong labor markets, continued corporate profitability, low leverage levels, and a resurgent real estate sector should bolster economic activity. Over three million new jobs have been created over the past year as the U.S. is reaching full employment. Nearly 70% of GDP comes from personal consumption and we would expect the improved job environment to translate into higher economic growth. This should allow the Federal Reserve to move away from their extraordinary levels of policy accommodation before year end.

Soft consumer demand, low productivity measures, and weak export levels combined to restrain growth during the first quarter. First quarter GDP decreased at an annual rate of 0.2 percent. A series of one-off events, including weather, the West Coast dockworkers' strike, the plunge in crude oil prices, and the stronger dollar contributed to the weaker performance. The Federal Reserve has indicated that it believes the first quarter setback was temporary, and the economy may still be on track to return closer to 2 percent for the year based on their projections.

The U.S. unemployment rate fell to 5.3 percent in June 2015 as total nonfarm payroll employment increased by 223,000. The labor participation rate was 62.6 percent, which has also been in a tight range since April of 2014. Productivity has been surprisingly disappointing during this recovery, which is a major factor in why we have not seen a larger increase in GDP. The unemployment rate, which is one of the two main factors considered by the Fed in rate policy, has reached the long-term goal they have established.

Personal income started out the year sluggish and there was concern the economy may be growing slower than expected, but May reports showed a much stronger picture. Personal Income for May came in at 0.5 percent which is up from the previous 0.4 percent reported in April. Just as important, Personal Spending for May grew at 0.9 percent which is up from 0.1 percent in April. The consumer continues to be a key component of our GDP growth, so this is good news. Further evidence of upward wage pressure is seen in the June jobs report which suggests that personal income will continue to improve in the



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second quarter. Strong consumer confidence also points to stronger spending in months to come. The Conference Board's index of consumer confidence increased to 101.4 in June from 94.6 a month earlier.

From a credit cycle standpoint, we believe we are progressing toward the middle stage of a mature bull market. We expect to see additional merger and acquisition activity in the year ahead. We also expect continued shareholder-friendly moves such as share buybacks and special dividends. While this can be a concern to credit quality, both corporate and household leverage remain at or near all-time lows, so we are not forecasting a material increase in defaults or delinquencies. We believe that lessons learned during the Great Recession still resonate across corporate boardrooms and households alike, thereby making this expansion slower and longer lasting than previous cycles.

Overall, we believe the U.S. economy will generate solid performance for the remainder of 2015, despite a few one-off headwinds for the economy early on. We are anticipating reasonably strong real output growth, more jobs, and lower unemployment. With the unemployment rate already down to 5.3 percent and manufacturing capacity utilization near 80 percent, there may be more of an opportunity for higher prices in the second half of 2015 than at any time in recent years. It is this potential for higher prices, and therefore, inflation that we believe will finally see the Fed begin to raise interest rates this year.

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IML Managers Monthly Column

Congratulations on Your Engagement!

By Mary McKittrick, City Administrator, Geneva

Collaboration, communication, cooperation, participation. What do these descriptive expressions have in common, relative to your community? Engagement.

Engaging your citizens, your businesses, your community is no small feat. So, why is it that some communities are better than others when it comes to appealing to the “volunteer spirit” of every stakeholder in your village or city?

Most municipalities have volunteer advisory boards, committees and commissions such as a Plan Commission, a Zoning Board of Appeals, or a Fire and Police Commission. Often the mayor or village president will appoint temporary, or ad hoc, task forces to lead a particular public policy discussion or a public project. Fortunately, there always seems to be someone who will “step up” and volunteer their time to “give back” and serve on one of these boards. But unfortunately, it is often the “usual suspects” which makes it difficult to encourage “new blood” to participate in the public deliberation and decision-making process.

The city of Geneva has a high level of engagement in its citizenry. There typically are twenty (20) to thirty (30) active groups that serve as “ambassadors” for the city. For example, a Strategic Plan Advisory Committee has been in place since 2000 to oversee the city’s strategic plan, ensure its upkeep and safeguard the connection and communication between local government and voters. They submit prioritized goals to the city council, through their chairman, who participates in the city’s annual Strategic Planning workshop. The workshop serves as a springboard to the annual budget development process. A volunteer group of activists have raised funds and planted flowers in the downtown for decades. Although the city donates a meager \$5,000 to the cause, from time to time (and not every year), most of the funds for the plants are purchased by monies acquired through fundraisers and all planted (twice a year; both in the spring and fall) and then maintained by more than 200 volunteers. Other ancillary groups such as Student Government, Natural Resources Committee, International Cultural Exchange, Art Guild, and similar subgroups of standing advisory committees donate their time and energy to make life better in the community.

Communities that are most successful in engaging the community have one thing in common; they never stop asking and they never stop acknowledging their gratitude and appreciation for the selfless time and effort of these citizen servants.



Educate. Advocate. Empower.

Recognizing volunteers at public meetings, including articles about volunteer group members and articles written by them in city publications are important techniques to encourage participation. Geneva is fortunate (by some counts) to be able to broadcast public meetings. Additionally, the Public, Education and Government (PEG) channels have also been advantageous in serving as a way to produce public service announcements and programming that highlights these people and the work accomplished by those volunteers. One-on-one interviews on camera have raised the awareness of what these folks do and why. The names of the volunteers maintaining the flower gardens are placed on small signs in each plot. Including a checkbox on utility bills has provided a means for customers to donate to the work of these groups. The names of these boards, committees, and commissions rotate on the billing to receive these donations. Utility bills also serve as a communication device to advertise events hosted by these groups, whether it is an informational meeting or a fundraising event.

Regardless of the means, municipalities must continually and constantly first ask for the help and then recognize the good work accomplished by them. It is essential to find new ways to reach out and invite the public to take ownership of their community. So be persistent, be creative and before long someone will be congratulating you for getting engaged.

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Advancing Civic Leadership

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

August 21, 2015 - Prairie State College
Fundraising and Financial Management for Nonprofits

September 16, 2015 - Virtual
The "State" of Illinois Discussion

October 8, 2015 - NIU Naperville
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states such as California, Nebraska, and Louisiana, and it would offer cities in Illinois greater control to develop their economic base, improve their credit ratings, and manage the cost of delivering better public services while still respecting the confidentiality of business and the state department of revenue.

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continued from page 6

Training and Planning

Whatever the building provides in terms of physical protections, every community should consider implementing regular safety and emergency procedure training for their staff and elected officials. A lack of knowledge can put people at greater risk, and even safe rooms with hardened construction are ineffective if people don't know they exist. Communities and their elected representatives must constantly address the dynamics of our ever changing world, striking a balance between open government and safety for civilians, staff, and elected officials. Each community should determine their level of risk and the investment they can make regarding their physical and operational safety. Ultimately, providing safety and security for local government buildings is a small price to pay to ensure a healthy and safe participatory democracy. A little preparedness can have a huge impact on limiting damage and easing the shock if the unthinkable should occur.



ICMA 101st ANNUAL CONFERENCE in SEATTLE!

Encourage Your Colleagues to Attend ICMA's 101st Annual Conference in Seattle/King County!

This year's ICMA Annual Conference, September 27-30, in Seattle, Washington, combines a cost-effective, high-quality professional development opportunity; networking; and information sharing—now when you need them most—in a world-class metropolis set within wild, beautiful natural surroundings offering the best of the urban lifestyle amidst the allure of the rugged outdoors, in the heart of the Pacific Northwest. Our conference site boasts an abundance of free or affordable family-friendly attractions, many within walking distance of one another, the city is considered a top destination year-round by kids and parents alike. Last year's 100th Anniversary conference focused on celebrating our past. this year we will focus on preparing local government managers for the future, with a conference theme:

ICMA 101: Mastering the Fundamentals; Shaping the Future

The conference will include educational sessions with interactive room sets and presentation styles; inspirational afternoon “featured speakers”; a “learning lounge,” where small numbers of attendees can hear short presentations on focused topics; an “experts bar” for one-on-one advice on social media, digital devices, and resumes; and more. The planned program is sure to satisfy your need for the latest information about local government management and leadership!

To spread the word about the conference, we ask that you, as a state association officer or staff member, share the information below concerning the 2015 conference scholarships, membership/registration campaign, and discount registrations with your state colleagues through your listserv, email, and other communications, and link directly to the ICMA conference site at icma.org/conference.

Thank you for your assistance in helping your ICMA member and nonmember colleagues attend the world's largest event focused on local government leadership and management skills building, training, and networking! Contact us at Member and Customer Support if you have questions.

The preliminary program will be provided in an abridged format in the June issue of PM magazine. Full descriptions and a PDF of the preliminary program will be provided at the conference website at icma.org/conference and at icma.org/pm

JUNE 4 at 12:00 Noon, EDT: Online Registration and Housing Bureau Open!

JULY 16: Cutoff for the most affordable, early-bird registration rates

Get the latest news:

Follow the ICMA conference at @ICMAConference (tweet about the conference using #ICMA15)

Like us on Facebook and click on the Conference Event and tell us if you are coming to Seattle and see who is attending

Connect with fellow attendees through the Knowledge Network Conference Group to see who's coming, make plans to meet up, or arrange to share a ride or a room.

Visit the conference website!



ILCMA Reception at the ICMA Annual Conference in Seattle

Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The ILCMA reception will take place after the NIU MPA Alumni Dinner. ILCMA is planning an after dinner cocktail reception at **Blueacre Seafood Restaurant**, which is just blocks from the convention center.

Location: Blueacre Seafood
1700 - 7th Ave. (corner of 7th & Olive St.)
Seattle, WA

Date: Monday, September 28, 2015

Time: 8:30 p.m. – 11:00 p.m.

Please join ILCMA for an evening of networking and fun!

We hope to see you at the ICMA 101st Annual Conference in
Seattle, WA in September!

ILCMA Announces 2015-2016 Board



Mark Franz announces the slate of officers for 2015-16 ILCMA Board

At the Illinois City/County Management Association (ILCMA) Annual Meeting on June 11, 2015 held in conjunction with the ILCMA's Summer Conference in Galena, IL, the election results for new officers and directors were announced. Serving the association during 2015-2016 will be:

President

Kelly Amidei, Assistant Village Administrator, Libertyville

President-Elect

Mike Baker, Deputy Village Manager, Downers Grove

Vice-President

Barry Burton, County Administrator, Lake County

Secretary-Treasurer

Mike Cassady, Village Manager Bensenville

Immediate Past-President

Joe Breinig, Village Manager Carol Stream

Board Members

Nancy Hill, Community Development Director, Itasca

Ben McCready, Assistant to the City Manager, Rock Island

Maria Lasday, Village Manager, Bannockburn

Jack Knight, Assistant to the Village Administrator, Woodridge

Randy Bukas, City Administrator, Flora

James Morani, City Administrator, Columbia

Ray Rummel, Village Manager, Elk Grove Village

Drew Irvin, Village Manager, Lake Bluff

Ken Terrinoni, County Administrator, Boone County

Scott Smith, City Manager, Charleston



Kelly Amidei

2015-2016 ILCMA Affiliate Boards

IAMMA BOD

President – Jack Knight, Woodridge
President Elect – Christina Burns, Oswego
Treasurer – Doug Petroschius, Lincolnwood
Secretary – Andrew Lichterman, Deerfield
Past President – Jenny Maltas, Buffalo Grove

Board Members: Kate Andris, Oak Brook
Kimberly Richardson, Flossmoor

Intern Representatives: Sam Barghi
Christopher Walton

Metropolitan Management Association BOD

President – Maria Lasday, Bannockburn
1st Vice President – Mike Cassady, Bensenville
2nd Vice President – Jim Grabowski, Elmhurst
Secretary/Treasurer – Kevin Barr, Clarendon Hills
Past President – Gerald Sagona, Lake in the Hills

Board Members: Gary Mayerhofer, Crystal Lake
Scott Niehaus, Lombard
Stacy Sigman, Northfield
Tom Mick, Park Forest
Brad Burke, Lincolnshire
Juliana Maller, Hanover Park
Julia Cedillo, LaGrange Park

Downstate City/County Management Association BOD

President – Ben McCready, Rock Island
Vice President – Bill Wagoner, Arcola
Secretary-Treasurer – Lowell Crowe, Monmouth

Southwest Illinois City Management Association

President – James Morani, Columbia
Vice President – Doug Brimm, Trenton
Secretary/Treasurer – Cody Hawkins, Mascoutah
Past President – Pam Funk, O'Fallon

Illinois Association of County Administrators BOD

President – Ken Terrinoni, Boone County
President Elect – Ryan Waller, Lake County
Treasurer – Colleen Gillaspie, Henry County
Secretary – Deb Busey, Champaign County
Past President – Peter Austin, McHenry County

Legacy Project BOD

President - Nancy Hill, Itasca
President-elect - Jennifer McMahon, Warrenville
Secretary – Denise Burchard, NIU Dept. of Public Admin.
Treasurer, Kimberly Richardson, Flossmoor
Past President – Anne Marie Gaura, DeKalb

Board Members: Stephanie Dawkins, Geneva
Lisa Scheiner, River Forest
Rachel Skaggs, Schaumburg
Robin Weaver, ILCMA Senior Advisor

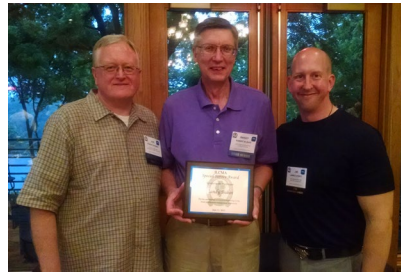
Illinois City/County Management Association Presents Annual Awards

At its annual conference held June 10-12, 2015, the Illinois City/County Management Association (ILCMA) honored Marty Bourke with the Robert B. Morris Lifetime Achievement Award and presented Katy Rush and Randy Bukas with Special Service Awards.

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. ILCMA looks for candidates who have made significant contributions beyond their own communities, including service to the association and the profession. **Marty Bourke**, the recipient of this year's award,



retired in January of 2014 after serving for over thirty years in the local government management profession. He started his career as an intern in Carol Stream, IL while in the Master of Public Administration program at Northern Illinois University. His first position was with that same community as an administrative assistant. From there he moved to the suburb of Bloomingdale as an assistant village administrator from 1984 – 1986. His first village manager position was with the village of Winfield from 1986 -1993. Marty went on to serve as manager in three more suburban communities throughout his career. In addition to serving in a number of communities, he took on leadership roles in numerous organizations that serve local government. His volunteerism is noted through service to the Illinois City/County Management Association where he served as a board member, treasurer, and eventually president, Metropolitan City/County Management Association where he served as a board member and president, the Intergovernmental Risk Management Agency, where he served as chair, and the DuPage Mayors and Manager Conference, where he held numerous roles. Marty's efforts to mentor interns and assistants were recognized in 2010 when he received the Illinois Association for Municipal Management Assistants Outstanding Manager Award. Marty has been an esteemed leader and served with moral integrity throughout his career. His service to local government coupled with his volunteer work with numerous community organizations has earned him the highest honor as a retired ILCMA member. Marty was an esteemed leader and served with moral integrity throughout his career.



In addition to the Robert B. Morris Lifetime Achievement Award, two individuals received recognition for special service. The first Special Service Award for Special Service to the Profession was

given to **Randy Bukas**, city administrator, city of Flora. Randy has been instrumental in the development of a local city managers/city administrators ad hoc group that gets together monthly in the south central portion of the state of Illinois. Randy schedules the meetings, coordinates with the host managers/administrators, sends out the invites and follows up with all attending members. Randy always encourages area managers/administrator to attend and he works hard to take away their excuses by scheduling meetings at convenient times and easy-to-reach locations. Through these regular meetings, local area administrators and managers have developed a strong network not to mention a great support group in order for all to develop into more effective leaders. The meetings have fostered a great peer networking group where all are equal and all are able to teach, mentor, and learn from one another.

The second Special Service Award was given to **Katy Rush**, village administrator, village of Woodridge, for Special Service to the Community. Katy works tirelessly to support her community, support that extends beyond her duties as village administrator. She is currently president of the Woodridge Rotary Club and has served as a member of the club since 2009. Of particular note, Katy has been involved in the annual Recycling Extravaganza for many years. This entails coordinating a number of organizations that accept items for recycling and make them available to the Woodridge community. It is a one-stop shop for individuals seeking to properly dispose of items that have value beyond their initial use. Katy not only coordinates the event, but also handles the publicity prior to the event. She also assists with the Woodridge Rotary Club Mini Triathlon, the largest of its kind in the Chicagoland area. She helps plan the routes and other logistics for the event so it runs smoothly. Katy is a constant advocate for the community adding energy and enthusiasm to the many community events of which she is a part.





The Path to a Regional Permitting Solution and the New Normal

by Keith Turney, Permitting Systems Administrator, City of Issaquah, WA

As any homeowner or contractor would tell you, construction codes and regulations can be a complex web of ever-changing rules and policies that vary from jurisdiction to jurisdiction.

Something that may initially seem like a simple act – pulling a permit for a hot water heater – becomes a daunting task when you’re working across an entire region. The time spent visiting a permitting office, waiting in line and filling out an application could be better spent.

MyBuildingPermit.com is an innovative, paperless permitting solution for 14 jurisdictions in the Puget Sound area that spans 895,000 residents. It provides a dynamic interface that saves residents and contractors valuable time by allowing them to apply for permits online, track permit status, and schedule inspections. In addition, it provides a forum for jurisdictions to work together and improve the permitting experience across boundaries. The participating building officials and permit staff meet regularly to share best practices, align on building standards, and develop materials to help residents and builders navigate the permitting process.

In the late 90s, the city of Issaquah, along with the cities of Bellevue, Kirkland and Mercer Island, formed a partnership to provide uniformity between jurisdictions. The partnership focused on creating public handouts and inspection checklists; adopting common ordinances; and providing training for staff and customers.

For Issaquah, this partnership allowed us to provide exceptional service within our limited resources. We are pleased to offer instant, over-the-counter permits along with electronic plan submittal through one portal. From a simple air conditioner to a multistory high rise, MyBuildingPermit.com is a vital link between the permitting staff and customer.

Full integration with our permitting systems also results in increased consistency and convenience for our staff.

Do you ever have those moments where you look around and realize that something big happened, but it occurred in such a steady and organic way that you don’t even

notice? That moment occurred just last month. Our staff was in a meeting and someone made a comment about a permit that came in via paper. There was a unified sigh in the room. Our staff had a complete change of mindset – electronic is the new norm and paper is the exception. Electronic means no more chasing down misplaced plans. No more heavy lifting. No more paper cuts. No more rolling – and rerolling – plans.

So what does it mean to be part of a regional permitting solution? A common misconception is that we simply created a piece of software. We first had to identify what makes the current situation difficult for the customer. Maybe the solution isn’t solved with technology, but instead a tip sheet or a code amendment.

The system itself is the result of a dedicated group of individuals who communicate and work together for the greater good. It is vital that all members understand that joining a regional solution is not simply “purchasing a product.” Instead, it is a decision to be part of the discussion. I can’t tell you how many times I have been in conversations with my neighboring jurisdictions and had “aha” moments. If you’re struggling, you’re not alone!

So the next question always comes up: How do you come together as separate agencies and effectively make decisions? The answer lies in making sure you have the right people on the teams. eCityGov consists of jurisdictions with a huge range in size and demographic, but everyone comes together for the common good. Yes, there is obviously some give and take, but everyone knows we are better as a whole. The fact that MyBuildingPermit.com processed more than 22,500 applications last year demonstrates our success.

I am proud to say that my job to facilitate Issaquah’s transition was much easier thanks to one vital component: our staff’s willingness to learn and change. Before implementing such a huge project, it’s essential to get your team’s buy-in. Our staff knew that electronic review was an inevitable and natural progression of business – and that support was crucial.

Determining success is always an ongoing process. There is no finish line, since technology advances and customer expectations change. We do, however, perform a few key tasks:

- In-person jurisdiction feedback: Permit employees meet regularly to discuss issues and ideas for improving

continued on the next page

the existing web portal, while the building officials meet to align on building guidance and discuss larger policy issues.

- Help desk feedback: Through the help desk logs, we monitor the types of calls that come in to see if there are system issues or customers who need additional guidance in a specific area.
- Survey and in-person customer feedback: MyBuildingPermit.com publishes an annual survey to capture customer experiences. We also started conducting focus groups to better hear and understand the customer experience.

- Performance measures: We capture a number of performance measures using both Google analytics and data reported from jurisdictions. We monitor the number of applications coming through, and work to increase the number of online permits. Currently 62 percent of eligible applications for the 14 jurisdictions are submitted through MyBuildingPermit.com. Since the site's inception in 2002, more than 100,000 permits have gone through the portal. Usage continues to grow – in the past year we've seen a 28 percent increase in permits issued and 130 percent increase in users.

We are currently laying the groundwork for quite a few enhancements in 2015-16, which will:

- Streamline the registration process
- Provide additional payment options
- Enhance the registered basic application process
- Make it easier to add multiple permits
- Improve the website look/feel

Each week, I hear new ideas and suggestions for our next phase. The enthusiasm and passion of our team is palpable – and I can't wait to see what the future brings.

About

ILCMA and the Alliance for Innovation are partnered in efforts to provide members of both organizations exposure to national innovations along with sharing the innovative initiatives and projects of IL local governments.

The Alliance is a network of local governments driving innovation throughout their organizations. You can learn more about the Alliance for Innovation and or the joint Alliance and ICMA Knowledge Network at www.transformgov.org or contact our Regional Director, Greg Stopka at gstopka@transformgov.org.



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ILCMA Membership Responsibilities For Members In Transition

ILCMA members are encouraged to contact fellow members that are in transition. ILCMA members can help members in transition in the following ways:

- Hire members in transition for interim work and special projects.
- Provide office space and equipment for members in transition.
- When going to ICMA or ILCMA conferences, invite a member in transition to share your room at no cost.
- Invite them to an ILCMA, Downstate, Metro, IACA, SWICMA, Legacy Project, or IAMMA meeting as your guest.
- Monitor the environment. As one hears about a member that may be in trouble, members are encouraged to contact either the ILCMA Executive Director or one of the Senior Advisors.

ILCMA members are asked to help identify ILCMA members as soon as it appears that they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so that ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or bi-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 <http://www.ilcma.org/index.aspx?nid=217>

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.)

John Kolata
jdkolata@hotmail.com
309-525-2359

Tim Ridder
timothyridder@hotmail.com
cell: 399-236-0929
home: 815-492-0040

George Gray
219-765-7014
write463@gmail.com

Eric Tison
cubguy77@comcast.net
815-956-0156



Our purpose is simple:
to help provide financial
security for our clients and
their families

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Join The Legacy Project for another thought provoking book review, facilitated by Dr. Alicia Schatteman!

When: Friday, November 13, 2015 at 9:30 a.m. – 11:30 a.m.
Where: Itasca Village Hall - 550 W Irving Park Road, Itasca
What: *Daring Greatly* by Dr. Brené Brown
Cost: FREE!
Register: Email Jennifer McMahon at jmcmahon@warrenville.il.us

This #1 *New York Times* bestseller, written by thought leader Dr. Brené Brown, is a transformative new vision for the way we lead, love, work, parent, and educate by teaching us the power of vulnerability. Brené Brown, Ph.D., LMSW is a research professor at the University of Houston Graduate College of Social Work. She has spent the past decade studying vulnerability, courage, worthiness, and shame. Her 2010 TEDx Houston talk on the power of vulnerability is one of the most watched talks on TED.com, with over 15 million views. For more information on Dr. Brown and her work visit <http://brenebrown.com>.



"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; . . . who at best knows in the end the triumph of high achievement, and who at worst, if he fails, at least fails while daring greatly."

—Theodore Roosevelt



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2015 Coaching Webinars

Get the most from these 90-minute sessions — **FREE**
All sessions are listed in Pacific Time (PT).

Developing Effective Relationships with Elected Officials

10-11:30 a.m. PT, Thursday, March 5

Best Practices in Strategic Planning and Action

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, April 1

Moving from Conflict to Civility and Problem Solving

10-11:30 a.m. PT, Thursday, May 14

Engaging Employees Effectively

(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, September 16

Serving Diverse Populations Successfully

1-2:30 p.m. PT, Wednesday, October 21

Best Practices for Managing Social Media & Gossip

10-11:30 a.m. PT, Thursday, November 5

1. Subscribe to email list for notices with webinar details.

This is best way to get the registration details about webinars delivered to you as soon as they are available. Subscribe to the list at www.cal-icma.org/coachingList.

2. Register in advance for each webinar.

There is no charge for participating in the webinars, but each requires its own advance registration. Links to register for each webinar are available now at www.cal-icma.org/coaching. After registration for a webinar, you'll receive full details about log-in procedures and listening options.

3. Organize a group to participate in each webinar.

This is great way to share the learning experience and discuss opportunities to apply the information to your agency.

4. Ask questions and participate.

In advance: submit questions via email to Don Maruska, Director of the Cal-ICMA Coaching Program, at cal-icma@DonMaruska.com.

During the webinar: use the webinar "Question" tool. As webinar moderator, Don Maruska will pose the questions anonymously on your behalf. We also invite you to participate in the online polls that gather audience members' insights.

5. Access the presentations, video recordings, and polling results.

About 24 hours after a webinar, a digital recording and the presentation and audience polling results will be available at the "Agendas & Archives" tab of www.cal-icma.org/coaching.

6. Discuss the results.

Many agencies are arranging groups to listen to the webinars (live or via recording) and have discussions afterwards about application of the ideas to their specific organizations. Each webinar has suggested post-webinar group discussion questions in the Agenda notice.

7. Missed a live webinar? Don't worry!

All webinars are archived for on-demand viewing or download in mp4 format for individual or group viewing at your convenience. The presentations are saved at "Agendas & Archives" tab of www.cal-icma.org/coaching compliments of Granicus, an ICMA strategic partner. You also can subscribe to podcasts to listen while you are on the go.

Find us on...



Career Compass

The Coaching Program offers a series of "Career Compass" articles. Written by ICMA Liaison for Next Generation Initiatives, Dr. Frank Benest, these columns will help you navigate the course to a successful government career. Recent topics include:

- "Your Staff Meetings Don't Have To Be Dreary"
- "The Courage To Do the Right Thing"
- "The Post-Heroic Leader"

To view all the columns, visit the Cal-ICMA website at:

www.cal-icma.org/coaching and click on "Coaching Programs & Resources."

To suggest topics for future columns, contact Frank at frank@frankbenest.com.



ILCMA DOWNSTATE

August 13 - 14, 2015
SUMMER CONFERENCE

THURSDAY - AUGUST 13

- 11:00AM Golf Outing** - Highland Springs Golf Course
9500 35th Street West, Rock Island, IL 61021 (\$28/person- pay at the course) (309) - 732 -2008
- 3:30 PM Economic Development Tour** (Meet at Holiday Inn Rock Island)
In partnership with the Quad Cities Chamber & Metro we embark to explore neighborhood development, traded sector goods, advanced manufacturing, all through the lens of a burgeoning craft brew scene.
- 6:00 PM Networking Hour:** Bent River - 512 24th St, Rock Island, IL 61201 (Cash Bar)
- 7:00 PM Dinner:** Jim's Ribs - 1531 24th St, Rock Island, IL 61201 (Dinner is on your own)
Across the street from Bent River! Bring your meal on back to our private dining area and keep networking!
Not into ribs? Try Gunchie's Pizza! Return transport to the Holiday Inn in downtown Rock Island is provided.

FRIDAY - AUGUST 14 - HOLIDAY INN ROCK ISLAND, IL

- 8:00 AM Breakfast and welcome by Mayor Pauley**
- 8:30 AM Rock Island's Employee Wellness Clinic**
The City of Rock Island has operated an employee wellness clinic for several years, developing key partnerships to jointly provide this cost saving service to City, County, & Township employees.
- 9:30 AM R.W. Baird - John Piemonte & Stephan Roberts**
In addition to a market update, John Piemonte & Stephan Roberts presentation will focus on clearing up the ambiguity surrounding the roles of municipal advisors and underwriters.
- 10:30 AM The Peoria Budget Challenge**
Kate Greene, (Peoria, IL) reflects on the outcomes of the Peoria Budget Challenge and how technology is changing the way local government interacts with residents.
- 11:15 AM Municipal Legislative update and Emerging Trends - Navigating Unknown Waters**
Attorney Matt Pappas will provide a brief update on legislation changes and emerging trends in labor relations.
- 12:00 PM Lunch and Business Meeting** (Lunch is included with registration)

ACCOMMODATIONS

Holiday Inn Rock Island, 226 17th St, Rock Island, IL 61201

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Be sure to mention the **Downstate Management Association** room block. Parking is available in the lot and parking deck directly adjacent to the hotel. Hotel parking is marked and will be found on the first floor.

To make reservations call (309) 794 - 1212

ECONOMIC DEVELOPMENT TOUR

Start: 3:30 PM Meet in Holiday Inn Lobby - Depart via Loop Bus



End: 6:30 PM Our final stop includes one last tour and dinner! Later that evening a shuttle will get you back to the Holiday Inn and heart of downtown Rock Island in time to check out downtown entertainment options and spectacular river views.

College Hill - This "campus town" area near Augustana College continues to be a hotbed for new businesses! We'll review Commercial Industrial Revolving Loan Fund success stories including the Quad Cities first Nano-Brewery!

Crawford Company - We'll take a look behind the scenes of the advance manufacturing that's key to the growing craft brew industry. On our stop we'll talk about trends in traded sector goods and learn about a recent expansion that's helped this company grow.

Downtown Davenport - No trip to the Quad Cities would be complete without crossing the mighty Mississippi. We'll make a stop in downtown Davenport and discuss the resurgence in downtown residential living, regional cooperation, and see what other businesses a successful craft brewery scene attracts.

Downtown Rock Island - We will stop in the heart of downtown Rock Island and learn about the recent Downtown Strategic Planning process and learn about a unique partnership that's reviving downtown residential living.

Bent River Rock Island - You may have been to their brew pub, but have you seen their bottling operation? The success of the craft brew market allowed this one time Quad City exclusive to be bottled and distributed throughout the Midwest. You'll get to see where Crawford's equipment lands before we wrap things up at our final stop.

Registration Form for Summer Meeting

Downstate City/County Management Association

August 13 - 14, 2015

Rock Island, IL

Name: _____ Title: _____

Jurisdiction: _____

Address: _____

Phone: _____ Email: _____

Registration Fee: \$50 - Includes breakfast and lunch on Friday. Please have your registration in by **Thursday, August 6, 2015.**

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at Jim's Ribs.

Golf Reservations: Please indicate if you would like to sign up for the golf outing. The Greens Fee w/ Cart is \$28 and must be paid at the course.

___ Yes, I will attend the Summer Meeting in Rock Island on Friday, August 14.

___ Yes, I will attend the social hour and dinner on Thursday, August 13.

___ Yes, my spouse will attend social hour and dinner.

___ Yes, I will participate in the golf outing on Thursday, August 13 at a cost of \$28.00 (includes cart; **fees are to be paid at the golf course**).

___ Yes, I will participate in the Economic Development Tour on Thursday, August 13.

Registration Deadline: Thursday, August 6, 2015

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 Thursday, August 6, 2015. Registrants who do not attend the meeting but have not cancelled, are responsible for the entire fee. Registrants who have not paid will be billed.

Motor Fuel Tax Revenue Suspended; July Payment Traditionally Lower than June

By: Joe McCoy, IML Legislative Director and James Arndt, Effingham City Administrator

One of the consequences of the budget stalemate is the suspension of MFT distributions.

The Governor's Office believes that additional authority is necessary before these funds can be distributed. Without such authority, the distributions, beginning with funds that are collected in July (and received in August), will be suspended. While this is certainly problematic, IML has been assured that all suspended revenues will be paid in full, with no reduction, once the distribution authority is eventually granted.

There have not been any issues concerning the distribution of LGDF or sales tax funds, only MFT at this time. The Comptroller's Office has indicated that continuing appropriations from income tax revenue and portions of the sales and distributive funds will be disbursed.

Some of our members have reported that their July Motor Fuel Tax (MFT) payment is notably below the amount received in June. The IML contacted the Governor's Office, the Illinois Department of Transportation (IDOT), and the Comptroller's Office to inquire about the reduction and learned that it is unrelated to the aforementioned suspension of MFT distributions.

The July 2015 payment (collected in June) was 35% less than the June 2015 payment (collected in May). IML was assured, however, that it is not unusual for the July payment to be less than the June payment. This is because, each year, the state diverts \$15 million from that monthly disbursement to the Vehicle Inspection Fund.

In addition, the July 2015 payment was 27% less than the July 2014 payment. This larger decrease (July 2014 - July 2015) may be caused by fewer MFT receipts and reduced fuel purchases in May of 2015, as compared to May of 2014.



ILCMA Scholarship Winners!



ILCMA Scholarship Winners Ala Avitia and Austin Pollack Pictured with ILCMA President, Joe Breinig.



Jeanna Ballard, Banovetz Fellowship recipient, is pictured with Joe Breinig.



Sommer Foundation Scholarship winners Christopher Walton and Aaron Howe pictured with Bob Irvin.



Illinois City/County Management Association 815-753-5424 ■ Fax 815-753-7278

ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up

Count me in! I have indicated three (3) time slots that I can work

Name _____

Title _____

Address _____

Phone _____ Fax _____ Email _____

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, September 17

Friday, September 18

_____ 2:00 pm – 3:30 pm

_____ 10:00 am - 11:30 am

_____ 3:30 pm - 5:00 pm

_____ 11:30 am – 1:00 pm

_____ 1:00 pm – 2:30 pm

_____ 2:30 pm – 4:00 pm

_____ 4:00 pm – 5:30 pm*

*There is a Dessert Reception for attendees in the exhibit hall being held from 4:30 – 5:30 pm. on Friday.

_____ YES, my mayor is willing to staff the booth with me!

Please respond by September 10th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or email your response to:

Fax: 815-753-7278

Email: dpeters@niu.edu

Secretariat ■ Center for Governmental Studies ■ Northern Illinois University ■ DeKalb, Illinois
60115-2854

www.ilcma.org

**3rd Quarter
2015 Legacy
Project
Luncheons**



**3rd Quarter 2015
Upcoming Luncheons**

Brown Bag (bring your own)

July 22, 2015

Geneva Fire Department
200 East Side Drive, Geneva

August 26, 2015

Arlington Heights Village Hall
33 S. Arlington Heights Road

September 9, 2015

Woodridge Village Hall
5 Plaza Drive, Woodridge

Luncheons are held on Wednesdays—
starting at 11:30 a.m. and ending
promptly at 1:00 p.m.

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

**Women and the Art of Powerful
Persuasion and Principled Negotiation**

Speaker: Maureen Haga

Most of us persuade and negotiate every day. Powerful persuasion and principled negotiating will pay big dividends in your career and private life. During this 60 minute Brown Bag Lunch session we will discuss how to persuade and negotiate to produce good relationships and outcomes. During the lunch session, we will:

- Discuss the differences and similarities between persuading and negotiating and when to use each or both.
- Introduce 5 different negotiating behavior styles and discuss benefits and limitations of each style.
- Share research and insights on how women persuade and negotiate differently.



With more than 25 years of experience in sales workforce training and leadership development, Maureen Haga understands how to motivate and coach a workforce to execute well-managed growth strategies. As president of M2Execution a Naperville, Illinois based firm, she uses a highly collaborative approach to enable clients to

strengthen mission critical skills to achieve strategic objectives. She serves as a trusted advisor to small businesses, corporations, NFP's and associations, successfully facilitating cultural transformation changes within these organizations resulting in achieved strategic goals.

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

www.legacyprojectnow.org



Midwest Leadership Institute

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

Approach

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

Who Should Attend

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

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

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

Curriculum

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

The nine learning pods are as follows:

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

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

Instructors

A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Logistics

Each program is limited to 30 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute will be held **April 11 – 15, 2016** at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.

Register Today

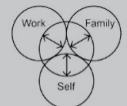


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Village of Carol Stream, Superintendent of Operations, Public Works

The Village of Carol Stream (pop. 40,738) seeks an experienced and motivated professional to supervise the operation and maintenance of the Village's infrastructure. Responsibilities include budgeting, planning and managing programs related to public works operations including streets, water and sewer; management and supervision of subordinate staff; oversight of assigned areas of responsibility including the snow & ice plan, water & sewer maintenance procedures, and right-of-way maintenance; and preparation of all required EPA reports. This position is a member of the management team and also serves as the water system Responsible Operator In Charge (ROINC).

Qualified individuals must possess the following:

- High school degree or equivalent
- Minimum of 5 years progressively responsible experience in general municipal utility maintenance and/or construction operation, including experience in the operation of standard equipment used in construction and maintenance of municipal utilities
- Minimum of 4 years of supervisory experience
- Demonstrated experience as a Water Supply Operator in a municipal water supply system
- Certification as a Class "C" Public Water supply Operator.
- Demonstrated training and experience in the maintenance and repair of municipal water, sanitary sewer and storm sewer collection systems
- Valid Illinois CDL Vehicle Operator's License

Salary range for this position is \$79,832 - \$113,640 commensurate with experience. Excellent benefit package provided. Submit cover letter, resume and salary requirements via the Employment Opportunities section of our website www.carolstream.org. Interested candidates should submit requested information by August 3, 2015. EOE

City of Markham, Human Resources Associate

The City of Markham, Illinois (population 12,700) is seeking a Human Resources Associate. Under direct supervision of the Human Resources Director, this position involves assisting in the day-to-day operations including accurate record keeping, notifications and administrative duties. Responsibilities include: assistance with payroll, scheduling interviews, on-boarding new hires, maintaining personnel records, conducting background checks and

employment verifications, research and special projects. At least one year of payroll experience required. Possession of a bachelor's or equivalent degree from an accredited college or university with major coursework in Business Management and Human Resources or a related field is required.

http://www.govhrusa.com/media/131266/Human-Resource-Associate_Job-Description_06082012.pdf

The annual salary range for this position is \$34,000 to \$40,000 DOQ. The City of Markham is an Equal Employment Opportunity Employer Committed to a Diverse Workforce. Submit resume, cover letter and contact information for 5 professional references by August 14, 2015 to Mysi DeSantis at: <http://www.govhrusa.com/current-positions/recruitment>. Electronic submissions are required. Telephone inquiries: GovHR USA (847) 380-3240.

Village of Itasca, Deputy Clerk, Administration Department

The Village of Itasca seeks qualified candidates to fill the full-time Deputy Clerk position in the Administration Department. This position is responsible primarily for the record keeping function in support of the Village Clerk. The work of the Deputy Clerk involves maintaining privileged files and documents utilizing the Village's document management system (GRM), maintaining the Village's annual destruction requests, tracking and managing contracts, acting as the Village's FOIA officer and other administrative duties. This position is required to attend evening Committee meetings to take and transcribe minutes. This position may also be required to travel to the DuPage County Clerk's office to file and submit various documents.

This position requires a high school diploma or equivalent with some college coursework completed, and a minimum of two years of directly relevant experience. Applicants



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should excel in working with the public, maintaining confidentiality of sensitive information and possess strong computer skills. The successful candidate will be highly organized with the ability to exercise reasonable judgment and problem solving skills. The successful candidate will be required to pass a drug/alcohol test and background check.

Salary range is \$41,536.87 – \$49,997.10, plus benefits. Applications will be accepted until the position is filled. Submit resume and application to:

Village of Itasca
Attn: Cristina White
550 W. Irving Park Rd
Itasca, IL 60143
cwhite@itasca.com
Phone: 630-773-0835

Please review the full job description on the Village website at www.itasca.com under the employment tab.

The Village of Itasca is an Equal Employment Opportunity Employer

Village of Bourbonnais, Village Administrator

Village Administrator – Village of Bourbonnais is accepting applications for the full-time position of Village Administrator. The qualified candidate functions as the Chief Executive/Administrative Officer of the municipality; provides professional administrative leadership and supervision of municipal departments; manages Village staff including hiring and supervises municipal workforce; provides support for the Village Board of Trustees and other Village Boards and Commissions. BA in public administration, or equivalent; with experience as a municipal administrator or equivalent role. Send cover letter, current resume, to Human Resources Manager, Village of Bourbonnais, 600 Main Street NW, Bourbonnais, IL 60914


Resumes will be accepted until 5:00 pm August 21, 2015. No faxes, emails or phone calls.

City of Decatur, Human Resources Manager

BEGINNING SALARY: \$66,600 - \$87,450 annually, with growth potential to \$108,300 depending on qualifications

APPLICATION DEADLINE: Open Until Filled

Allan R. Ambrose
Senior Vice President
Public Finance



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Direct (312) 557-0945
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SCOPE OF WORK: Plans, organizes, directs and participates in the work of the Human Resources Division; administers division programs and operations; and provides personnel/human resource expertise to all City departments and the Decatur Public Library.

APPLY: Visit our website at www.decaturil.gov for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below. AA/EOE

City of Decatur
Human Resources Division
One Gary K. Anderson Plaza
Decatur, Illinois 62523
Phone: 217/424-2805

City of Maryland Heights, MO, City Administrator

City Administrator, Maryland Heights, Missouri (pop. 27,472). Vibrant and stable suburban community in northwest St. Louis County celebrating 30 years of incorporation, Maryland Heights is located approximately 20 miles from downtown St. Louis. The City is a hospitality and entertainment destination with over 3,500 hotel rooms. Combined with more than 1,600 businesses that provide for a diverse economic base, Maryland Heights is a financially sound community with a daytime population in excess of 120,000.

The City is seeking a progressive, collaborative professional with strong financial management and communication skills. A record of visibility in the community, proven financial/analytical and economic development skills is required. Experience in human resources is a plus. The City has approximately 223 full-time employees covering a complete range of City services including police, public works, community development, parks and recreation, plus other administrative services. Fire protection, EMS, library services and utilities are provided by other districts. The City Administrator oversees a \$34 million budget.

A Master's degree in public administration, political science, business administration or closely related field is required. Candidates must also possess five to seven years of increasingly responsible municipal executive level experience. Other advanced executive level training such as ICMA Credentialed Manager is desired. Assistant administrator experience in a larger community will also be considered.



Aqua America Midwest
1000 S. Schuyler Avenue
Kankakee, IL 60901

Jim Bilotta
Director, Corporate Development

T: 815.614.2042
C: 815.791.7133
jpbilotta@aquaamerica.com
www.aquaamerica.com

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Candidates must possess proven managerial and interpersonal skills to lead a dynamic, financially fit organization in an active and engaged community. The current City Administrator is the City's first, and is retiring after 30 years of service. The City Administrator works under the policy guidance and direction of the City Council and the supervision of the Mayor. Residency is strongly encouraged. The starting salary range is \$145,000 +/- depending on qualifications. The City offers a competitive benefits package.

Candidates should submit their resume, cover letter and contact information for five work-related references by August 24, 2015 to www.govhrusa.com/current-positions/recruitment attention Lee Szymborski, Senior Vice President, GovHR, USA at 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 847-380-3240.

City of Rock Island, Parks Superintendent – Park & Recreation Department

The City of Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672. Hours are full time and annual salary range is \$67,270 to \$104,353 with benefits. Manages, directs and coordinates

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

the activities of the Parks Operations Division of the Parks and Recreation Department, including maintenance of neighborhood, community and regional parks, parking lots, and other landscaped areas; to coordinate landscape maintenance activities with other divisions and departments; to coordinate and facilitate other related park services and programs provided for and conducted in Parks and Recreation facilities. Five years of increasingly responsible experience performing park management, landscape maintenance and pest management, including three years of supervisory responsibility. Bachelor's Degree from an accredited college or university with major course work in supervision, landscape maintenance, parks and recreation administration, urban forestry, ornamental horticulture, biology, or a related field. Possession of a valid Class "D" Illinois driver's license or an equivalent license from the employee's state of residence. Selected candidates must meet a residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. For full job description please visit the website at www.rigov.org. Must pass a background check, physical and substance screening. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted continuously. EOE

City of Rock Island, Utilities Maintenance Supervisor – Public Works Department

The City of Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672. Hours are full time and annual salary range is \$50,144 to \$77,789 with benefits. This is supervisory work supervising the maintenance and repair of the municipal water, wastewater, and storm/drainage systems. Work involves responsibility for supervising the maintenance of the water distribution and sanitary and storm sewer systems. Work is performed with independence under the general direction of the Utilities Superintendent and in accordance with City and state policies, rules, and regulations applicable to specific areas of program activity. Supervision is exercised over skilled and semiskilled personnel. Work is reviewed through reports and conferences for overall program effectiveness and for compliance with standards of other governmental agencies. Graduation from high school (or GED) including or supplemented by vocational courses in the mechanical trades equivalent to two years of college; thorough experience in water distribution and sewer collection operations including supervisory experience;



or any equivalent combination of training and experience. Possession of a valid Class "D" Illinois driver's license or an equivalent license from the employee's state of residence. Selected candidates must meet a residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. For full job description please visit the website at www.rigov.org. Must pass a background check, physical and substance screening. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted continuously. EOE

City of Macomb, City Administrator

The City of Macomb, Illinois (pop. 21,509) seeks City Administrator. Home to Western Illinois University, Macomb is a progressive community located in west central Illinois and provides a wonderful quality of life and maintains a comfortable hometown feeling.

Administrator will lead and direct staff consisting of six (6) department heads, 96 full-time employees and a budget of \$32 million. Macomb is known for its various educational opportunities, beautiful parks, and friendly residents. Current development and construction of expressway will enhance regional transportation and provide growing opportunities for economic development. Community currently has an updated long range master plan. The Administrator is appointed by the mayor with the advice and consent of the City Council, consisting of 5 Wards and 2 Aldermen-At-Large.

Successful candidate should be comfortable working collaboratively with the mayor, city clerk, other elected officials, involved community citizens, as well as other government entities. Serve as Chief Budget Officer and will prepare and oversee the budget. Strong interpersonal

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and communication skills are a must. Other desired skill sets include: administrative organization and leadership skills, experience in collective bargaining, human resource management, procurement procedures, writing and computer skills, municipal planning including grant procurement knowledge and experience, TIF and a desire to assist with and promote economic development opportunities.

Requirements include: Bachelor's degree in Public Administration or closely related field; Master's degree preferred. At least 3 to 5+ years professional experience in public administration which includes increasing responsibility, leadership and supervision within a municipal government or public administration. City residency is required along with a background check, physical and drug screen. Salary - \$95,000.00 to \$100,000.00 DOQ, plus excellent benefits.

Interested candidates should submit a cover letter and resume by August 31, 2015 to the City Clerk's Office, City of Macomb, 232 East Jackson Street, Macomb, IL 61455. Email macclerk@macomb.com; Fax: 309-836-1090. AA/EO

Hanover Township, Management Analyst

Hanover Township located in Cook County, Illinois, is currently accepting applications to fill a full-time Management Analyst position. The Management Analyst is responsible for providing professional support and research, analysis, and recommendations to the Township Administrator, and assist in the implementation of Township Board strategic priorities and Administrative Services Department goals.

The Analyst will research potential grants to support the Township's mission and goals, prepare grant applications collaboratively with department staff, and coordinate administration and evaluations of awarded grants. Additionally, the Management Analyst performs key roles in the development of the Township budget document, acts as Passport Acceptance Agency Manager, and is the Administrative Services liaison to staff working groups and committees.

The Management Analyst position requires graduation from a four-year college or university with major coursework in public administration, or related field (Master's Degree preferred); at least two years of administrative or professional experience in a local government or related field, and must be comfortable with Microsoft Office applications.

Starting salary is \$40,000 to \$45,000 plus an excellent benefits package, 40 hour/week position.

Submit cover letter and resume by August 7th to Suzanne Powers, Assistant Township Administrator, at spowers@hanover-township.org. A copy of the complete job description can be found at www.hanover-township.org. EOE.

Village of Skokie, Technical Support Specialist

Technical Support Specialist: The Village of Skokie, IL seeks a proven professional to assist with technical support responsibilities for our Police Dept. Under general supervision you will perform a variety of administrative and technical support duties related to computer hardware and software and assist end users with hardware, software and network problems and questions. Other duties include support of the Computer Aided Dispatch (CAD) Systems for E911, maintain, upgrade, coordinate and troubleshoot Mobile Computer Terminals (MCT) and associated peripherals, maintain / troubleshoot the server hardware, hard drive storage and software used for the Police car video recording system. LAN, Help Desk, OS, System Administration required; AD System Administration a plus. Computer proficient, including working knowledge of Microsoft Office Suite and MS SQL Server. Must possess excellent problem solving, organizational, interpersonal communication and customer service skills. Conducts training and orientation for end users in the proper use of business software, PCs and PC software. BA / BS in Computer Science or related field required, or equivalent education. Excellent benefits and pension. Salary range \$64,145 - \$81,867. Apply by submitting a completed Village of Skokie Application along with your resume and letter of interest by August 7, 2015 to: Personnel Director, Village of Skokie, 5127 Oakton St., Skokie, IL 60077 or by email to: Human.Resources@skokie.org. To download an application, please visit www.skokie.org. Faxes are not accepted. EOE M / F



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City of Park Ridge, Urban Forester

Part-Time

The City of Park Ridge is seeking qualified applicants for the part-time position of Urban Forester. Responsibilities include, but are not limited to, coordinating forestry and engineering permits for construction within the City, ensuring appropriate specifications as required for building, conducting site visits and tree inspections for disease, bug infestation, and other hazardous conditions. Bachelor's degree in Forestry, Horticulture, Engineering, and/or related field required with 2 to 3 years' experience in any combination of education and training. Valid state driver's license required. Arborist Certification is preferred. Flexible hours (weekends included). Starting hourly rate is at \$27.36. Position is available until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.il.us or by U.S. mail to:

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

City of Hartford, WI, City Administrator

City Administrator, Hartford, Wisconsin (pop. 14,320). A lively and historic community established in 1883, Hartford is 38 miles northwest of Milwaukee and is located in Washington County, one of Wisconsin's fastest growing areas. The community is strategically located near U.S. Hwy 41, minutes from I-94, and is a vibrant blend of old and new. The City's classic downtown features early 20th century buildings, some on the National Register of Historic Places, while other parts of the City offer a diverse array of modern business and industrial parks. Hartford is home to the Wisconsin Automotive Museum, the Schauer Arts & Activities Center and is within minutes from many outdoor recreational activities such as those found in the nearby Pike Lake State Park.

The City is seeking a progressive, collaborative, "creative-thinking" professional with strong financial management and communication skills. A record of visibility in the community, proven financial/analytical and human resources skills required. Experience in a community with full-service utilities, including electric, is a plus. Experience in economic development helpful. The City has approximately 105 full-time employees, plus another 200+ part-time and seasonal workers, covering a complete range of City services including police, fire and rescue,

public works, utilities, community development and housing, parks and recreation, plus other administrative services. The City Administrator oversees combined budgets of more than \$66 million. The City holds a AA (S&P) bond rating.

Candidates must have a bachelor's degree plus five to seven years of increasingly responsible municipal executive level experience. A Master's degree in public administration, political science, business administration or closely related field is required. Other advanced executive level training such as ICMA Credentialed Manager is desired. Assistant administrator experience in a larger community will also be considered.

Candidates must possess proven managerial and interpersonal skills to lead a dynamic, financially fit organization in an active and engaged community. The current City Administrator is retiring in January 2016 after 25 years of service to the City, with the last 18 years as Administrator. The City Administrator is appointed by the Mayor and subject to confirmation by the Common Council, and works under the policy guidance and direction of the Mayor and Common Council. Residency is required as part of an employment agreement. Starting salary range: \$105,000 – \$115,000 DOQ. Candidates should apply by August 10, 2015 with resume, cover letter and contact information for five work-related references to www.govhrusa.com/current-positions/recruitment to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 847-380-3240.



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