

City/County Management IN ILLINOIS

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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>

April 7
SWICMA Meeting
O'Fallon, IL

April 13
ICMA Coaching Webinar

April 13
Legacy Lunch
Geneva, IL

April 21
Metro Manager Luncheon
Lombard, IL

April 21
ILCMA Professional Development
Lombard, IL

April 22
IAMMA Conference
NIU Naperville

May 4
Legacy Lunch
Arlington Heights, IL

May 5
SWICMA
Collinsville, IL

May 11
IAMMA Luncheon
Schaumburg, IL

May 19
ICMA Coaching Webinar

May 19
Metro Golf Outing
Glen Ellyn, IL

May 20
Legacy Project Conference
NIU Naperville

June 1
Legacy Lunch
Woodridge, IL

June 22 – 24
ILCMA/WCMA Joint Summer Conference
The Abbey on Lake Geneva,
Fontana, WI



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President's Column

ILCMA / WCMA Summer Conference Has So Much to Offer

*By Mike Baker, Summer
Conference Committee
Co-Chair, Deputy Village
Manager, Downers Grove*



Mark your calendars for June 22-24 and please plan to join us in Fontana, Wisconsin at the Abbey Resort for this year's Summer Conference. This will be a unique and memorable event for many reasons, and one that you won't want to miss. Conference Planning Committees from Illinois and Wisconsin have worked closely to put on an outstanding event featuring dynamic and insightful keynote speakers, a variety of educational sessions and social events that showcase the conference venue and its surroundings.

The partnership with the Wisconsin City/County Management Association means that this event will be larger in just about every dimension. And yet, the self-contained nature of the Abbey Resort with housing options within walking distance of the conference center, will allow attendees to connect with peers and colleagues and be a part of this experience more thoroughly. There will also be family activities and opportunities to engage with Corporate Partners, who help make an event like this possible.

As we continue to grapple with a state unable to meet its financial obligations, nor provide much certainty and predictability to its residents and the communities we serve, this year's summer conference will allow us to learn from one another in new and exciting ways. We will have opportunities to reconnect with peers and colleagues, and forge new relationships as well, as we join our neighbors up north.

Watch for the detailed conference brochure, due to arrive in mid-April, for all the information you need to plan your Conference.



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Leigh McMillen

Vice President

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2016 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. 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 15, 2016. If you have any questions, please contact Member & Customer Support at membership@icma.org.

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Who's Who Directory Update

Congratulations to **Dean Torreson** who retired from the city of Macomb in March. He served eight years as the city administrator in Macomb.

Bob Mahrt has been appointed as the city administrator in Monticello. He was formerly the city administrator in Aledo.

Sue McLaughlin has been appointed as the city administrator in Macomb. Her new contact information is:

Sue McLaughlin, ICMA-CM
City Administrator
City of Macomb
232 E Jackson St
Macomb, IL 61455
Phone: 309-837-0501
Email: cityadm@cityofmacomb.com

Mary Ellen Bechtel has been appointed as the city manager in Mt. Vernon. She was serving as the interim and was previously the assistant city manager.

Kimberly Richardson's new contact information is:

Kimberly Richardson
Assistant to the City Manager
City of Evanston
Lorraine H. Morton Civic Center
2100 Ridge Ave., Evanston, IL 60201
Phone: 847-448-8029
Email: krichardson@cityofevanston.org

Welcome New Members!

Janice Hampton, Student, Southern Illinois University, MPA Program

Matt Havlik, Public Works Analyst, Village of Winnetka

Adlii Issakoo, Assistant to the Administrator, Lake County
Harrison Maddox, Student

Julie Matton, American Fidelity Assurance Company

Melanie Sanotstefano, President, Vicarious Productions





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ILCMA NOMINATING COMMITTEE REPORT & RECOMMENDATION TO THE MEMBERSHIP

March 8, 2016

Dear ILCMA Members:

It is with great enthusiasm that the ILCMA Nominating Committee recommends the following slate of candidates for the 2016-17 Association Board:

President (1 Year Term - automatic)

Mike Baker

Assistant Village Manager, Downers Grove

President-Elect (1 Year Term)

Barry Burton

County Administrator, Lake County

Vice President (1 Year Term)

Mike Cassidy

Village Manager, Mount Prospect

Secretary / Treasurer (1 Year Term)

Ray Rummel

Village Manager, Elk Grove Village

At-Large Board of Director (2 available positions;
3 year terms)

Dorothy David

City Manager, Champaign

Nancy Hill

Community Development Director, Itasca

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, 2016. Submittals can be sent to my attention, Joe Breinig at the Village of Carol Stream, 500 N. Gary Avenue, Carol Stream, Illinois, 60188 or jbreinig@carolstream.org.

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,

Joe Breinig, Village Manager, Carol Stream

ILCMA Immediate Past President / Chairman of the Nominating Committee

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Restoring Vitality To Small Town Businesses

There is hope for rural communities threatened with the possible closure of their local grocery store, restaurant, gas station, drinking establishment, and other downtown businesses because of the decline in rural areas' residential populations. Northern Illinois University's just released report, Restoring Economic Vitality to Rural American Communities, describes strategies for reviving or stimulating the vacant-store-plagued downtown business districts in rural America.

These strategies provide an array of opportunities for rural residents to promote local businesses in rural communities. These initiatives encourage rural residents to shop, dine, and invest locally, and to think less of competition and more about collaboration to ensure the economic well-being of their rural community. They can lead to a better understanding and appreciation, not only of how spending locally can stimulate the local economy, but also of how small stores can successfully compete with large big box stores in specific markets.

Prepared by the Northern Illinois University's Center for Governmental Studies researchers Norman Walzer and Jessica Sandoval as one issue in an extensive series of Policy Profiles, the report describes initiatives developed as part of Community Supported Agriculture programs. These types of programs promote joint efforts by community residents, local farmers, and business people to develop and carry out joint plans that help finance and sustain commercial activities that are important to both the economic and social well-being of the community.

Just as successful agricultural activity in a rural area can be critical to the area's well-being, so, too, are the continued operation and profitability of the stores in a community's downtown business district. For instance, everyday life in a community requires reasonably convenient access to a grocery store, gas station, and health care facilities. It is also important for a community to maintain the kinds of social interaction facilities—the restaurants, drinking establishments, and other social gathering places that bring residents together, thereby helping to build the social capital and continued viability of the small, rural community.

An important common element in these initiatives is that they encourage residents to take a more active role and interest in their community, thereby becoming a part of the community's future through a local business venture.

Read the full profile here http://www.cgs.niu.edu/Policy_Profiles/restoring-economic-vitality-to-rural-american-communities.pdf

For more information contact:

Norman Walzer, nwalzer@niu.edu; Jessica Sandoval, jsandoval@niu.edu; Jim Banovetz, jimbanovetz@gmail.com



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.

What is ITaaS?

James Tremmel, Senior Cloud Computing Strategist, ADAR Inc.

IT workers for city and county government are the unsung heroes - and miracle workers - of Information Technology. The ability to stretch a PC's life cycle three times further than it was designed for. Making software talk across ancient switches and hubs. Training users in arcane combinations of keystrokes and fixing their mistakes on the back end.

Where I'm from, we talk about holding stuff together with duct tape and baling twine. For our public-sector IT departments, it's more like old PATA drives, 10-meg Ethernet cables, and aging yellow-beige CRT monitors. And the thing is, city administrators probably don't realize there's a better and more cost-effective way to manage their IT department.

Information Technology as a Service (ITaaS).

ITaaS is a lot like Software as a Service. Applications and data are hosted remotely in the cloud. Users can log in from any device, including tablets and smartphones (If you want to impress your boss, show them how they can access all their work files and apps from their phone). In addition, all of the complex setup of servers, network, and storage are configured and managed by the ITaaS provider.

One bottleneck I've seen for the public sector is in the IT budget. Most cities and counties only have so many dollars to squeeze between break-fix, software, networking, and politicians' promises of new equipment. With ITaaS solutions, a community can lift a substantial burden from their IT department. Contracting with an ITaaS provider can centralize part of the IT duties normally handled in-house.

For example, ITaaS can dramatically reduce costs and labor in the software cycle. All the testing, distribution, and patching is done remotely. Plus, a dedicated helpdesk handles all the training and how-to usage of the software – 24/7/365. Yes, you read right; 24/7/365. This in turn frees up in-house IT for more strategic tasks, like providing in-person help for new hires. Or playing Minesweeper (just kidding! I know you'd never do that on the clock). Is ITaaS Secure?

I've talked with business administrators before, and one question I've heard is: if you're putting all your data on someone else's computer, how do you know it's safe? The truth is, cloud-based services take security incredibly seriously.



When you leave the office at night, you probably lock the company safe, the door to your office, and the outside doors. Cloud-computing IT firms, on the other hand, secure their data in high-security server facilities with guards, keycard or PIN locks, biometrics, security cameras, and attack dogs. Well, maybe not attack dogs, but definitely top-notch firewall and antivirus software that jumps hackers like an attack dog.

When you start thinking about the safety of data that you are responsible for – thousands of records of people in your city, social security numbers, bank account information, and other sensitive data – moving your software to the cloud starts sounding a lot more secure. Especially if the alternative is sending your IT guys out to run around updating everyone's antivirus, or waking them up in the middle of the night for the latest crisis.

Which brings me to the last compelling feature of ITaaS. By engaging a service that specializes in building, implementing, testing, and updating your IT system, you're leveraging experts. You can rest assured that there won't be anything forgotten or overlooked. No lost productivity because someone called in sick or the helpdesk is short-handed.

It might sound a little odd at first, contracting out for IT services. But if you think about it, ITaaS presents a really good case. You hire an attorney for legal matters. You hire an accountant for financial ones. Hiring ITaaS companies to manage your Information Technology puts experts to work for you, and you get more tech for your buck.

Without the duct tape and baling twine.

Corporate Partner Spotlight

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Zoning For Economic Development

By: Adam B. Simon, Partner, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Many communities focus exclusively on financial incentives to encourage economic development. However, tax-increment financing may be controversial with other taxing bodies and the community may not wish to share the additional sales tax created by economic development—the very reason why such development is important in the first place. Nonetheless, even without financial incentives, a community does have zoning tools available to increase the likelihood of an economic development program's success.

Traditional zoning is the legal means by which local governments exclude certain land uses from particular districts. The primary intent is to avoid conflicts caused by permitting incompatible uses and buildings in proximity to each other. Zoning for economic development takes the opposite perspective. Rather than passively describing what is allowed, and by omission designating what is not, zoning for economic development proactively encourages and facilitates the types of growth local officials are seeking. It is the application of traditional zoning principles to create incentives that align with planning goals.

Zoning for economic development is truly an exercise in self-examination. It is a collaborative process to be completed by the community and relevant stakeholders that explores both the substantive and procedural rules to identify whether they impede or produce desired results.

Matching Your Rules To The Market

Unless the community is a metropolis capable of being all things to all people, it is important to recognize how the regional economy affects the types of development that are more likely to succeed. This is the problem of the proverbial square peg and the round hole. If the market suggests a high demand for medical office space but the zoning code and map express a preference for restaurants or light industrial, it is unlikely that success will be achieved.

To avoid this problem, municipal officials are advised to conduct an analysis of the local market to predict what types of businesses are needed or wanted by both residents and the business community and comparing the results to what already exists within the market area.

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Once economic sectors that fit the community are identified, the next step is to review the zoning code to see if the regulations and district maps create opportunities for those sectors to grow. If your zoning code creates rules that conflict with the characteristics of businesses well suited for the community, it will diminish the likelihood of success no matter what resources are applied to economic development.

Finally, even when the community has revised its zoning map to facilitate the uses most likely to succeed, it is impossible to predict all the variables that arise from a proposed development. Still, officials cannot completely relax the rules for the fear of losing all control. Alternatives such as variances and special uses are popular, but also introduce additional time and uncertainty from the developer's perspective. Depending on the nature of the development and the official's preferences, flexibility can be balanced with predictability via form-based codes, overlay districts, and performance-based regulations.

Examining Your Decision-Making Process

Even when substantive zoning rules are designed to ease certain businesses' growth, investment may suffer if there is great uncertainty about timeframes for land use approvals or the way zoning regulations will be applied to applications. Uncertainty results from rules that grant too much discretion and lack clear, understandable timelines. Because developers value a defined schedule showing wait times before a final decision will be rendered, Regulatory frameworks that fail to define a schedule for making decisions is just as harmful as an incompatible zoning district.

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Corporate Partner Spotlight

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Advantages of Pooled Investments

By Debra A. Zimmerman, Illinois Metropolitan Investment Fund (IMET), MBA, CPFIM

Pooled investments provide a number of advantages and benefits to public funds managers. The benefits of pooled investing extends to all public entities, regardless of size; however, smaller jurisdictions may feel greater appreciation for the convenience and ease of use due to their smaller finance department staff. Investment pools are professionally managed to provide safety, liquidity, diversification, and competitive returns.

Most public entities use passive investment techniques, limiting their buying and selling of investments, often focusing on buy and hold. Pooled investing creates economies of scale and purchasing power. When costs are shared among pool participants, professional investment management is no longer a cost issue. With budgets stretched at most public entities, hiring a professional investment manager is likely out of the question for smaller jurisdictions. Pooled assets are managed by a full-time professional investment manager so all members have the benefit of professional investment management without the burden of bearing the cost alone. Also, the larger volume purchases of securities, coupled with shared management costs, creates more opportunity for enhanced returns over investing outside the pool.

The use of pooled investments expands the investment options, providing greater diversification across securities and maturities than could be achieved when investing on one's own. Some securities require a minimum purchase, which may be greater than the available balance of investable funds for some smaller entities, restricting their ability to diversify. By pooling with other entities, smaller entities can invest in securities that were previously out of reach. Before investing in any pool, always confirm that the pool's authorized investments and portfolio conforms to your entity's authorized investments.

Safety of principal is always paramount for the public funds investor, which often involves the securing, monitoring and maintaining collateral for the deposit(s) and/or investment(s). With pooled investments, the pool is responsible for maintaining and monitoring the collateral for all of the investments in the pool, relieving the public funds manager of this duty.

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Liquidity is another major concern for funds managers. Pools are required to maintain adequate levels of liquidity to assure investors that redemption requests can and will be met, providing participants with quick access to their money. However, one must check with the individual pool to determine the liquidity terms – some pools provide access to funds with same day or one day liquidity while others may have a longer period of a week or more.

There are other cost saving benefits associated with investment pools, such as, low or no cost services like incoming and outgoing wires and ACH deposits and payments, check writing privileges, and arbitrage services. Additional operational efficiencies may include various online services for transactions and account maintenance, recordkeeping and valuation services, and extension of staff.

Finally, investment pools can provide for greater oversight. The investment advisor adheres to strict investment restrictions. The advisor must comply with the investment policy guidelines and operating policies of the pool. Many pools are rated by one or more of the nationally recognized rating agencies, which reflects the credit quality of the pool and can help avoid losses from credit defaults.

Summary

Investment pools provide a convenient source for investment, cash, treasury, and liquidity management, while providing competitive returns. They provide access to active investment management for entities using passive investment management and are also a great portfolio management tool for actively managed portfolios, while keeping the professional management expense to a minimum. Investment pools provide safety through expanded diversification of securities and maturities. However, before investing, confirm that the investment pool's objectives and portfolio characteristics conform to the jurisdiction's objectives and authorized investments.

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 Responsibility of Monitoring a Public Agency

By James Sullivan, JD, CIG

Carrying the burden of managing and overseeing one of Illinois' many units of local government, in what many perceive as a corrupt system of state and local agencies, increases the need for Board members, commissioners, trustees, and managers to set a tone of integrity and ethical values at the top of their agency. Whether elected or appointed, Board members and commissioners not only oversee an agency's effective and efficient management of critical services, but must safeguard assets and reassure the community its tax dollars are not wasted or misappropriated. In addition to implementing a favorable control environment, the Board's and management's commitment to transparency and accountability is best exemplified by their own conduct. To effectively monitor management's performance, the oversight board or commission must not only act within the same ethical parameters, it must also be well-versed in internal controls since it is ultimately responsible for agency performance and perception.

The most effective internal control systems include five key components:

(1) A favorable control environment demonstrated by the tone at the top of the agency which fosters integrity, ethical standards, competence, and responsibility. Clear lines of authority should be established and individuals should be held responsible for his or her performance.

(2) Ongoing risk assessments seeking to identify risks related to management's clearly articulated objectives will alert the agency to the possibility of fraud, waste, or abuse.

(3) The implementation of appropriate control activities including policies and procedures detailing key processes such as purchasing. These control activities must be adaptable to the ever-changing technology environment. Essential among an array of effective control activities is a whistleblower system, or fraud hotline, allowing stakeholders to report misconduct without fear of reprisals. In addition, mandating that employees waive any expectation of privacy in computers, emails, desks, and file cabinets in the government workplace provides an agency with unfettered access to information if an internal control violation is alleged. Vendors should also be placed on notice that the agency has the right to audit the company's records related to its government contract.



(4) Communication of both the control activities and management action taken when violations occur. The agency is better served by informing stakeholders of the control activity implemented and the ramifications for circumventing those controls. With knowledge of the control activity, a fraudster's own risk assessment will likely deter his or her actions. Likewise, informing the community that policies and procedures are in place regulating business processes enhances public perception of the agency.

(5) Continued monitoring of the control system's performance, including regularly scheduled and surprise internal audits and reviews. After implementing controls, the oversight board should regularly test compliance to determine the effectiveness of the controls and if remedial action or additional controls are necessary. As with all control activities, internal and external communication of the evaluation and any follow-up are essential.

Despite an effective internal control system, malfeasance and mismanagement can still occur. When it does, it is more likely an agency's reputation will remain intact if it appropriately responds to the violations. An agency will be best served to have an action plan or protocol in place instead of devising a response to the incident when faced with internal and external pressures. This protocol could identify staff in the agency or on the Board who will respond to the allegations and handle internal and external communications. The plan should also detail the steps the agency will follow in proving or disproving the allegation as well as potential remedial actions.

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IML Managers Monthly Column

9-1-1 Consolidation Will Affect All Illinois Communities

By Patrick Ulrich, City Manager, Peoria and IML Managers Committee Member

Public Act 99-6 merged the requirements of the Emergency Telephone Safety Act and the Wireless Emergency Telephone Safety Act and created new requirements for the state and 9-1-1 community alike. Most importantly, the bill called for the consolidation of Emergency Telephone System Boards (ETSBs), qualified governmental entities, and Public Safety Answering Points (PSAPs) by 50% and required consolidation plans submitted to the state by July 1, 2016. The bill required several substantive changes to the statewide 9-1-1 system that became effective January 1, 2016:

- The Office of the Statewide 9-1-1 Administrator has been created in the Department of State Police;
- The statewide 9-1-1 program jurisdiction has transferred from the Illinois Commerce Commission to the Department of State Police;
- The Governor has appointed Ms. Cynthia Barbera-Brelle, former Executive Director of the Northwest Central Dispatch System, as the Statewide 9-1-1 Administrator; and
- The 9-1-1 Services Advisory Board have transitioned to the Statewide 9-1-1 Advisory Board.

Several items still remain in progress that will have a major impact on the delivery of 9-1-1 services statewide. They include:

- Consolidation plans of ETSBs, qualified governmental entities, and PSAPs must be submitted to the state by July 1 2016, or a waiver must be submitted to the state within that timeframe;
 - 13 counties currently without Enhanced 9-1-1 service will be prioritized to obtain that service;
 - A plan will be established to implement Next Generation 9-1-1 service (NG911) throughout Illinois;
 - The surcharge will be equalized at \$0.87 per line for all telecommunications carriers and wireless carriers; and
 - The Statewide 9-1-1 Administrator will begin to establish grants for consolidation and NG911 expenses.
- The State Police have filed proposed administrative rules that outline their responsibilities and the requirements of communities to submit their consolidation plans. (http://www.cyberdriveillinois.com/departments/index/register/register_volume40_issue8.pdf)

County and regional consolidation plans must include:

- A detailed summary of the system's operation;
- A five year strategic plan for implementation of the consolidation, including financial projections;



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- A detailed listing of communities and agencies served, adjacent communities and agencies, and carriers within the service territory;
- Ordinances, contracts or intergovernmental agreements dissolving or creating the new entities; and
- Back-up PSAP Agreement, network diagrams and Outside Jurisdictional Boundary Agreements.

Waiver requests will only be granted based upon three criteria: a substantial threat to public safety, economically unreasonable, or technically infeasible. Economically unreasonable is defined as the cost of consolidation materially outweighs the benefit to the community and makes it illogical or impractical to consolidate. Technically infeasible means that consolidation is unworkable or unviable consistent with the technical standards established in the Administrative Rules.

According to the Statewide 9-1-1 Advisory Board, bargaining unit issues, lack of appropriate funding, desire by local agencies to keep control over their 9-1-1 dispatching instead of moving to a consolidated center and state control of resources have all been identified as obstacles to the consolidation in certain areas of the state. Looking around the state, several members of the IML Managers Committee have identified how they are proceeding with consolidation. The process has been smooth in some communities, contentious and political in others. Where established regional dispatch centers have been in place (Northwest Central Dispatch or Tri-Com), or where a countywide ETSB has been established (Decatur/Macon County, McHenry County, or Peoria County), the political turmoil has been minimal. Agreements have been reached quickly over which PSAPs to close. It seems that the major governance challenges have been dealt with decades earlier, when the ETSBs were originally established.

In regions where consolidation is being forced upon communities that do not have a history of partnering, the road has been rockier. Political issues and disputes over

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control have arisen, and these communities are working through them. In some instances, municipalities are working to form regional dispatch centers such as O'Fallon and Fairview Heights, and in others the county has stepped in to mediate a solution. Will County has decided to build a new dispatch center and donate it so that two regional centers and the Sheriff's dispatch center could merge. Some communities have made the decision to not be in the dispatch business. Recently, the Moline City Council was presented with a recommendation to not have a dispatch center. Other city managers expressed their desire not to provide dispatch services as well. In Lake County, the county board has established a consolidation task force to manage the process of consolidation.

Many managers expressed the concern over the costs associated with consolidation and the concern that funding could be withheld if consolidation does not occur. Some are looking at consolidation as an opportunity to generate revenues. Collective bargaining issues were raised by some managers. It will be interesting to see how the consolidation effort plays out over the course of 2016. The Statewide 9-1-1 Administrator and the Statewide 9-1-1 Advisory Board accepted grant proposals for consolidation grants to help defray costs associated with 9-1-1 system consolidation of systems outside a municipality with a population in excess of 500,000. The awarded grants will be used to offset non-recurring costs associated with the consolidation of 9-1-1 systems. The awards will be made later this year.

Finally, the Statewide 9-1-1 Advisory Board reported to their concerns over the state budget impasse to the General Assembly. Last year, Illinois missed out on the opportunity to apply for its share of \$112 million available in competitive grants for Next Generation 9-1-1. Local ETSBs were disqualified from applying for federal grants because the statewide 9-1-1 funds were swept. The Advisory Board made a recommendation to the General Assembly to add an item for legislative consideration to protect 9-1-1 funds against fund sweeps and to put 9-1-1 funds into a continuing appropriation status. Hopefully, this legislation will be passed by the General Assembly.



continued from page 7

Time issues require careful consideration that balances the degree of inquiry the local government requires to make a reasonable investigation and informed decision with the developer's interest in a prompt result. Communities can better control the length of zoning hearings and the time required to reach a decision by adopting rules of procedure. Such rules should aggressively protect the integrity of the proceeding in reliance on the governing body's significant interest in effectively conducting its business.

To ensure your procedural rules are accurately implemented to achieve the desired result, staff are advised to conduct training for zoning board and plan commission members. This is especially true for the chairperson of the administrative bodies who is charged with managing the conduct of the hearing and enforcing rules of procedure. A community with a reputation for having lengthy, uncontrolled public hearings will suffer by comparison when a developer is seeking locations to invest in new growth or redevelopment.

continued from page 9

A Board or commission that sets the tone at the top of the organization that waste, misappropriation, and misconduct will not be tolerated, and is trained in effective controls allowing it to effectively monitor an agency, reduces the risk of ruining their reputation and the perception of the agency. Protect the agency's reputation further by having an action plan in place when responding to those incidents that slip through the cracks.





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Scholarships Help First-Timers Attend Conference

As part of its ongoing commitment to attracting a wide and diverse group of people into the local government management profession, developing and mentoring early-to-mid-career professionals already in the field, and helping members working in smaller communities, ICMA is accepting applications to its 2016 Conference Assistance and Stene Academic Scholarship programs.

CONFERENCE ASSISTANCE SCHOLARSHIPS

ICMA's Conference Assistance Scholarships are divided into three categories:

1. The Young Professional Scholarship
2. The Workplace Diversity Scholarship
3. The Small Community Employee Scholarship

To be eligible for any of ICMA's Conference Assistance Scholarships, an applicant must:

- Be an ICMA member at the time of application.
- Be a first-time ICMA Annual Conference attendee (this requirement is not applicable to persons who attended a past conference as a student member).
- Be a full-time local government employee (no part-time interns).
- Submit a completed application form.
- Demonstrate, through an essay, an avid interest in a career in local government management.
- Submit two recommendation forms signed by local government managers or administrators who are familiar with your work.

Applications are due by May 31. Address questions to Felicia Littky at flittky@icma.org.

*Members in Transition: MITs are granted complimentary registration to the ICMA Annual Conference. There is a limited amount of funds available to provide travel stipends to MIT members. Contact Rosalyn Ceasar at rceasar@icma.org or 202/962-3544.

STENE ACADEMIC SCHOLARSHIP PROGRAM

Each year, ICMA selects a graduate school student as the recipient of its \$1,000 Edwin O. Stene Academic Scholarship, named in memory of Kansas University Professor Edwin O. Stene. ICMA also will provide the Stene scholarship recipient with complimentary registration to its 2016 annual conference. (Travel and housing expenses are not included in the Stene Scholarship stipend.)

To be eligible, a student must be enrolled by September 2015 as full-time graduate student specializing in local government at a college or university recognized by the National Association of Schools of Public Affairs and Public Administration. An applicant must have had little or no full-time experience in local government, internships excluded. Application requirements are on the ICMA website. Applications are due by May 31. Address questions to Felicia Littky at flittky@icma.org.

ILCMA Offers Scholarship to ICMA Conference

In order to encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce they will provide financial assistance to ILCMA members, who are also members of ICMA, wishing to attend their first ICMA conference. ICMA will waive conference registration fees to the annual conference for two ILCMA members. ILCMA will in turn match the dollar amount of those fees to help defray transportation and housing fees. This is an excellent opportunity, particularly for members from communities that do not have the resources to allow their staff to travel to national conferences.

To qualify, applicants must be a full (corporate/voting) member of ILCMA and be attending their first ICMA conference. If you are not an ICMA member, ICMA is offering a 50% 1st year's dues discount to state scholarship recipients. To apply send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up-to-date resume. Applications are due in the Secretariat office no later than June 7. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating they are entitled to a waiver of the conference registration fee.

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ILCMA AWARDS PROGRAM



NOMINATE A COLLEAGUE TODAY!
NOMINATIONS DUE BY APRIL 29, 2016

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 50th 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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Year 2016 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 29, 2016**. Send a pdf form of the nomination to: Dawn Peters at dpeters@niu.edu. Please put ILCMA Award Nomination in the subject line.

Name of Nominator _____

Signature of Nominator _____



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VILLA	\$339*	\$649*	2	2 BEDROOM (SLEEPS 6 MAX)

*Weekend rooms and villas are based on availability. [WCMA room block closes May 29, 2016](#). Rooms may become unavailable and rates will increase after block closes. Rates are based on a standard resort view room and do not include daily resort fee and taxes. Rooms are subject to availability and some restrictions may apply.

In the event of a cancellation or any amendment to your reservation, it is necessary to contact the resort by 4pm, 3 days prior to arrival to avoid one night's room charge. One-night room/package rate, plus resort pass fee and tax deposit is due upon reservation. The deposit will be charged to the credit card provided at booking.



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 <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.)

John Kolata	jdkolata@hotmail.com	309-525-2359
George Gray	write463@gmail.com	219-765-7014
Eric Tison	cubguy77@comcast.net	815-956-0156
Jim Snider	jwsiss12@yahoo.com	309-713-6788
Art Osten	artosten@sbcglobal.net	847-910-9057
Darin Girdler	dgirdler@gmail.com	618-971-8276
David Nord	dave3441@yahoo.com	815-520-9757
Kevin Baity	kevinbaity@gmail.com	618-713-8029
Cameron Davis	Cameron2004@me.com	847-890-3814

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Webinar Topic	Date, Time & Advance Registration Link
Thriving as a High Performance Organization	1:00 – 2:30 p.m. PT, Thursday, March 10 https://attendee.gotowebinar.com/register/2593695524621647105
Building Civic Leadership and Community	10:00 – 11:30 a.m. PT, Wednesday, April 13 https://attendee.gotowebinar.com/register/7654394604042805249
Ethics in Action	1:00 – 2:30 p.m. PT, Thursday, May 19 https://attendee.gotowebinar.com/register/5919256403761304321
Successful Supervision and Leadership	10:00 – 11:30 a.m. PT, Thursday, September 8 https://attendee.gotowebinar.com/register/5010705756474430721
Survival Skills for Managers	11:30 a.m. – 1:00 p.m. PT, Thursday, October 20 https://attendee.gotowebinar.com/register/4379082505805630977
Succession Planning and Knowledge Transfer	1:00 – 2:30 p.m. PT, Thursday, November 17 https://attendee.gotowebinar.com/register/3025118598595013889

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- **Career Compass newsletters** that address critical career issues.

Subscribe to the [free email list](#) for program updates. Note: requires an icma.org site login (complimentary).

For more information visit <http://icma.org/coaching> or contact Don Maruska, MBA, JD, Master Certified Coach
Director, ICMA Coaching Program, ICMACoaching@donmaruska.com

Downstate City/County Management Association Meeting April 28 & 29, 2016 Monmouth, Illinois

Thursday, April 28, 2016

Noon Lunch at Gibson Woods Golf Course, Monmouth IL

12:30 p.m. Golf Tee Time at Gibson Woods Golf Course
1321 N. 11th St Monmouth, Illinois

6:00 p.m. Reception & Dinner at Cerars Barnstormers
(Dinner not included in registration fee)
1201 W. Broadway, Monmouth IL 61462

Friday, April 29, 2016 - Monmouth Country Club

1451 E. 3rd Ave Monmouth, IL 61462

8:00 a.m. Breakfast at the Country Club

8:30 - 9:30 a.m. Jump-Starting Downtown Retail
Tweaking a grassroots business competition to focus on retail entrepreneurship and getting the whole community involved and excited.

Speaker: Paul Schuytema
Community Development Director
Monmouth, IL

9:30-9:45 a.m. Break

9:45-10:45 a.m. Community Retail Recruitment: Things to Consider

Speaker: Aaron Farmer
Senior Vice President
The Retail Coach, LLC.

10:45-11:00 a.m. Break

11:00 - Noon Developing and Recruiting Immigrant Retail to your Community

Speaker: Ying Sa
CEO of Community CPA and founder of IES - Immigrant Entrepreneurial Summit

Noon Lunch and Business Meeting

Downstate City/County Management Association

**April 28 & 29, 2016
Spring Meeting
Monmouth, IL**

Name: _____

Title: _____

Jurisdiction: _____

Address: _____

Phone: _____

E-mail: _____

Registration Fee: \$50 – Includes buffet breakfast & lunch on Friday. Please have registrations in by Friday, April 22, 2016.

Hotel Accommodations: AmericInn, 1 AmericInn Way, Monmouth, IL. Please call (309) 734-9958 by **April 7** to reserve your room! The rate is \$93 plus tax per night. The group name is under “Downstate City Managers.”

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at the Main Dining Room. 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 12:00 p.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 Monmouth, IL on April 28 & 29.

___ Yes, I will attend the social hour & dinner on Thursday evening at Barnstormers.

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

___ Yes, I will participate in the golf outing on Thursday, April 28 – please pay at the course.

Registration Deadline: Friday, April 22, 2016

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, April 22, 2016. 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.



Encourage Your Colleagues to Attend ICMA's 102nd Annual Conference

This year's ICMA Annual Conference, September 25–28, in Kansas City, Missouri, combines a cost-effective, high-quality professional development opportunity with networking, and information sharing—now when you need them most.

Located in the Heartland of the United States, the Greater Kansas City Region is a most appropriate location for ICMA's conference. Its central setting makes it not only easily accessible by interstates and highways, but it's also a quick flight from just about anywhere across the nation.

In the Greater Kansas City Region, the roots of council-manager government extend deep and are strong, gaining increased visibility in 1940 when L.P. Cookingham was hired by Kansas City, Missouri, city reformers and became known as the "dean of the nation's city managers."

Kansas City is known for its jazz music, historical sights, art museums, and BBQ. KC has more boulevards than any city except Paris and has been called "Paris of the Plains." Also known as the "City of Fountains" it is second to Rome for having the largest number of fountains in the world.

Host Region Discounts

ICMA members from the Midwest region (Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin) and Kansas who are attending their first annual conference are eligible to receive \$200 off the member conference registration fee. Non-members in these states who join ICMA can receive the \$200 registration discount PLUS half-price ICMA membership for a year.

State-Based Conference Scholarship Program

ICMA will provide complimentary conference registrations to state associations that substantially underwrite the cost of conference travel and housing expenses for one or more of their state association members. Scholarship recipients must be (or become) an ICMA member,

During 2014, Kansas City received outstanding mentions in these national lists and articles:

- In *Travel + Leisure* magazine's annual survey of "America's Favorite Cities," Kansas City placed third.
- *The Huffington Post* cited Kansas City in a list of "7 Off-the-Grid Travel Destinations Definitely Worth a Visit."
- A *New York Times* report, "Millennials Going to Kansas City, to Live and Work," cites the influence of the streetcar starter line in attracting hundreds of millions of dollars of new residential and retail projects downtown.
- Kansas City ranked among the top 10 U.S. cities for volunteering efforts in a report called "Volunteering and Civic Life in America."
- Last year, KC was voted one of the most future-ready cities most poised to grow and thrive in the future based on findings at the 2015 Strategic Innovation Summit, "Enabling Economies for the Future," hosted by Harvard University and sponsored by Dell.

[Kansas City](#) is considered a top family destination that boasts an abundance of free or affordable attractions for adults as well as children. Kansas City is friendly, fun loving, spirited, and casual. It's cultural, without being pretentious—a colorful and vibrant city with a heavy dose of Midwestern hospitality. Even if you've never been there before, you'll feel right at home.

The conference program is sure to satisfy your need for the latest information on local government management and leadership and will include top-quality keynote speakers; educational sessions with interactive room sets and presentation styles; inspirational afternoon featured speakers; a "learning lounge," with short presentations on focused topics in an intimate setting; an "experts bar" for one-on-one advice on social media, digital devices, and resumes; and more.

must be attending their first ICMA conference, and must book a reservation at one of the official conference hotels.

Encourage your state association to establish a state-based ICMA Annual Conference Scholarships this year!

Important Dates

JUNE 2 at 12:00 Noon, EDT
Online Registration and
Housing Bureau Open!

JULY 14: Cutoff for the most affordable, early-bird registration rates.

Post a conference badge



[Get your badge here.](#)

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[We're on Instagram too!](#)



April Luncheon

Strategic Planning for Sustainable Communities

Lyle Sumek Associates, Inc. has helped cities and counties to be successful and sustainable by producing and implementing strategic planning in their communities by creating effective governance practices, organization effectiveness, team building, budgeting and service prioritization. The cities and counties have sustainable communities through having a vision and mission created using prioritized goals and outcomes with measures to judge the successes of the communities.

Speaker: **Lyle J. Sumek**, President/Owner of Lyle Sumek Associates, Palm Coast, FL. Dr. Sumek has been consulting for over 35 years with local governments to create sustainable communities with effective leadership.

Date: Thursday, April 21, 2016

Time: 11:30 AM networking
12:00 PM 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:
The topic is: ***"Eat, Drink and Be Merry...If Permitted by Code"***
Members in Transition – please e-mail or call Alex below to register ****ILCMA members – invite an MIT to lunch today!!**

RSVP: **By April 15, 2016**
Online Registration (**no credit card required**): <https://www.ilcma.org/?p=3591>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

Cancellations must be made by April 15, 2016.
Any cancellations after that date will require full payment for the luncheon

**Metro Managers Association
Annual Golf Outing
Thursday, May 19, 2016**

Village Links Golf Club
485 Winchell Way
Glen Ellyn, IL 60137
630.469.8180



11:00AM Shotgun Start (Lunch on the course during play - Hot Dog or Brat, Chips and Drink)

4:00PM Golf contest winners, raffle prizes, appetizers and 19th hole refreshments

Cost \$65.00 per person (make checks payable to **Metro Managers) by May 5th.**

Please Print:

Name: _____

Company: _____

Phone: _____

Email: _____@_____

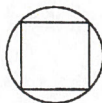
Others in foursome:

_____	_____	_____	_____
Name	Company	Phone	Email

_____	_____	_____	_____
Name	Company	Phone	Email

_____	_____	_____	_____
Name	Company	Phone	Email

***Metro
Managers***



Please send completed form and payment by **May 5th** to: checks payable to **Metro Managers**)

Scott Niehaus
Village of Lombard
255 E. Wilson
Lombard, IL 60148
niehauss@villageoflombard.org



The ILCMA Professional Development Committee Presents

Eat, Drink and Be Merry... If Permitted by Code

From trendy food trucks, to vibrant outdoor dining scenes, to hyper-local craft breweries, today's new food and beverage businesses have been adapting to a difficult post-recession economy and cropping up quickly across the state - are your municipal code and economic development processes ready?

These new and innovative businesses are racing to the market, and the new types of businesses don't always fit into classic municipal codes and permit categories. Municipal codes are major statements of economic development policy, but many haven't been updated in decades. How can communities refresh their municipal codes and processes so aspiring businesses don't move on to other communities? Which sections of the code need to be calibrated to seamlessly bring in these new businesses?

Join the ILCMA Professional Development Committee to get tips from three communities that successfully revamped their codes and business processes to create a climate that attracts new and innovative businesses.

Slated panelists include: **Dorothy David**, *Champaign City Manager*; **Chris Setti**, *Peoria Assistant City Manager*; **Michelle Masoncup**, *Evanston Deputy City Attorney*; and **Paul Zalmezak**, *Evanston Senior Economic Development Coordinator*.

Date:	Thursday, April 21, 2016	
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	Addresses ICMA Credentialing Practice Area 3 Functional and Operational Expertise and Planning
Cost:	\$35 for Professional Development Only	
	\$55 if also attending the Metro Manager Luncheon (\$5 discount)	
	Metro Luncheon Topic: Strategic Planning	
	Members in Transition – please e-mail or call Alex below to register	
RSVP: By April 15	Online Registration (no credit card required): https://www.ilcma.org/?p=3591	
	Phone in Registration 815-753-5424	
	Email registration to Alex Galindo at agalindo@niu.edu	

Cancellations must be made by April 15, 2016.

Any cancellations after that date or no shows will require full payment.

Payment not received by event date will be invoiced with a \$5 invoicing fee.



Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

5th Annual Women's Legacy Conference

Taking the Lead!

May 20, 2016

NIU Naperville Campus*

Register at <http://tinyurl.com/legacyconference2016>

REGISTRATION

*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

C *onference at a Glance...*

- 8:00 AM Registration & Continental Breakfast
- 8:30 AM Engaging Local Government Leaders
Social Media Session
- 9:00 AM Opening Key Note by Pat Martel
Leading Confidently into the Unknown
- 10:30 AM Choice of Breakout Sessions
- ♦ Tips to Build Your Own Professional Path/Experience with Confidence
 - ♦ Understanding & Overcoming Career Traps for Women
 - ♦ Organizational Health—A Woman Leader's Competitive Advantage
- 11:45 AM Lunch, Awards, & Business Meeting
- 1:00 PM Taking Care of Business during a Crisis by
Anne Marrin along with Yvette Heintzelman
- 2:30 PM Closing Keynote by **Katy Simon Holland: *Top Ten Leadership Secrets of Women Leaders***

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



Register at <http://tinyurl.com/legacyconference2016>



Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

2nd Quarter Luncheons
Brown Bag (bring your own)

April 13, 2016
Geneva Fire Station
200 East Side Drive
Geneva, IL (enter from the back)
[RSVP for this event](#)

May 4, 2016
Arlington Heights Village Hall
33 S. Arlington Heights Road
[RSVP for this event](#)

June 1, 2016
Woodridge Village Hall
5 Plaza Drive, Woodridge
[RSVP for this event](#)

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

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



LinkedIn for Your Career

Networking is imperative in your career to leverage knowledge, gain contacts, improve your work and move ahead. Use of LinkedIn is useful to achieve those goals. Our discussion will focus on the use of LinkedIn for your professional career enhancement. We will also discuss the use of LinkedIn in recruiting new employees for your organization. Join your colleagues for a guided discussion.

Bring your lunch and be inspired to "get around to" joining or improving your professional networking presence online.

Please bring your ideas, stories and experience.

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

www.legacyprojectnow.org



IAMMA May Luncheon

Wednesday, May 11, 2016

Location:

Westwood Tavern (1385 N Meacham Rd, Schaumburg, IL 60173)

Time:

Networking/Check-in 11:30a.m.

Lunch: 12:00 P.M.

Cost: \$25.00 for IAMMA

Members \$30.00 for Non-IAMMA

Members

Please RSVP for luncheon by the Friday Prior to the Event

[RSVP Here](#)

Topic: Innovation in Local Government

Join us for a discussion on the topic of innovation in Local Government. Hear from other professionals about current trends, tips, and innovations that are being implemented in other communities to improve service deliveries and decrease costs.

Job Mart

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

Village of Lake Zurich, Community Development Director

The Village of Lake Zurich has an immediate need for qualified candidates for the position of Community Development Director. The Community Development Director plans, directs, manages and oversees the activities and operation of the Community Development Department, including land use, long and short range planning, building codes, permit issuance, inspections, environmental review, and economic development. The hiring range for this position is between \$86,393 and \$110,000 annually, plus a comprehensive benefits package.

This position requires a bachelor's or master's degree in urban planning, public administration or a related field and ten+ years of progressively responsible planning experience, including a minimum of two years of supervisory experience. Preference may be given to applicants with prior department director experience, AICP certification, and/or other relevant qualifications above the minimum. Candidates should have experience in areas of residential and commercial construction and redevelopment, code administration and compliance, including, but not limited to, plan review, permit issuance, building, plumbing and mechanical inspections and data management.

Candidates should apply with resume, cover letter, and contact information for three professional references to: Division of Human Resources, Village of Lake Zurich, 70 E. Main St., Lake Zurich, IL 60047, or e-mail hr@lakezurich.org. Position open until filled.

City of Warrenville, Assistant City Administrator

The City of Warrenville is a dynamic municipal organization seeking a highly motivated person looking to make a difference. This is a highly responsible and professional management position, which provides support to the City Administrator, senior staff, and City Council in various complex administrative tasks. This position is responsible for all human resources and labor relations functions including recruitment, CBA negotiations, employee investigations, benefits, and fitness for duty. It oversees risk management, including liability claims, litigation, loss control, and safety. The candidate will be the staff liaison to the Tourism and Arts Commission and manage the Hotel/Motel Grant process. Budget responsibilities include the Administration Department, City Council, Legal, Hotel/Motel Tax Fund, and IT budgets. The position oversees all IT functions, including budgeting/planning,

asset management, maintenance and repair, webpage, and software upgrades. It is also responsible for special projects such as strategic planning, citizen engagement, or project management. The Assistant City Administrator acts as the City Administrator in his absence.

Requirements include a Bachelor Degree (MPA preferred) in Public or Business Administration, or a related field, and five years of progressively responsible municipal experience. Considerable knowledge of municipal government, labor relations, risk management, and human resource administration. Ability to plan for new technologies, both hardware and software, to meet a variety of departmental needs. Strong communication skills, both written and oral. Advanced ability to apply interpersonal skills to resolve complex or volatile problems. Ability to establish and maintain effective working relationships with employees, elected officials, the public, and other agencies.

Salary range: \$89,360 – \$111,185 annually. This is a full-time, exempt position with benefits, including health and life insurance, pension, and benefit time. Interested applicants should submit a cover letter and resume by April 8, 2016 to: City of Warrenville, Attention: Executive Assistant, 28W701 Stafford Place, Warrenville, IL 60555, Fax: (630) 393-6948 • amorgan@warrenville.il.us.

Village of Maywood, Human Resources Coordinator

The Village of Maywood is seeking a Human Resources Coordinator. This is a professional position which seeks a candidate to manage human resources, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits and long term staffing strategies. Responsibilities include development and participation in the administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health and morale.

The candidate is required to have a Bachelor's degree and five years of experience in human resources. The salary is \$70,000.



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

The Village of Maywood will accept applications and resumes for Human Resources Coordinator position until April 5, 2016. Visit the Village of Maywood Website under Reference Desk in order to find the Employment Application Form and Job Description.

Please send Resumes and Application Form to:
Willie Norfleet, Jr.
Village Manager
Village of Maywood
40 Madison Street
Maywood Illinois, 60153

Lake County, Deputy Finance Director

Lake County, IL (pop. 703,462) located in northeastern Illinois along the shore of Lake Michigan, 30 miles north of Chicago, seeks progressive local government finance executives with proven leadership skills as candidates for the next Deputy Finance Director. Lake County residents enjoy a tremendous quality of life that provides just the right balance between work and play – from beautiful recreational areas and waterways, outstanding forest preserves, to superb shopping experiences, and other entertainment venues, to top notch schools, and global industry that help make its economy strong. Lake County promises the comforts of the suburbs with the pleasure of the city. To learn more about what makes Lake County special, visit www.LakeCountyLife.org.

Lake County is a large, complex organization consisting of more than 30 departments and divisions that provide services including law enforcement, water and sewerage treatment, public health, criminal justice, transportation, public works, land use planning, building inspections, and emergency management. The county has 2,800 employees, a \$500 million budget and is governed by a 23 member elected Board. Lake County maintains AAA ratings from Moodys and Standard and Poors and annually receives GFOA recognition for the Budget and the Audit. Reporting to the Finance Director/CFO, and managing other financial professionals, the Deputy Finance Director supervises and performs various financial functions, most significantly preparation of the annual audit and operating budget. The Deputy Finance Director also plans, organizes, develops and coordinates the County's overall financial plans and policies, and performance measures. The position is also responsible for supervision of accounts payable and accounts receivable and the general accounting function to ensure accuracy of the financial data.

Minimum requirements include a bachelor's degree in finance, accounting, business, public administration, or related field, with an MPA/MBA or CPA highly desired. Position further requires ten years experience of which eight years is progressively responsible experience in government budget, finance and accounting activities. Candidates must also have excellent communication skills with the ability to work collaboratively and effectively with professional staff throughout the county organization. Starting salary range is \$125,000-\$135,000 depending on qualifications and experience. Send resume, cover letter, and contact information for five professional references at once but not later than April 15 to www.govhrusa.com/current-positions/recruitment to the attention of Paul Harlow, Vice President GovHR USA, LLC, 630 Dundee Road #130, Northbrook, IL 60062 Tel: 847-380-3240.

City of Geneva, Assistant City Administrator/ Director of Administrative Services

The City of Geneva is currently accepting applications for the position of Assistant City Administrator/Director of Administrative Services. The Assistant City Administrator/Director of Administrative Services reports to the City Administrator. This position serves as the Acting City Administrator in the absence of the City Administrator and manages and supervises the Administrative Services Department. Essential job functions include serving as project manager for a variety of special and capital projects either on a short term or long term basis; serving as chief negotiator for the City in regards to collective bargaining agreements; working with the Finance Manager and assisting the City Administrator with the development of the annual budget and related documents. The position also acts as the Risk Manager for the City, serves as liaison to the Strategic Planning Commission (SPAC), and assists the City Administrator with Strategic Planning, City Goal Development and other related duties as assigned.

The successful applicant will possess a master's degree from an accredited college or university in Public Administration, or a related field; and five to seven years progressively responsible related experience including supervisory experience; or, any combination of education,



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

training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Knowledge of human resources and personnel practices and policies, employment and labor law, contract negotiations, risk management and a strong finance background is required. Familiarity with the New World Enterprise System is desired. Residency is not required. The current salary range for this position is \$93,225 to \$132,688 with a hiring range of \$93,225 to \$110,000 depending on qualifications plus a comprehensive benefit package.

Interested candidates should forward a cover letter, resume, including salary history, a completed job application, and three professional references to Lisa Jepson, Human Resources Manager, City of Geneva, 22 S First Street, Geneva, IL 60134 or via e mail to ljepson@geneva.il.us, by April 6, 2016 at 4:30 p.m. Applications are available on the City's website - www.geneva.il.us under "employment." Resumes will not be accepted without a completed application.

The City of Geneva is an Equal Opportunity Employer

Chicago Heights Development Corporation, Executive Director

The Chicago Heights Development Corporation, a newly created non-profit economic development corporation in the metro Chicago area, is seeking a difference maker to lead the day to day operations of the organization. An equal amount of the organizational time will be devoted to business attraction and business retention. The successful candidate will establish the full business operations which include industrial development, urban infill real estate development for retail, mixed-use, administration and budgeting of tax increment finance districts; aggressive business recruitment; deal making; business retention/expansion; and general marketing.

Idealcandidatewillhaveeconomicdevelopmentexperience in the metro Chicago area, be extremely energetic, analytical, high level of initiative, excellent interpersonal skills with a track record of success. Bachelor's degree in a related area (master's preferred) and 5 to 7 years of progressively increased experience in economic development, real estate development, public finance, or advisory services. At least three years of management experience and prefer candidates with experience deal making, business development, government affairs and working in step with a Board of Directors. E-mail resume, references and salary history to AWG & Associates to awg.griffin@gmail.com. Initial screening of applicants

will begin on April 4, 2016. Community profile and job descriptions can be at: https://www.dropbox.com/sh/d3lt634x7issrwq/AAD8_3zHM2TV_KQx8hQxjZMna?dl=0

Village of Winnetka, Accounting Manager

The Village of Winnetka is seeking an Accounting Manager, a new position in the Finance Department. This position will have a key role in administering the day-to-day operations of the Finance Department. The Accounting Manager will oversee the accounting, accounts payable, and payroll functions, as well as assist in the Village's procurement function. Applying the principles of accounting, this position analyzes critical financial information and prepares financial statements and reports in an accurate and timely manner. The Accounting Manager is primarily responsible for maintenance of the general ledger and preparation of the annual audit, engaging in detailed financial analysis, financial reporting, and integration of financial software with Village-wide functions. Winnetka seeks a highly motivated individual with municipal and supervisory experience to step into this new role.

Desired Minimum Qualifications:

- Bachelor's degree from an accredited college or university in accounting, business administration, or related area with a concentration in accounting.
- 5 years progressively responsible governmental accounting experience.
- 2 years supervisory experience, especially in a municipal environment.
- Certified Public Accountant (CPA) is desirable.

Other Requirements:

- Excellent written and oral communication skills.
- Ability to provide excellent customer service and work effectively with internal and external customers.
- Knowledge of governmental accounting, pertinent regulations and laws, and best practices.
- Possess intermediate and advanced math skills; understand relationships in data sets.
- Good organizational and prioritization skills.
- Ability to formulate policies and procedures.
- Possess high level of personal and professional ethics; ability to exercise good, independent judgment.
- Valid driver's license and safe driving skills.

The weekly work schedule is normally 37.5 hours in duration, Monday through Friday, 8:30 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

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

This is an exempt position. Salary range: \$70,000 to \$107,679 (DOQ), plus excellent benefits.

Candidates should apply with application, resume, and cover letter. Position is open until filled with first review of candidates April 11, 2016. Applications are available on the Job Opportunities page at www.villageofwinnetka.org. Submit direct inquiries to:

Megan Fulara, Human Resources
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Email: mfulara@winnetka.org
Phone: 847-716-3545
EOE

City of Elmhurst, Assistant Director Finance

Under general direction, assists Finance Director in the administration of the City's financial systems, fiscal operations and functions; provides expert accounting and financial assistance to City management staff. Oversees and manages department functions and staff. Develops financial policies and procedures to include, revenue, economic incentives, debt, purchasing and investment policies and internal audit control procedures.

The City of Elmhurst has been recognized and awarded for exemplary financial performance. The City of Elmhurst AAA bond rating was affirmed in 2013 and the Government Finance Officers Association Award (GFOA) in Financial reporting has been awarded for the 26th consecutive audit report. Elmhurst also received the Government's Distinguished Budget Award for the 10th consecutive budget.

Assists with the management and coordination of fiscal services of the City to include: budget process, cash management, accounts payable, payroll, utility billing, parking system administration, annual audit, debt-management and general administrative services. Prepares and reviews financial documents to include, monthly and quarterly financial reports, annual financial audit, annual two-year operating budget and five-year capital budget.

Selects staff and provides for their training and professional development; interprets City policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.

Confers with members of other departments regarding

departmental or City-wide financial and administrative requirements and solutions; facilitates the resolution of problems and the development of coordinated policies. Requires a pleasant, well-organized, self-motivated individual who is hard working, detail and deadline oriented, and is professional in appearance and conduct. Position also requires skill in communicating effectively, both verbally and in writing, and the ability to work well with others in a team oriented environment to accomplish certain tasks and projects.

Minimum of five years government finance experience that includes: experience in fiscal operations; GASB rules and recommended policies and procedures; federal, state and local laws including regulatory codes applicable to municipal finance; and financial reporting or an equivalent combination of education, training and experience as determined by Human Resources.

Minimum of five years supervisory experience
Bachelor's Degree in finance, accounting or a field related to the work is required.

Master's Degree preferred

A CPA or CPFO certification is highly desirable

An ideal candidate will have experience with payroll, utility billing, cash management, internal controls, Microsoft Office applications and municipal ERP software.

Salary: DOQ plus excellent benefits package

URL LINK:

<http://cityofelmhurst.peopleadmin.com/postings/1390>

HOW TO APPLY

Applicants must apply online through the City of Elmhurst website. www.elmhurst.org

or url link: <http://cityofelmhurst.peopleadmin.com/postings/1390>

City of Wood Dale, Community Development Department, Planner

The City of Wood Dale (population 13,770) is seeking a full-time Planner. This is a highly skilled, visible and responsible position within the Community Development Department. This position involves a broad range of responsibilities, with an emphasis on planning duties related to zoning, current planning, site plan review, development review, economic development, code enforcement and GIS.

The Planner is required to attend various evening meetings that involve planning related projects. The successful candidate must possess strong customer service and excellent communications skills and be attentive to strict deadlines.

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

A Bachelor's degree in urban planning or closely related field is required. One to three years of progressively responsible planning experience in the planning field is required. AICP Certification is preferred. A Master's Degree may be substituted for one year of planning experience. This position reports directly to the Assistant Community Development Director.

The starting salary for this position is \$50,000 DOQ plus excellent benefits. Applications are available on the City website and at City Hall. Position is open until filled. Please note: This position will not begin until after May 1, 2016 as it is budgeted for the 2016/2017 Fiscal Year.

Qualified candidates should send their resume, cover letter, salary history and City Employment Application:

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

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

The City of Wood Dale is an Equal Opportunity Employer

City of Webster City, IA, City Manager

City Manager, Webster City, IA (pop. 8,070), salary range is \$92,000 - \$108,000. Located in north central Iowa, known as Boone River Country it is characterized by a strong industrial component, viable downtown, superior school system and extensive park and recreation amenities. Full-service county seat community with electric, water and wastewater utilities, recreation center, airport, and cemetery. Position reports to a five-member City Council. Responsible for full-time staff of 65 and total budget of \$28 million for FY 16-17. Specific experience in finance/budgeting, electric utility, personnel activities, economic development, and community partnerships. Bachelor's Degree (preferably an M. A.) or equivalent experience in public or business administration or related field, plus a minimum of three years experience in a responsible municipal management position, preferably with an electric utility. A position profile, full job description and additional information available on our website at www.webstercity.com. Please send resume by 5/2/16.



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Executive Director/Editor
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dpeters@niu.edu

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ICMA Senior Advisors in Illinois

Ready to serve you in times of need.
Contact information for Senior Advisors:

Greg Bielawski
630-462-1876
g_bielawski@hotmail.com

Steven Carter
217-359-1338
stevenccarter@sbcglobal.net

John Phillips
309-428-5495
phillipsjohn99@gmail.com

Robin Weaver
630-835-6417
rweaver3333@gmail.com

The Communication Tool for ILCMA & IAMMA



Have you joined the ILCMA and IAMMA web portal for knowledge and information sharing. This system will allow ILCMA & IAMMA members to ask questions as you did in the past using the IAMMA listserv. ILGNET provides the following features:

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

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