

**THE ILCMA  
BOARD AGENDA  
Thursday, May 26, 2016 @ 9:30 a.m.  
Call in Number: 815-753-0018**

**I. CALL TO ORDER**

**II. CONSENT AGENDA**

- A. Approval of the Minutes of February 3, 2016**
- B. Approval of Treasurer's Report**

Pages 4-7  
Pages 8-19

**Recommended Action: Approve the Consent Agenda as presented**

**III. OLD BUSINESS**

**A. ICMA Strategic Plan Update – Alison Deitch**

**B. ICMA Coaching Program Agreement – Mike Baker**

Pages 20-23

- 1. Senior representative
- 2. Emerging leader representative
- 3. Three year payment at 5% discount – savings of \$250

**IV. REPORTS OF OFFICERS**

**A. Comments by President – Kelly Amidei**

- 1. Strategic Plan Update
  - a. Board Strategic Issues
    - i. 3-5 member task force to look at structure of committees
    - ii. Long term plan for secretariat services
  - Meet with CGS Director
- 2. Executive Director/Secretariat Evaluation
- 3. ILCMA/NIU CGS Contract
  - a. Merit increase language
  - b. Travel reimbursed on bi-annual basis

Pages 24-27

Pages 28-38

Pages 39-42

**B. Comments by President-Elect – Mike Baker**

**C. Comments by Vice-President – Barry Burton**

**C. Comments by Secretary/Treasurer – Mike Cassady**

- 1. Budget Amendments
  - a. Revenues
    - i. Sponsorship
    - ii. Job Ads
    - iii. IAMMA
  - b. Expenses
    - i. Contract
    - ii. Merit
    - iii. Travel
    - iv. Metro Credit Card charges

Pages 43-45

**E. Comments by Past President – Joe Breinig**

**V. MIDWEST REGION VP REPORT – Lon Pluckhahn**

**VI. COMMITTEE REPORTS**

**A. Professional Development & Education Committee – Dorothy David**

1. Report Pages 46-47

**B. Nominating Committee – Joe Breinig**

**C. Scholarship & Awards Committee – Kelly Amidei**

**D. Conference Committee**

1. Winter Conference Report – Barry Burton  
     a. Financial Report Page 48  
 2. Summer Conference Report – Mike Baker

**E. Professional Conduct Committee – Cameron Davis**

**F. IML Managers Committee – Mark Peterson**

1. Committee Report  
 2. Two Metro Region Vacancies Pages 49-51

**G. Membership Services – Jason Bielawski**

1. Committee Report Pages 52-54  
 2. ILGNet – alternative provider Weblinx

**H. Promote the Profession Committee – Andri Peterson**

1. Committee Report Pages 55-58  
 2. Feedback on External Communication Policy Pages 59-74  
     i. Additional social media policy language to External Communication plan Pages 75-77  
 3. Article “Case for Hiring Professional Administrator” Pages 78-79  
 4. Three Year Next Gen Plan – IAMMA Page 80  
 5. Management Matters Page 81-82  
 6. Criteria Page 83  
 7. Talking Points Page 84-86

**VII. EXECUTIVE DIRECTOR’S REPORT**

**A. Membership Update Page 87**

**B. Corporate Partner Program Update Pages 88-90**

**C. MIT List Pages 91-92**

**D. Retirements:** Bill McGrath, Batavia, Aug. 1  
                       Mary McKittick, Geneva, June 6

**E. Summer Conference – future at Eagle Ridge Pages 93**

**F. ICMA Conference – bus? Additional scholarships? IA has challenged other Midwest states to offer scholarships to first time attendees. ILCMA currently offers 2. IA is offering 27.**

**G. Alliance for Innovation/ILCMA Affiliate Agreement**

Pages 94-96

**VIII. AFFILIATE REPORTS**

**A. Downstate – Ben McCready**

**B. IAMMA – Jack Knight**

**C. Metro – Maria Lasday**

1. 2016-17 Metro Board representative – alternate will be Metro Vice President Jim Grabowski due to Mike Cassady being Vice President of ILCMA

**H. IACA – Ken Terrinoni**

**I. SWICMA – James Morani**

**J. Legacy Project – Nancy Hill**

**IX. SENIOR ADVISOR REPORT John Phillips**

- A.** Quarterly Senior Advisor reports have been received & filed  
**B.** Bob Kuntz Approval as Southern IL representative

Pages 97-103

**X. MIDWEST REGIONAL DIRECTOR – David Limardi**

- a.** Membership Strategy  
**b.** ICMA Report

**XI. ADDITIONAL ITEMS FOR BOARD DISCUSSION**

**NEXT MEETING DATE**

**July 21, 22 or 29 – Board and Committee Orientation/Strategic Planning**

**2016-17 Board Meeting Schedule:**

**August 25, 2016 at 9:30 a.m. at Downers Grove Public Works**

**Nov. 10, 2017 – Harry Caray's and Corporate Partner Appreciation Lunch**

**Feb. 8, 2017 – Pere Marquette in Peoria**

**May 19, 2017 – 9:30 a.m. at Downers Grove Public Works**

**ADJOURNMENT**

**THE ILCMA  
BOARD Minutes  
Wednesday, February 3, 2016 @ 4:00 p.m.  
Call in Number: NONE**

Kelly Amidei  
Mike Baker  
Joe Breinig  
Barry Burton  
Mike Cassady  
Nancy Hill  
Drew Irvin  
Randy Bukas  
Maria Lasday  
Ken Terrinoni  
Scott Smith

Ray Rummel  
Ben McCready  
OTHERS:  
Mark Peterson  
Moses Amidei  
Greb Bielawski  
John Phillips  
Robin Weaver  
Steve Carter  
Dawn Peters  
Cory Plasch

**I. CALL TO ORDER**

**II. CONSENT AGENDA**

- A. Approval of the Minutes of November 12, 2015
- B. Approval of Treasurer's Report

***Recommended Action: A motion to approve the Consent Agenda as presented was made by Drew Irvin and seconded by Ray Rummel. Motions approved.***

**III. REPORTS OF OFFICERS**

**A. Comments by President – Kelly Amidei**

- 1. Strategic Plan Update
  - a. Board Strategic Issues
    - i. Will work on formation 3-5 member task force to look at structure of committees – Past presidents will review – Dawn send an email and see if anyone self-volunteers.
    - ii. Long term plan for secretariat services  
A meeting will be scheduled with the CGS Director. ILCMA needs to establish more of a direct contact with the Center; need to be a partner and brought along as this evolves; need to develop a Plan B given the state of the state of IL budget process. Representatives from ILCMA will be the officers of the board. Dawn will coordinate a meeting between Anne Kaplan, Diana Robinson and the officers. It is not appropriate for Dawn to be working on a Plan B. We need a team to brainstorm short-term and long-term solutions.
- 2. ICMA Discussion – a summary of responses was presented and will be used by Kelly at the Midwest Summit in March.  
Kelly will be at the Summit in WI and representing ILCMA during the VP interviews. Jenny Maltas is interviewing for the non-CAO position.

- B. **Comments by President-Elect – Mike Baker** – Mike reached out to Jenny to assist her in the interview process; she is interested. Mike will reach out to former VPs to see if they would like to also participate.

**C. Comments by Vice-President – Barry Burton**

**C. Comments by Secretary/Treasurer – Mike Cassady**

- a. **Budget** – Ray Rummel made a motion to approve the budget with the amendment to add a \$10,000 travel line and remove \$10,000 from the CGS contract; seconded by Mike Cassady. Kelly asked if the Board would be willing to move up the May meeting until April. Motion withdrawn. Drew thinks we can always amend it. Motion reinstated. Motion approved.

Drew talked to Cam about the corporate partner program in an ad hoc manner. It is a large source of revenue and he would like to create a set of standards.

**E. Comments by Past President – Joe Breinig****IV. MIDWEST REGION VP REPORT – Lon Pluckhahn – cannot attend****V. COMMITTEE REPORTS****A. Professional Development & Education Committee – Dorothy David**

1. Report – Dawn reported that she tried a new technology for delivering sessions to Downstate members. It was successful and will be explored further for 2016-17.

**B. Nominating Committee – Joe Breinig** – A call for nominations went out in the Feb. newsletter with a March 1 deadline. Joe encouraged board members to consider moving up to an officer position.**C. Scholarship & Awards Committee – Kelly Amidei** – Kelly will call a meeting to go over current awards.**D. Conference Committee**

1. Winter Conference Report – Barry Burton – Barry encouraged the board to attend the first time attendee meet and greet at 6:30 p.m. There are 272 attendees registered for the conference.
2. Summer Conference Report – Mike Baker – There was a conference call last week and made progress on volunteer assignments and sessions.

**E. Professional Conduct Committee – Cameron Davis****F. IML Managers Committee – Mark Peterson**

1. Committee Report – No report as there is not much activity. In the membership survey there were questions about the IML Managers committee, there were open ended comments and suggestions for the IML legislative agenda. A few comments were not positive about the League; Brad Cole was taken aback by the comments. We will try to do our best to educate the ILCMA members about the league and progress being made. IML may want to provide an article about the steps taken to professionalize the IML.

**G. Membership Services – Moses Amidei**

1. Committee Report
  - a. MIT Definition Approval – change #2 ‘The member in good standing has resigned his/her position either voluntarily or involuntarily.’ To ‘The member in good standing has separated from his/her employment either voluntarily or involuntarily.’ Ray Rummel made a motion to approve the MIT definition as amended; Joe Breinig seconded.
  - b. ILCMA Membership Survey – Membership in ILCMA is seen as exceptional value as compared to ICMA; high membership dues in ICMA

was discussed; the theme of continuing demands placed on ILCMA members professionally is stressful on members. The listserv is not being utilized as much as it used to be. The committee will review alternatives to the current platform. The renewal period is over. Membership is at 748. The Committee reached out to those who had not renewed. There will be an effort to target non-state association and non-ICMA members to attend summer conference and a special session on the value of associations. ICMA has launched a coaching program; there is duplication with the current ILCMA mentorship program. The ICMA program is new and still being rolled out. ILCMA will re-evaluate the mentorship program in light of the new ICMA coaching program.

Drew Irvin would like to have a trend analysis from previous surveys. Dawn will prepare this for the May meeting.

**H. Promote the Profession Committee – Andri Peterson**

1. Committee Report - Will report in May

**VI. EXECUTIVE DIRECTOR'S REPORT**

**A. Membership Update**

**B. Corporate Partner Program Update**

1. Corporate Partner Non-Renewals

**C. MIT List – Drew Irvin will contact Darrin Girdler; Mike Cassady will contact Erin Willrett**

**D. Retirements:** Deb Busey, Champaign County, March 30 – Steve Carter will represent ILCMA  
Don Rose, Wheaton, April 30 – Mike Baker and Joe Breinig will represent ILCMA

**E. Copyright of Logo/Seal/Name – Ken T. – DONE**

**F. Alliance for Innovation Partnership – The event will be placed on the ILCMA calendar.**

**G. ICMA State Affiliation Agreement – DRAFT - Dawn provided Dave feedback about the absence of reference to the credentialing program, MIT program and senior advisor program.**

**H. NIU MPA Certificate Program – future policy – Do we put links on the ILCMA website as to what is available for continuing education versus placing individual ads? This may be a better alternative versus an ad in the ILCMA newsletter. Most ILCMA members already have an MPA or advanced degree. Some don't see the value of placing it on the website or in the newsletter. Treat this program the same as ILCMA corporate partner.**

**I. IL Chiefs of Police Assoc. 75<sup>th</sup> Year Recognition - A resolution will be created for the IL Chiefs of Police.**

**J. Audit Report – Mike Cassady moved to accept the audit; seconded by Drew Irvin. Motion approved.**

**VII. AFFILIATE REPORTS**

- A. Downstate – Ben McCready** – the next meeting will be in Monmouth the end of April.
- B. IAMMA – Jack Knight**
- C. Metro – Maria Lasday** – The March speaker will be Anne Marrin; strategic planning is the topic for April. Nominations are being sought for 2016-17 board.
- D. IACA – Ken Terrinoni** – IACA met today; number one discussion was state budget and collateral damage to counties. Next meeting will be in August.
- E. SWICMA – James Morani**
- F. Legacy Project – Nancy Hill** – The Legacy project is in the nominating committee process as well; they had a half day seminar about negotiating skills that was well attended; the brown bag lunches have started again; there was a luncheon in Normal in conjunction with the conference. The Legacy conference is in May. Pat Martel is a confirmed speaker. There are 14 undergraduate students attending the winter conference on Thursday.

#### **VIII. SENIOR ADVISOR REPORT John Phillips**

- A.** Quarterly Senior Advisor reports have been received & filed
- B. Summary of 2015 Senior Advisor Activity**  
Greg thanked the ILCMA board for the support over the years. They are pleased with the attention the ILCMA board gives the program. All SA's met with the president and executive director prior to the board meeting to do their annual assessment. The satisfaction level was high in the member survey. We need to do more targeting to members about the program. ICMA and ILCMA are legacy associations; there are different ways of communicating and getting information. ELGL is a no dues organization and connects in a different format. Senior advisors need to think about how we can be more effective in outreach efforts. Kelly and Dawn and the president-elect will meet with the senior advisors in the near future to talk about how to enhance the program.

#### **III. MIDWEST REGIONAL DIRECTOR – David Limardi – Cannot attend**

- A. Membership Strategy**
- B. ICMA Report**

#### **IX. OLD BUSINESS**

- A. ICMA Coaching Program Update – Mike Baker** - information is being circulated about webinars for 2016. At the last board meeting the board approved funding the coaching program through ICMA.
- B. ICMA Strategic Plan Update** - ILCMA petitioned to get a replacement for Wayne Knox. ICMA was appointed Amy McEwan to replace him on the task force.

#### **X. ADDITIONAL ITEMS FOR BOARD DISCUSSION**

- A.**

#### **NEXT MEETING DATE**

**May 26, 2016 at 9:30 a.m. at Downers Grove Public Works**

#### **ADJOURNMENT**

Drew Irvin made a motion to adjourn; seconded by Ray Rummel. Motion approved.

**ILCMA**  
**Balance Sheet**  
**As of January 31, 2016**

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	Jan 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0001 · First National Bank MMDA 3920	49,590.21
0009023 · First National Bank - NOW	108,482.60
0080762 · First National Bank- Money Mrkt	10,165.14
First · First Nat Bank MMDA 20303550020	159,682.21
Total Checking/Savings	327,920.16
Total Current Assets	327,920.16
<b>TOTAL ASSETS</b>	<b><u>327,920.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	4,885.29
Net Income	76,670.50
Total Equity	327,920.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>327,920.16</u></b>

# ILCMA

## Profit & Loss Budget vs. Actual

July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Jan 15
<b>Income</b>					
47200 · Dues					
47205 · ILCMA Membership Dues	53,435.33	50,185.00	3,250.33	106.48%	45,881.58
47210 · IAMMA Membership Dues	4,215.00	4,019.00	196.00	104.88%	4,025.00
47215 · METRO Membership Dues	972.50	1,020.00	-47.50	95.34%	1,115.00
47220 · IACA/NACA Membership Dues	925.00	725.00	200.00	127.59%	375.00
47225 · SWICMA Membership Dues	300.00	450.00	-150.00	66.67%	400.00
47230 · Legacy Project Dues	1,160.00	2,000.00	-840.00	58.0%	
<b>Total 47200 · Dues</b>	<b>61,007.83</b>	<b>58,399.00</b>	<b>2,608.83</b>	<b>104.47%</b>	<b>51,796.58</b>
47300 · Interest	103.10	200.00	-96.90	51.55%	110.78
47400 · Advertising/Sponsorship					
47405 · Advertising	8,700.00	9,500.00	-800.00	91.58%	6,700.00
47410 · Sponsorship	59,930.00	59,000.00	930.00	101.58%	41,662.50
<b>Total 47400 · Advertising/Sponsorship</b>	<b>68,630.00</b>	<b>68,500.00</b>	<b>130.00</b>	<b>100.19%</b>	<b>48,362.50</b>
47500 · ICMA Reim for Senior Advisor	2,583.47	2,640.00	-56.53	97.86%	3,933.59
47800 · Conferences					
47937 · Summer 2014 Conference					27,785.48
47939 · Winter Conference 2015					10,575.00
47938 · Summer Conference 2015	20,178.00	16,825.00	3,353.00	119.93%	13,175.00
47940 · Summer Conference 2016	16,320.00	18,000.00	-1,680.00	90.67%	
47941 · Winter Conference 2016	23,485.00	47,000.00	-23,515.00	49.97%	
<b>Total 47800 · Conferences</b>	<b>59,983.00</b>	<b>81,825.00</b>	<b>-21,842.00</b>	<b>73.31%</b>	<b>51,535.48</b>
47850 · Professional Dev Workshops					
47860 · Winter Pre-Conference	0.00	2,625.00	-2,625.00	0.0%	0.00
47870 · Summer Pre-Conference	700.00	998.00	-298.00	70.14%	945.00
47893 · September or October	1,365.00	1,228.00	137.00	111.16%	1,355.00
47894 · November	790.00	1,491.00	-701.00	52.99%	1,305.00
47895 · January Financial Forecast Foru	2,500.00	4,800.00	-2,300.00	52.08%	0.00
47896 · March	0.00	1,000.00	-1,000.00	0.0%	0.00
47897 · April	0.00	1,170.00	-1,170.00	0.0%	0.00
47899 · January Prof Development	2,175.00	945.00	1,230.00	230.16%	1,095.00
<b>Total 47850 · Professional Dev Workshops</b>	<b>7,530.00</b>	<b>14,257.00</b>	<b>-6,727.00</b>	<b>52.82%</b>	<b>4,700.00</b>
48450 · Job Ad Revenue	7,700.00	24,000.00	-16,300.00	32.08%	
49950 · Miscellaneous	5.00	500.00	-495.00	1.0%	50.00
50000 · From/To Reserves	0.00	49,643.00	-49,643.00	0.0%	
50100 · IAMMA Financial Administration	2,875.00	2,875.00	0.00	100.0%	
50200 · METRO Financial Administration	3,000.00	3,000.00	0.00	100.0%	
50210 · Metro Credit Card Transactions	4,850.00	8,075.00	-3,225.00	60.06%	5,175.00
50300 · Legacy Project Financial Admin	7,500.00	7,500.00	0.00	100.0%	
<b>Total Income</b>	<b>225,767.40</b>	<b>321,414.00</b>	<b>-95,646.60</b>	<b>70.24%</b>	<b>165,663.93</b>
<b>Expense</b>					
60000 · NIU Contract	71,375.00	142,750.00	-71,375.00	50.0%	67,760.00
61000 · Membership Dues Disbursement					
61200 · IAMMA Dues Disbursement	3,525.00	4,018.00	-493.00	87.73%	4,005.00
61300 · METRO Dues Disbursement	1,110.00	1,020.00	90.00	108.82%	1,120.00
61400 · SWICMA Dues Disbursement	350.00	450.00	-100.00	77.78%	300.00
61500 · NACA Dues Disbursement	500.00	475.00	25.00	105.26%	350.00
61540 · IACA Dues Disbursement	275.00	250.00	25.00	110.0%	175.00
61550 · Legacy Project Dues Disbursemen	0.00	2,000.00	-2,000.00	0.0%	
<b>Total 61000 · Membership Dues Disbursement</b>	<b>5,760.00</b>	<b>8,213.00</b>	<b>-2,453.00</b>	<b>70.13%</b>	<b>5,950.00</b>
61800 · Refunds-ILCMA membership dues	0.00	70.00	-70.00	0.0%	140.00
62000 · ILCMA Conferences					
62204 · Winter Conference 2015					902.52
62405 · Summer 2014 Conference					10,875.00
62205 · Summer Conference 2015	6,504.66	15,000.00	-8,495.34	43.36%	1,750.00
62206 · Winter Conference 2016	12,301.60	54,000.00	-41,698.40	22.78%	
62207 · Summer Conference 2016	0.00	15,000.00	-15,000.00	0.0%	
62500 · UO Conf Expense	2,925.90	4,036.00	-1,110.10	72.5%	3,067.94

# ILCMA

## Profit & Loss Budget vs. Actual

July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Jan 15
<b>Total 62000 - ILCMA Conferences</b>	21,732.16	88,036.00	-66,303.84	24.69%	16,595.46
<b>63000 - Professional Development</b>					
63100 - Winter Pre-Conference	0.00	4,000.00	-4,000.00	0.0%	0.00
63200 - Summer Pre-Conference	3,600.00	2,500.00	1,100.00	144.0%	0.00
63430 - September or October	1,483.06	747.00	736.06	198.54%	338.34
63440 - November	829.63	1,566.00	-736.37	52.98%	1,007.33
63450 - January Financial Forecast Foru	4,000.00	0.00	4,000.00	100.0%	0.00
63451 - January	0.00	1,000.00	-1,000.00	0.0%	0.00
63460 - March	0.00	1,279.00	-1,279.00	0.0%	0.00
63470 - April	0.00	1,644.00	-1,644.00	0.0%	0.00
63485 - CAL ICMA Coaching	0.00	5,000.00	-5,000.00	0.0%	0.00
63490 - New Administrator Boot Camp	0.00	0.00	0.00	0.0%	267.82
<b>Total 63000 - Professional Development</b>	9,912.69	17,736.00	-7,823.31	55.89%	1,613.49
<b>64000 - General Operating Expenses</b>					
60500 - Corporate Partner Lunch	2,388.11	2,200.00	188.11	108.55%	2,140.82
64010 - IML Annual Mtg (booth & spkr)	850.00	1,400.00	-550.00	60.71%	855.39
64020 - Senior Advisor	9,391.54	8,000.00	1,391.54	117.39%	8,858.18
64040 - ICMA Hospitality	2,535.71	3,000.00	-464.29	84.52%	1,418.48
64050 - Misc. Operating	2,499.17	1,500.00	999.17	166.61%	6,998.75
64060 - Insurance (Board & Gen. Liabil)	2,194.00	3,000.00	-806.00	73.13%	842.00
64070 - IRS	1,753.00	1,750.00	3.00	100.17%	1,658.00
64090 - ICMA Conf Scholarship	750.00	1,350.00	-600.00	55.56%	670.00
65000 - Audit	0.00	1,500.00	-1,500.00	0.0%	1,200.00
65010 - ICMA Conf Planning Committee	523.14	1,500.00	-976.86	34.88%	0.00
65020 - Board Meetings	117.98	1,000.00	-882.02	11.8%	301.49
65030 - Committee Meetings	0.00	500.00	-500.00	0.0%	0.00
65040 - Awards	85.00	1,000.00	-915.00	8.5%	598.92
65050 - Website	6,761.92	6,500.00	261.92	104.03%	9,296.54
65059 - Credit Card Processing fees	1,690.85	1,200.00	490.85	140.9%	1,481.22
65060 - Board Travel	1,473.75	1,500.00	-26.25	98.25%	0.00
65100 - Postage	287.11	500.00	-212.89	57.42%	21.22
65110 - Printing	1,612.59	1,000.00	612.59	161.26%	0.00
65120 - Supplies	352.00	500.00	-148.00	70.4%	21.24
65125 - Tax Preparation	400.00	400.00	0.00	100.0%	400.00
65126 - Member in Transition	300.00	1,000.00	-700.00	30.0%	0.00
65130 - Newsletter Graphic Design	2,525.00	4,500.00	-1,975.00	56.11%	2,750.00
<b>Total 64000 - General Operating Expenses</b>	38,490.87	44,800.00	-6,309.13	85.92%	39,512.25
<b>67500 - ICMA Fund for the Profession</b>	0.00	3,500.00	-3,500.00	0.0%	0.00
<b>67505 - Memorial/Retirements to ICMA Fu</b>	400.00	1,000.00	-600.00	40.0%	250.00
<b>68000 - Special Proj/Contingency Fund</b>					
68030 - Strategic Planning/Board Orient	0.00	500.00	-500.00	0.0%	1,580.34
68052 - Committee Projects	0.00	5,000.00	-5,000.00	0.0%	5,000.00
68055 - Misc.	0.00	2,500.00	-2,500.00	0.0%	1,036.40
68056 - ICMA Stud. Chapter	0.00	1,000.00	-1,000.00	0.0%	400.00
<b>Total 68000 - Special Proj/Contingency Fund</b>	0.00	9,000.00	-9,000.00	0.0%	8,016.74
<b>69950 - Disburse Metro Credit Card Tran</b>	5,230.00	6,309.00	-1,079.00	82.9%	1,728.60
<b>Total Expense</b>	152,900.72	321,414.00	-168,513.28	47.57%	141,566.54
<b>Net Income</b>	<b>72,866.68</b>	<b>0.00</b>	<b>72,866.68</b>	<b>100.0%</b>	<b>24,097.39</b>

**ILCMA**  
**Balance Sheet**  
**As of February 29, 2016**

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	Feb 29, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
0001 · First National Bank MMDA 3920	49,594.14
0009023 · First National Bank - NOW	55,005.53
0080762 · First National Bank- Money Mrkt	10,165.54
First · First Nat Bank MMDA 20303550020	159,688.54
<b>Total Checking/Savings</b>	274,453.75
<b>Total Current Assets</b>	274,453.75
<b>TOTAL ASSETS</b>	<b><u>274,453.75</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	4,885.29
Net Income	23,204.09
<b>Total Equity</b>	274,453.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>274,453.75</u></b>

# ILCMA

## Profit & Loss Budget vs. Actual

July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Feb 15
<b>Income</b>					
47200 · Dues					
47205 · ILCMA Membership Dues	55,318.83	50,185.00	5,133.83	110.23%	50,773.95
47210 · IAMMA Membership Dues	4,455.00	4,019.00	436.00	110.85%	4,105.00
47215 · METRO Membership Dues	972.50	1,020.00	-47.50	95.34%	1,155.00
47220 · IACA/NACA Membership Dues	1,000.00	725.00	275.00	137.93%	375.00
47225 · SWICMA Membership Dues	300.00	450.00	-150.00	66.67%	450.00
47230 · Legacy Project Dues	1,160.00	2,000.00	-840.00	58.0%	
<b>Total 47200 · Dues</b>	<b>63,206.33</b>	<b>58,399.00</b>	<b>4,807.33</b>	<b>108.23%</b>	<b>56,858.95</b>
47300 · Interest	118.02	200.00	-81.98	59.01%	117.95
47400 · Advertising/Sponsorship					
47405 · Advertising	9,700.00	9,500.00	200.00	102.11%	9,100.00
47410 · Sponsorship	65,665.00	59,000.00	6,665.00	111.3%	56,287.50
<b>Total 47400 · Advertising/Sponsorship</b>	<b>75,365.00</b>	<b>68,500.00</b>	<b>6,865.00</b>	<b>110.02%</b>	<b>65,387.50</b>
47500 · ICMA Reim for Senior Advisor	2,583.47	2,640.00	-56.53	97.86%	3,933.59
47800 · Conferences					
47937 · Summer 2014 Conference					27,785.48
47939 · Winter Conference 2015					14,425.00
47938 · Summer Conference 2015	20,178.00	16,825.00	3,353.00	119.93%	17,550.00
47940 · Summer Conference 2016	17,760.00	18,000.00	-240.00	98.67%	0.00
47941 · Winter Conference 2016	26,045.00	47,000.00	-20,955.00	55.42%	0.00
<b>Total 47800 · Conferences</b>	<b>63,983.00</b>	<b>81,825.00</b>	<b>-17,842.00</b>	<b>78.2%</b>	<b>59,760.48</b>
47850 · Professional Dev Workshops					
47860 · Winter Pre-Conference	75.00	2,625.00	-2,550.00	2.86%	50.00
47870 · Summer Pre-Conference	700.00	998.00	-298.00	70.14%	945.00
47893 · September or October	1,365.00	1,228.00	137.00	111.16%	1,355.00
47894 · November	790.00	1,491.00	-701.00	52.99%	1,305.00
47895 · January Financial Forecast Foru	3,500.00	4,800.00	-1,300.00	72.92%	0.00
47896 · March	830.00	1,000.00	-170.00	83.0%	850.00
47897 · April	0.00	1,170.00	-1,170.00	0.0%	0.00
47899 · January Prof Development	2,300.00	945.00	1,355.00	243.39%	1,095.00
<b>Total 47850 · Professional Dev Workshops</b>	<b>9,560.00</b>	<b>14,257.00</b>	<b>-4,697.00</b>	<b>67.06%</b>	<b>5,600.00</b>
48450 · Job Ad Revenue	8,550.00	24,000.00	-15,450.00	35.63%	
49950 · Miscellaneous	1,253.00	500.00	753.00	250.6%	50.00
50000 · From/To Reserves	0.00	49,643.00	-49,643.00	0.0%	0.00
50100 · IAMMA Financial Administration	2,875.00	2,875.00	0.00	100.0%	0.00
50200 · METRO Financial Administration	3,000.00	3,000.00	0.00	100.0%	0.00
50210 · Metro Credit Card Transactions	6,310.00	8,075.00	-1,765.00	78.14%	5,725.00
50300 · Legacy Project Financial Admin	7,500.00	7,500.00	0.00	100.0%	0.00
<b>Total Income</b>	<b>244,303.82</b>	<b>321,414.00</b>	<b>-77,110.18</b>	<b>76.01%</b>	<b>197,433.47</b>
<b>Expense</b>					
60000 · NIU Contract	71,375.00	142,750.00	-71,375.00	50.0%	101,640.00
61000 · Membership Dues Disbursement					
61200 · IAMMA Dues Disbursement	3,525.00	4,018.00	-493.00	87.73%	4,005.00
61300 · METRO Dues Disbursement	1,110.00	1,020.00	90.00	108.82%	1,120.00
61400 · SWICMA Dues Disbursement	350.00	450.00	-100.00	77.78%	300.00
61500 · NACA Dues Disbursement	500.00	475.00	25.00	105.26%	350.00
61540 · IACA Dues Disbursement	275.00	250.00	25.00	110.0%	175.00
61550 · Legacy Project Dues Disbursemen	0.00	2,000.00	-2,000.00	0.0%	0.00
<b>Total 61000 · Membership Dues Disbursement</b>	<b>5,760.00</b>	<b>8,213.00</b>	<b>-2,453.00</b>	<b>70.13%</b>	<b>5,950.00</b>
61800 · Refunds-ILCMA membership dues	0.00	70.00	-70.00	0.0%	140.00
62000 · ILCMA Conferences					
62405 · Summer 2014 Conference					10,875.00
62204 · Winter Conference 2015					1,681.32
62205 · Summer Conference 2015	6,504.66	15,000.00	-8,495.34	43.36%	1,789.29
62206 · Winter Conference 2016	67,171.56	54,000.00	13,171.56	124.39%	
62207 · Summer Conference 2016	0.00	15,000.00	-15,000.00	0.0%	
62500 · UO Conf Expense	2,925.90	4,036.00	-1,110.10	72.5%	3,067.94

# ILCMA

## Profit & Loss Budget vs. Actual

July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Feb 15
<b>Total 62000 - ILCMA Conferences</b>	76,602.12	88,036.00	-11,433.88	87.01%	17,413.55
<b>63000 - Professional Development</b>					
63100 - Winter Pre-Conference	2,422.74	4,000.00	-1,577.26	60.57%	0.00
63200 - Summer Pre-Conference	3,600.00	2,500.00	1,100.00	144.0%	0.00
63430 - September or October	1,483.06	747.00	736.06	198.54%	338.34
63440 - November	829.63	1,566.00	-736.37	52.98%	1,007.33
63450 - January Financial Forecast Foru	13,795.11	0.00	13,795.11	100.0%	0.00
63451 - January	2,439.27	1,000.00	1,439.27	243.93%	915.98
63460 - March	0.00	1,279.00	-1,279.00	0.0%	0.00
63470 - April	0.00	1,644.00	-1,644.00	0.0%	0.00
63485 - CAL ICMA Coaching	0.00	5,000.00	-5,000.00	0.0%	0.00
63490 - New Administrator Boot Camp	0.00	0.00	0.00	0.0%	517.15
<b>Total 63000 - Professional Development</b>	24,569.81	17,736.00	6,833.81	138.53%	2,778.80
<b>64000 - General Operating Expenses</b>					
60500 - Corporate Partner Lunch	2,388.11	2,200.00	188.11	108.55%	2,140.82
64010 - IML Annual Mtg (booth & spkr)	850.00	1,400.00	-550.00	60.71%	855.39
64020 - Senior Advisor	9,391.54	8,000.00	1,391.54	117.39%	8,858.18
64040 - ICMA Hospitality	2,535.71	3,000.00	-464.29	84.52%	1,418.48
64050 - Misc. Operating	3,759.17	1,500.00	2,259.17	250.61%	7,033.75
64060 - Insurance (Board & Gen. Liabil)	2,194.00	3,000.00	-806.00	73.13%	2,807.00
64070 - IRS	1,753.00	1,750.00	3.00	100.17%	1,658.00
64090 - ICMA Conf Scholarship	750.00	1,350.00	-600.00	55.56%	670.00
65000 - Audit	0.00	1,500.00	-1,500.00	0.0%	1,200.00
65010 - ICMA Conf Planning Committee	523.14	1,500.00	-976.86	34.88%	1,161.99
65020 - Board Meetings	1,051.79	1,000.00	51.79	105.18%	301.49
65030 - Committee Meetings	0.00	500.00	-500.00	0.0%	0.00
65040 - Awards	85.00	1,000.00	-915.00	8.5%	598.92
65050 - Website	6,761.92	6,500.00	261.92	104.03%	9,296.54
65059 - Credit Card Processing fees	1,797.79	1,200.00	597.79	149.82%	1,624.12
65060 - Board Travel	1,473.75	1,500.00	-26.25	98.25%	0.00
65100 - Postage	287.11	500.00	-212.89	57.42%	21.22
65110 - Printing	1,612.59	1,000.00	612.59	161.26%	0.00
65120 - Supplies	352.00	500.00	-148.00	70.4%	21.24
65125 - Tax Preparation	400.00	400.00	0.00	100.0%	400.00
65126 - Member in Transition	300.00	1,000.00	-700.00	30.0%	0.00
65130 - Newsletter Graphic Design	3,025.00	4,500.00	-1,475.00	67.22%	3,250.00
<b>Total 64000 - General Operating Expenses</b>	41,291.62	44,800.00	-3,508.38	92.17%	43,317.14
67500 - ICMA Fund for the Profession	0.00	3,500.00	-3,500.00	0.0%	0.00
67505 - Memorial/Retirements to ICMA Fu	400.00	1,000.00	-600.00	40.0%	250.00
<b>68000 - Special Proj/Contingency Fund</b>					
68030 - Strategic Planning/Board Orient	0.00	500.00	-500.00	0.0%	1,580.34
68052 - Committee Projects	0.00	5,000.00	-5,000.00	0.0%	5,000.00
68055 - Misc.	0.00	2,500.00	-2,500.00	0.0%	1,036.40
68056 - ICMA Stud. Chapter	0.00	1,000.00	-1,000.00	0.0%	400.00
<b>Total 68000 - Special Proj/Contingency Fund</b>	0.00	9,000.00	-9,000.00	0.0%	8,016.74
69950 - Disburse Metro Credit Card Tran	5,230.00	6,309.00	-1,079.00	82.9%	1,728.60
<b>Total Expense</b>	225,228.55	321,414.00	-96,185.45	70.07%	181,234.83
<b>Net Income</b>	<b>19,075.27</b>	<b>0.00</b>	<b>19,075.27</b>	<b>100.0%</b>	<b>16,198.64</b>

**ILCMA**  
**Balance Sheet**  
As of March 31, 2016

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	Mar 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0001 · First National Bank MMDA 3920	49,598.34
0009023 · First National Bank - NOW	61,376.20
0080762 · First National Bank- Money Mrkt	10,165.97
First · First Nat Bank MMDA 20303550020	159,695.30
Total Checking/Savings	280,835.81
Total Current Assets	280,835.81
<b>TOTAL ASSETS</b>	<b><u>280,835.81</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	4,885.29
Net Income	29,586.15
Total Equity	280,835.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>280,835.81</u></b>

**ILCMA**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Mar 15
<b>Income</b>					
47200 · Dues					
47205 · ILCMA Membership Dues	56,654.33	50,185.00	6,469.33	112.89%	52,000.95
47210 · IAMMA Membership Dues	4,675.00	4,019.00	656.00	116.32%	4,215.00
47215 · METRO Membership Dues	972.50	1,020.00	-47.50	95.34%	1,155.00
47220 · IACA/NACA Membership Dues	1,000.00	725.00	275.00	137.93%	375.00
47225 · SWICMA Membership Dues	300.00	450.00	-150.00	66.67%	450.00
47230 · Legacy Project Dues	1,160.00	2,000.00	-840.00	58.0%	
<b>Total 47200 · Dues</b>	<b>64,761.83</b>	<b>58,399.00</b>	<b>6,362.83</b>	<b>110.9%</b>	<b>58,195.95</b>
47300 · Interest	131.93	200.00	-68.07	65.97%	126.12
47400 · Advertising/Sponsorship					
47405 · Advertising	10,100.00	9,500.00	600.00	106.32%	9,700.00
47410 · Sponsorship	68,295.00	59,000.00	9,295.00	115.75%	59,812.50
<b>Total 47400 · Advertising/Sponsorship</b>	<b>78,395.00</b>	<b>68,500.00</b>	<b>9,895.00</b>	<b>114.45%</b>	<b>69,512.50</b>
47500 · ICMA Reim for Senior Advisor	2,583.47	2,640.00	-56.53	97.86%	3,933.59
47800 · Conferences					
47937 · Summer 2014 Conference					27,785.48
47939 · Winter Conference 2015					42,575.00
47938 · Summer Conference 2015	20,178.00	16,825.00	3,353.00	119.93%	18,650.00
47940 · Summer Conference 2016	18,480.00	18,000.00	480.00	102.67%	
47941 · Winter Conference 2016	50,260.00	47,000.00	3,260.00	106.94%	
<b>Total 47800 · Conferences</b>	<b>88,918.00</b>	<b>81,825.00</b>	<b>7,093.00</b>	<b>108.67%</b>	<b>89,010.48</b>
47850 · Professional Dev Workshops					
47860 · Winter Pre-Conference	1,725.00	2,625.00	-900.00	65.71%	2,950.00
47870 · Summer Pre-Conference	700.00	998.00	-298.00	70.14%	945.00
47893 · September or October	1,365.00	1,228.00	137.00	111.16%	1,355.00
47894 · November	790.00	1,491.00	-701.00	52.99%	1,305.00
47895 · January Financial Forecast Foru	16,157.81	4,800.00	11,357.81	336.62%	0.00
47896 · March	1,900.00	1,000.00	900.00	190.0%	1,860.00
47897 · April	0.00	1,170.00	-1,170.00	0.0%	425.00
47899 · January Prof Development	2,300.00	945.00	1,355.00	243.39%	1,095.00
<b>Total 47850 · Professional Dev Workshops</b>	<b>24,937.81</b>	<b>14,257.00</b>	<b>10,680.81</b>	<b>174.92%</b>	<b>9,935.00</b>
48450 · Job Ad Revenue	11,650.00	24,000.00	-12,350.00	48.54%	
49950 · Miscellaneous	1,253.00	500.00	753.00	250.6%	1,190.00
50000 · From/To Reserves	0.00	49,643.00	-49,643.00	0.0%	
50100 · IAMMA Financial Administration	2,875.00	2,875.00	0.00	100.0%	
50200 · METRO Financial Administration	3,000.00	3,000.00	0.00	100.0%	
50210 · Metro Credit Card Transactions	7,185.00	8,075.00	-890.00	88.98%	7,100.00
50300 · Legacy Project Financial Admin	7,500.00	7,500.00	0.00	100.0%	
<b>Total Income</b>	<b>293,191.04</b>	<b>321,414.00</b>	<b>-28,222.96</b>	<b>91.22%</b>	<b>239,003.64</b>
<b>Expense</b>					
60000 · NIU Contract	107,062.50	142,750.00	-35,687.50	75.0%	101,640.00
61000 · Membership Dues Disbursement					
61200 · IAMMA Dues Disbursement	4,625.00	4,018.00	607.00	115.11%	4,005.00
61300 · METRO Dues Disbursement	1,110.00	1,020.00	90.00	108.82%	1,120.00
61400 · SWICMA Dues Disbursement	350.00	450.00	-100.00	77.78%	300.00
61500 · NACA Dues Disbursement	500.00	475.00	25.00	105.26%	350.00
61540 · IACA Dues Disbursement	275.00	250.00	25.00	110.0%	175.00
61550 · Legacy Project Dues Disbursemen	0.00	2,000.00	-2,000.00	0.0%	
<b>Total 61000 · Membership Dues Disbursement</b>	<b>6,860.00</b>	<b>8,213.00</b>	<b>-1,353.00</b>	<b>83.53%</b>	<b>5,950.00</b>
61800 · Refunds-ILCMA membership dues	0.00	70.00	-70.00	0.0%	140.00
62000 · ILCMA Conferences					
62204 · Winter Conference 2015					48,098.94
62205 · Summer Conference 2015	6,504.66	15,000.00	-8,495.34	43.36%	1,789.29
62405 · Summer 2014 Conference					10,875.00
62206 · Winter Conference 2016	67,171.56	54,000.00	13,171.56	124.39%	
62207 · Summer Conference 2016	0.00	15,000.00	-15,000.00	0.0%	
62500 · UO Conf Expense	2,925.90	4,036.00	-1,110.10	72.5%	3,067.94
<b>Total 62000 · ILCMA Conferences</b>	<b>76,602.12</b>	<b>88,036.00</b>	<b>-11,433.88</b>	<b>87.01%</b>	<b>63,831.17</b>

**ILCMA**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Mar 15
<b>63000 · Professional Development</b>					
63100 · Winter Pre-Conference	2,422.74	4,000.00	-1,577.26	60.57%	3,912.00
63200 · Summer Pre-Conference	3,600.00	2,500.00	1,100.00	144.0%	0.00
63430 · September or October	1,483.06	747.00	736.06	198.54%	338.34
63440 · November	829.63	1,566.00	-736.37	52.98%	1,007.33
63450 · January Financial Forecast Foru	13,795.11	0.00	13,795.11	100.0%	0.00
63451 · January	2,439.27	1,000.00	1,439.27	243.93%	915.98
63460 · March	0.00	1,279.00	-1,279.00	0.0%	1,502.72
63470 · April	0.00	1,644.00	-1,644.00	0.0%	0.00
63485 · CAL ICMA Coaching	0.00	5,000.00	-5,000.00	0.0%	5,000.00
63490 · New Administrator Boot Camp	0.00	0.00	0.00	0.0%	517.15
<b>Total 63000 · Professional Development</b>	<b>24,569.81</b>	<b>17,736.00</b>	<b>6,833.81</b>	<b>138.53%</b>	<b>13,193.52</b>
<b>64000 · General Operating Expenses</b>					
60500 · Corporate Partner Lunch	2,388.11	2,200.00	188.11	108.55%	2,140.82
64010 · IML Annual Mtg (booth & spkr)	850.00	1,400.00	-550.00	60.71%	855.39
64020 · Senior Advisor	9,391.54	8,000.00	1,391.54	117.39%	8,858.18
64040 · ICMA Hospitality	2,535.71	3,000.00	-464.29	84.52%	1,418.48
64050 · Misc. Operating	7,559.17	1,500.00	6,059.17	503.95%	7,043.75
64060 · Insurance (Board & Gen. Liabil)	2,194.00	3,000.00	-806.00	73.13%	2,807.00
64070 · IRS	1,753.00	1,750.00	3.00	100.17%	1,658.00
64090 · ICMA Conf Scholarship	750.00	1,350.00	-600.00	55.56%	670.00
65000 · Audit	1,300.00	1,500.00	-200.00	86.67%	1,200.00
65010 · ICMA Conf Planning Committee	523.14	1,500.00	-976.86	34.88%	1,161.99
65020 · Board Meetings	1,051.79	1,000.00	51.79	105.18%	909.49
65030 · Committee Meetings	0.00	500.00	-500.00	0.0%	0.00
65040 · Awards	85.00	1,000.00	-915.00	8.5%	598.92
65050 · Website	6,761.92	6,500.00	261.92	104.03%	15,329.04
65059 · Credit Card Processing fees	1,915.45	1,200.00	715.45	159.62%	1,844.63
65060 · Board Travel	1,473.75	1,500.00	-26.25	98.25%	0.00
65100 · Postage	287.11	500.00	-212.89	57.42%	21.22
65110 · Printing	1,612.59	1,000.00	612.59	161.26%	0.00
65120 · Supplies	352.00	500.00	-148.00	70.4%	68.99
65125 · Tax Preparation	400.00	400.00	0.00	100.0%	400.00
65126 · Member in Transition	300.00	1,000.00	-700.00	30.0%	0.00
65130 · Newsletter Graphic Design	3,525.00	4,500.00	-975.00	78.33%	3,750.00
<b>Total 64000 · General Operating Expenses</b>	<b>47,009.28</b>	<b>44,800.00</b>	<b>2,209.28</b>	<b>104.93%</b>	<b>50,735.90</b>
67500 · ICMA Fund for the Profession	0.00	3,500.00	-3,500.00	0.0%	0.00
67505 · Memorial/Retirements to ICMA Fu	400.00	1,000.00	-600.00	40.0%	250.00
<b>68000 · Special Proj/Contingency Fund</b>					
68030 · Strategic Planning/Board Orient	0.00	500.00	-500.00	0.0%	1,580.34
68052 · Committee Projects	0.00	5,000.00	-5,000.00	0.0%	5,000.00
68055 · Misc.	0.00	2,500.00	-2,500.00	0.0%	1,036.40
68056 · ICMA Stud. Chapter	0.00	1,000.00	-1,000.00	0.0%	400.00
<b>Total 68000 · Special Proj/Contingency Fund</b>	<b>0.00</b>	<b>9,000.00</b>	<b>-9,000.00</b>	<b>0.0%</b>	<b>8,016.74</b>
69950 · Disburse Metro Credit Card Tran	5,230.00	6,309.00	-1,079.00	82.9%	1,728.60
<b>Total Expense</b>	<b>267,733.71</b>	<b>321,414.00</b>	<b>-53,680.29</b>	<b>83.3%</b>	<b>245,485.93</b>
<b>Net Income</b>	<b>25,457.33</b>	<b>0.00</b>	<b>25,457.33</b>	<b>100.0%</b>	<b>-6,482.29</b>

**ILCMA**  
**Balance Sheet**  
As of April 30, 2016

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Apr 30, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

0001 · First National Bank MMDA 3920	49,602.41
0009023 · First National Bank - NOW	64,630.21
0080762 · First National Bank- Money Mrkt	10,166.39
First · First Nat Bank MMDA 20303550020	159,701.85

<b>Total Checking/Savings</b>	<b>284,100.86</b>
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**Other Current Assets**

12000 · Undeposited Funds	550.00
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<b>Total Other Current Assets</b>	<b>550.00</b>
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<b>Total Current Assets</b>	<b>284,650.86</b>
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<b>TOTAL ASSETS</b>	<b><u>284,650.86</u></b>
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**LIABILITIES & EQUITY**

**Equity**

30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	4,885.29
Net Income	33,401.20

<b>Total Equity</b>	<b>284,650.86</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>284,650.86</u></b>
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# ILCMA

## Profit & Loss Budget vs. Actual

July 2015 through April 2016

	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Apr 15
<b>Income</b>					
47200 · Dues					
47205 · ILCMA Membership Dues	59,106.32	50,185.00	8,921.32	117.78%	52,150.95
47210 · IAMMA Membership Dues	4,925.00	4,019.00	906.00	122.54%	4,245.00
47215 · METRO Membership Dues	972.50	1,020.00	-47.50	95.34%	1,195.00
47220 · IACA/NACA Membership Dues	1,075.00	725.00	350.00	148.28%	375.00
47225 · SWICMA Membership Dues	300.00	450.00	-150.00	66.67%	450.00
47230 · Legacy Project Dues	1,160.00	2,000.00	-840.00	58.0%	
<b>Total 47200 · Dues</b>	<b>67,538.82</b>	<b>58,399.00</b>	<b>9,139.82</b>	<b>115.65%</b>	<b>58,415.95</b>
47300 · Interest	145.78	200.00	-54.22	72.89%	132.30
47400 · Advertising/Sponsorship					
47405 · Advertising	10,900.00	9,500.00	1,400.00	114.74%	9,700.00
47410 · Sponsorship	73,765.00	59,000.00	14,765.00	125.03%	59,812.50
<b>Total 47400 · Advertising/Sponsorship</b>	<b>84,665.00</b>	<b>68,500.00</b>	<b>16,165.00</b>	<b>123.6%</b>	<b>69,512.50</b>
47500 · ICMA Reim for Senior Advisor	2,583.47	2,640.00	-56.53	97.86%	3,933.59
47800 · Conferences					
47937 · Summer 2014 Conference					27,785.48
47939 · Winter Conference 2015					42,615.00
47938 · Summer Conference 2015	20,178.00	16,825.00	3,353.00	119.93%	18,650.00
47940 · Summer Conference 2016	20,160.00	18,000.00	2,160.00	112.0%	
47941 · Winter Conference 2016	51,260.00	47,000.00	4,260.00	109.06%	
<b>Total 47800 · Conferences</b>	<b>91,598.00</b>	<b>81,825.00</b>	<b>9,773.00</b>	<b>111.94%</b>	<b>89,050.48</b>
47850 · Professional Dev Workshops					
47860 · Winter Pre-Conference	1,725.00	2,625.00	-900.00	65.71%	2,950.00
47870 · Summer Pre-Conference	700.00	998.00	-298.00	70.14%	945.00
47893 · September or October	1,365.00	1,228.00	137.00	111.16%	1,355.00
47894 · November	790.00	1,491.00	-701.00	52.99%	1,305.00
47895 · January Financial Forecast Foru	16,157.81	4,800.00	11,357.81	336.62%	0.00
47896 · March	1,990.00	1,000.00	990.00	199.0%	1,890.00
47897 · April	795.00	1,170.00	-375.00	67.95%	1,390.00
47899 · January Prof Development	2,300.00	945.00	1,355.00	243.39%	1,095.00
<b>Total 47850 · Professional Dev Workshops</b>	<b>25,822.81</b>	<b>14,257.00</b>	<b>11,565.81</b>	<b>181.12%</b>	<b>10,930.00</b>
48450 · Job Ad Revenue	13,650.00	24,000.00	-10,350.00	56.88%	
49950 · Miscellaneous	1,253.00	500.00	753.00	250.6%	1,190.00
50000 · From/To Reserves	0.00	49,643.00	-49,643.00	0.0%	0.00
50100 · IAMMA Financial Administration	2,875.00	2,875.00	0.00	100.0%	0.00
50200 · METRO Financial Administration	3,000.00	3,000.00	0.00	100.0%	0.00
50210 · Metro Credit Card Transactions	8,325.00	8,075.00	250.00	103.1%	8,700.00
50300 · Legacy Project Financial Admin	7,500.00	7,500.00	0.00	100.0%	
<b>Total Income</b>	<b>308,956.88</b>	<b>321,414.00</b>	<b>-12,457.12</b>	<b>96.12%</b>	<b>241,864.82</b>
<b>Expense</b>					
60000 · NIU Contract	107,062.50	142,750.00	-35,687.50	75.0%	101,640.00
61000 · Membership Dues Disbursement					
61200 · IAMMA Dues Disbursement	4,625.00	4,018.00	607.00	115.11%	4,625.00
61300 · METRO Dues Disbursement	1,110.00	1,020.00	90.00	108.82%	1,255.00
61400 · SWICMA Dues Disbursement	350.00	450.00	-100.00	77.78%	550.00
61500 · NACA Dues Disbursement	500.00	475.00	25.00	105.26%	350.00
61540 · IACA Dues Disbursement	275.00	250.00	25.00	110.0%	175.00
61550 · Legacy Project Dues Disbursemen	0.00	2,000.00	-2,000.00	0.0%	
<b>Total 61000 · Membership Dues Disbursement</b>	<b>6,860.00</b>	<b>8,213.00</b>	<b>-1,353.00</b>	<b>83.53%</b>	<b>6,955.00</b>
61800 · Refunds-ILCMA membership dues	0.00	70.00	-70.00	0.0%	140.00
62000 · ILCMA Conferences					
62405 · Summer 2014 Conference					10,875.00
62204 · Winter Conference 2015					49,506.78
62205 · Summer Conference 2015	6,504.66	15,000.00	-8,495.34	43.36%	1,789.29
62206 · Winter Conference 2016	67,171.56	54,000.00	13,171.56	124.39%	
62207 · Summer Conference 2016	0.00	15,000.00	-15,000.00	0.0%	
62500 · UO Conf Expense	5,580.38	4,036.00	1,544.38	138.27%	3,067.94
<b>Total 62000 · ILCMA Conferences</b>	<b>79,256.60</b>	<b>88,036.00</b>	<b>-8,779.40</b>	<b>90.03%</b>	<b>65,239.01</b>

**ILCMA**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through April 2016**

	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget	Jul '14 - Apr 15
<b>63000 · Professional Development</b>					
63100 · Winter Pre-Conference	2,422.74	4,000.00	-1,577.26	60.57%	3,912.00
63200 · Summer Pre-Conference	3,600.00	2,500.00	1,100.00	144.0%	0.00
63430 · September or October	1,483.06	747.00	736.06	198.54%	338.34
63440 · November	829.63	1,566.00	-736.37	52.98%	1,007.33
63450 · January Financial Forecast Foru	13,795.11	0.00	13,795.11	100.0%	0.00
63451 · January	2,202.77	1,000.00	1,202.77	220.28%	915.98
63460 · March	1,518.67	1,279.00	239.67	118.74%	1,502.72
63470 · April	30.00	1,644.00	-1,614.00	1.83%	2,455.72
63485 · CAL ICMA Coaching	0.00	5,000.00	-5,000.00	0.0%	5,000.00
63490 · New Administrator Boot Camp	0.00	0.00	0.00	0.0%	517.15
<b>Total 63000 · Professional Development</b>	<b>25,881.98</b>	<b>17,736.00</b>	<b>8,145.98</b>	<b>145.93%</b>	<b>15,649.24</b>
<b>64000 · General Operating Expenses</b>					
60500 · Corporate Partner Lunch	2,388.11	2,200.00	188.11	108.55%	2,140.82
64010 · IML Annual Mtg (booth & spkr)	850.00	1,400.00	-550.00	60.71%	855.39
64020 · Senior Advisor	12,208.79	8,000.00	4,208.79	152.61%	11,639.81
64040 · ICMA Hospitality	2,535.71	3,000.00	-464.29	84.52%	1,418.48
64050 · Misc. Operating	7,569.17	1,500.00	6,069.17	504.61%	7,043.75
64060 · Insurance (Board & Gen. Liabil)	2,194.00	3,000.00	-806.00	73.13%	2,807.00
64070 · IRS	1,753.00	1,750.00	3.00	100.17%	1,658.00
64090 · ICMA Conf Scholarship	750.00	1,350.00	-600.00	55.56%	670.00
65000 · Audit	1,300.00	1,500.00	-200.00	86.67%	1,200.00
65010 · ICMA Conf Planning Committee	523.14	1,500.00	-976.86	34.88%	1,161.99
65020 · Board Meetings	1,098.58	1,000.00	98.58	109.86%	909.49
65030 · Committee Meetings	0.00	500.00	-500.00	0.0%	0.00
65040 · Awards	85.00	1,000.00	-915.00	8.5%	598.92
65050 · Website	6,761.92	6,500.00	261.92	104.03%	15,329.04
65059 · Credit Card Processing fees	1,832.32	1,200.00	632.32	152.69%	2,024.36
65060 · Board Travel	1,473.75	1,500.00	-26.25	98.25%	295.00
65100 · Postage	287.11	500.00	-212.89	57.42%	34.31
65110 · Printing	1,612.59	1,000.00	612.59	161.26%	0.00
65120 · Supplies	432.15	500.00	-67.85	86.43%	68.99
65125 · Tax Preparation	400.00	400.00	0.00	100.0%	400.00
65126 · Member in Transition	300.00	1,000.00	-700.00	30.0%	0.00
65130 · Newsletter Graphic Design	4,025.00	4,500.00	-475.00	89.44%	4,250.00
<b>Total 64000 · General Operating Expenses</b>	<b>50,380.34</b>	<b>44,800.00</b>	<b>5,580.34</b>	<b>112.46%</b>	<b>54,505.35</b>
67500 · ICMA Fund for the Profession	0.00	3,500.00	-3,500.00	0.0%	0.00
67505 · Memorial/Retirements to ICMA Fu	400.00	1,000.00	-600.00	40.0%	250.00
<b>68000 · Special Proj/Contingency Fund</b>					
68030 · Strategic Planning/Board Orient	0.00	500.00	-500.00	0.0%	1,580.34
68052 · Committee Projects	0.00	5,000.00	-5,000.00	0.0%	5,000.00
68055 · Misc.	0.00	2,500.00	-2,500.00	0.0%	1,036.40
68056 · ICMA Stud. Chapter	0.00	1,000.00	-1,000.00	0.0%	400.00
<b>Total 68000 · Special Proj/Contingency Fund</b>	<b>0.00</b>	<b>9,000.00</b>	<b>-9,000.00</b>	<b>0.0%</b>	<b>8,016.74</b>
69950 · Disburse Metro Credit Card Tran	9,640.00	6,309.00	3,331.00	152.8%	6,867.85
<b>Total Expense</b>	<b>279,481.42</b>	<b>321,414.00</b>	<b>-41,932.58</b>	<b>86.95%</b>	<b>259,263.19</b>
<b>Net Income</b>	<b>29,475.46</b>	<b>0.00</b>	<b>29,475.46</b>	<b>100.0%</b>	<b>-17,398.37</b>

# ICMA Coaching Program

## State Coaching Partner Annual Agreement

THIS AGREEMENT (hereinafter, the "Agreement") is entered into by and between the International City/County Management Association (hereinafter referred to as "ICMA"), a nonprofit corporation organized and existing under the laws of the State of Illinois having its principal place of business at 777 North Capitol Street, N.E., Suite 500, Washington, DC 20002-4201, and

State Association Name: Illinois City/County Management Association  
(hereinafter referred to as "State Association"), having its principal place of business at

Street Address: NIU Center for Governmental Studies, 148 N. 3<sup>rd</sup> St.

City, State, Zip DeKalb, IL 60115

signifies the terms and conditions of the agreement between ICMA and the State Association.

The ICMA Coaching Program, having launched in 2016, invites local government management State Associations and affiliates to join the Coaching Program as a state partner and supporter of the program.

The Coaching program is offered to any local government employee at no charge, and many local governments use the content to augment existing staff training, in addition to the individual use. Through a sponsorship from ICMA-RC and additional funding from ICMA and Cal-ICMA, ICMA is able to cover almost all the costs of the program. Encouraging participation from state partners will help us grow complimentary coaching resources and demonstrate state commitment to our major funder.

## **BENEFITS of STATE ASSOCIATION COACHING PARTNERSHIP**

1. Be featured as a Partner on ICMA Coaching Program webpage, all webinars, and notices -- enjoy recognition and outreach to attract new members to your association
2. Participate in identifying webinar topics and presenters of interest to your state
3. Receive notices for each webinar and Career Compass column in formats that your association can readily distribute to your members
4. Gain quarterly reports about participation in your state to support your association's objectives for membership growth and professional development
5. Share best practices and templates for programs you can implement within your state (for example, Speed Coaching)
6. Help shape future Coaching Program services with membership on the ICMA Coaching Program Advisory Committee (for example, materials for setting up 1-1 coaching in your state).
7. Tap the power of the new ICMA CoachConnect tool to connect rising stars with volunteer coaches in your association. Build connections that boost your association now and into the future.

## **SPONSORSHIP TERMS AND CONDITIONS**

The State Association agrees to:

1. Designate one point-of-contact to distribute Coaching Program webinar announcements, Career Compass columns, and other resource materials to State Association members and to encourage them to share the notices and resources with all of their employees.
2. Identify two representatives (one senior manager and one emerging leader) from your State to serve on the national ICMA Coaching Program Advisory Committee.

3. Contribute \$1,000 per year to ICMA to offset costs of supporting State Association participation in the Coaching Program.
4. Make sponsorship payment for the 2016 Coaching Program within 30 days of signing this Agreement.

The State Association may elect to sponsor the Coaching Program for up to three years. The State Association electing the three year one-time payment option will receive a 5% discount. Otherwise, sponsorship renewals will be mailed to the State Association on an annual basis in December beginning December 2016 for the 2017 Coaching Program.

The State Association may terminate this Agreement with 90 day written notice. No refunds are available for pre-paid periods.

#### SPONSORSHIP ELECTION

- ☐ Enroll us for the 2016 Coaching Program only for \$1,000
- ☐ Enroll us for the 2016-2018 Coaching Program for \$1,000 per year with annual renewal invoicing
- ☐ Enroll us for the 2016-2018 Coaching Program with the 5% discount for one-time payment of \$2,850

Make checks payable to ICMA and mail to PO Box 79403, Baltimore, MD 21279-0403. To pay by Visa, MasterCard or American Express complete form below and fax to (202) 962-3678 or email to Matt Watson, [mwatson@icma.org](mailto:mwatson@icma.org)

Name on card:

Card Number:

Billing Address

Expiration Date:

**STATE ASSOCIATION POINT OF CONTACT DESIGNATION**

Name:

Title:

**ICMA COACHING PROGRAM ADVISORY COMMITTEE – STATE REPRESENTATIVES**

(1) Name:

Title:

(2) Name:

Title:

For more information or questions about the Coaching Program, please contact: Rob Carty, Director, ICMA Career Services, [rcarty@ICMA.org](mailto:rcarty@ICMA.org) or Frank Benest, ICMA Liaison for Next Generation Initiatives, [frank@frankbenest.com](mailto:frank@frankbenest.com).

**STATE ASSOCIATION AUTHORIZED SIGNATORY**

Signature:

By:

Title:

Date:



# ILCMA Strategic Plan 2014-2017

STRATEGIC PRIORITIES	COMMITTEE RESPONSIBLE		TIME FRAME 2014-2015	TIME FRAME 2014-2017
(S) equals found in Serafin Communication Strategy Report		NOTES		
<b>Marketing the Profession</b>				
<b>1. Improve positive external awareness of the profession and ILCMA</b>	Promote the Profession Committee			
A. Website improvements	Website Ad Hoc Committee PtP Cmttee provides input Life Well Run		Website complete Nov 2015 Done Done Done Done Done Done Done	
i. Hire Web Designer (S)				
ii. Revamp the website with a focus on external audiences (S)				
iii. Organize member information in an easily accessible manner (S)				
iv. Make the home page educational/informative to external audience (S)				
v. Determine importance of content that is not used often (S)				
vi. Use survey results to determine resources on website (S)				
vii. Update content on regular basis (S)				
B. Proactive communications				
i. Implement plans for proactive media and crisis (S)		PTP Committee included materials in Nov 2015 board packet that		x
ii. Position ILCMA exec director/board president as subject matter experts (S)				x
iii. Identify interested members/professors as subject matter experts (S)				x
iv. Develop protocols to determine comments to media (S)		Nov Board Packet		x
v. Develop matrix to identify proactive media opportunities (S)				x
vi. Identify key media (S)				x
vii. Contact media outlets to introduce ILCMA (S)				x
viii. Follow issues in media/contact outlets to offer experts (S)				x
ix. Make newsletter information available for sharing (S)				x
x. Provide media/messenger training (S)				x
xi. Engage local government reporter relationships to provide messaging (S)				x
xii. Develop roster of expert commentators (S)				x
xiii. Draft press releases for potential media stories (S)				x
xiv. Develop/distribute talking points on media stories for inquiries (S)				x
xv. Draft Op-Eds and LTE's on items in the news (S)				x
C. Reactive communication plan				
i. Implement plans for reactive media and crisis (S)				X
ii. Brief members on media/crisis protocol (S)				X
D. Continue with opportunities for "adaptive leadership" with municipalities that do not have a professional manager (article series, partner with IML)			X	
i. Explore opportunities for article series		Nov. Board Packet		
ii. Explore partnership with other associations		Jan. IL Chiefs of Police	Seminar held with IL Chiefs of Police Jan '16; Partner annually with another association	
E. Message				
i. Develop an external umbrella message (S)		Nov. Board Packet		x
ii. Develop data points to show benefits (S)		Nov. Board Packet		x
iii. Develop messaging re: role of manager (S)		Nov. Board Packet		x
iv. Aggregate existing municipality awards (S)				x
v. Incorporate ILCMA resources to standardize message (S)				x
vi. Encourage use of ICMA local government branding (S)				x
vii. Develop an ILCMA implementation plan using Life, Well Run elements (S)				X
viii. Develop orientation packet and identify educational training (S)				X
F. Branding				
i. Determine need for redesign of logo (S)			DONE Aug 2015	
ii. Utilize ICMA criteria and branding to recognize ILCMA communities (S)				X
iii. Copyright logo, seal, and ILCMA name			DONE Dec 2015	

STRATEGIC PRIORITIES	COMMITTEE RESPONSIBLE		TIME FRAME 2014-2015	TIME FRAME 2014-2017
<b><u>2. Increase exposure of ILCMA to the next generation</u></b>	IAMMA/PTP Committee			
<b>A. Work with IAMMA in pursuit of its 5 year plan</b>		IAMMA in review of Next Gen 5 Year Plan		x
i. toolkit works with Next Gen-ILCMA / IAMMA document creation			Ongoing	x
ii. build relationship with university				
B. Provide opportunities for undergraduate students to shadow managers in local government positions				x
C. Encourage more internship opportunities			Ongoing	
D. Mentor students throughout their education		New ICMA Coaching Program	Ongoing	
E. Increase the support of students' (interns) participation in professional organizations			x	x
F. Provide organizational structure which allows for more direct involvement of interns in order to maintain their commitment to the organization as their career evolves				x
G. More direct involvement of managers in Next Gen initiatives		Work with IAMMA/encourage managers to attend IAMMA annual social event in Chicago	x	
<b>Organizational Structure</b>				
<b><u>1. By the end of 2015 an optimal structure for ILCMA will be adopted.</u></b>	Board			
A. 3-5 member task force made up of past presidents will review the current committee structure for:			x	x
i. Number of committees			x	x
ii. Size of committees			x	x
iii. Term limit for volunteers on a committee			x	x
iv. Demographic diversity on committees			x	x
<b><u>2. By the end of 2015 have a long term plan for secretariat services adopted by ILCMA board</u></b>	Board		x	x
B. ILCMA leadership have a conversation with NIU CGS Director about future secretariat services		Met with Anne Kaplan, VP NIU University Outreach, Engagement, and Regional Development and Diana Robinson, CGS Director on March 16, 2016	x	Done
i. Adequate staff support/resources			x	
<b>Membership Growth</b>				
Initiative: Increase ILCMA membership by 10% over the next 3 years by targeting the Next Generation and Non-Traditional Members (ex. Police Chiefs or Finance Directors promoted to Manager and Department Directors or Assistant Directors).				
<b><u>1. Survey ILCMA Managers to find out if their staffs are members, if the community pays for membership and events etc. in order to identify Managers that we need to reach out to in order to encourage participation from interns up to Assistants.</u></b>	Membership Services	2015 Member Survey includes question about staff membership - 63% of respondents support staff memberships		
A. Add questions to the bi-annual membership survey about staff membership	Membership Services			Done
<b><u>2. Identify and reach out to IAMMA members who are not members of ILCMA.</u></b>	IAMMA/Membership Services			
A. Secretariat cross-reference IAMMA/ILCMA membership databases			x	Ongoing
B. Provide the list of non-ILCMA members to the Membership Services Committee for follow-up		List received from IML	x	Ongoing

STRATEGIC PRIORITIES	COMMITTEE RESPONSIBLE		TIME FRAME 2014-2015	TIME FRAME 2014-2017
<p><b>3. Identify new manager appointments and target them for ILCMA membership.</b></p> <p>A. Continue program that is in place where Secretariat and Senior Advisors reach out to newly appointed managers/administrators</p>	Senior Advisors		Ongoing	Ongoing
<p><b>4. Create a recruitment program that targets department head level positions. (Discussion point – Should our conferences be more generic for management? Would a Department Head attend our conference if the agenda includes a lot of specific topics related to other departments? Would we attract more members if our topics were applicable to anyone in a management position within a City/County?)</b></p> <p>A. Conduct joint professional development sessions with other professional organizations (i.e., APA, IGFOA, APWA, Police and Fire Chief's Associations, etc.). (Discussion point – do we want to partner with each of the organizations for all professional development sessions we host moving forward?)</p> <p>ii. Once per year partner with a different association to provide a professional development event</p> <p>a. At the beginning of these session make a short presentation about ILCMA, code of ethics, and benefits of membership</p> <p>b. Have ILCMA membership brochures and membership forms at each meeting</p>	Professional Development	Joint meeting scheduled for January 2016 with IL Chiefs of Police IL Chiefs of Police in Jan 2016	Annually Annually	Ongoing Ongoing
	Membership Services		Annually - -provided this at Jan 2016 meeting with IL Chiefs of Police	Ongoing
	Membership Services		Annually - -provided this at Jan 2016 meeting with IL Chiefs of Police	Ongoing
B. Explore the creation of a new membership category for department heads			Membership Services Comm. studying this	x
<b>Financial Stability</b>				
<p><b>1. Prepare a three-year financial plan/forecast for use in decision making for the next budget cycle.</b></p> <p>A. Distinguish recurring and one-time revenues and expenditures.</p> <p>B. Annually assess fund balance and compare to the adopted fund balance policy.</p> <p>C. Plan for contract renewals with NIU for Secretariat services.</p> <p>D. Review annually with the Board of Directors.</p>	Board/Executive Director		x Ongoing x Annually	x Ongoing Ongoing annually
<p><b>2. Develop budgets for Conferences and Professional Development programs.</b></p> <p>A. Develop a budget with revenue and expenditure projections for professional development offerings for the current fiscal year.</p> <p>B. Develop a budget with revenue and expenditure projections for the Winter Conference for the current fiscal year.</p> <p>C. Develop a budget with revenue and expenditure projections for the Summer Conference for the current fiscal year.</p> <p>D. Monitor each and make adjustments to revenues (fees) and expenditures as necessary.</p> <p>E. Review annually with the Board of Directors.</p>	Executive Director/Conference Chairs	Done Done	Done Done Ongoing Annually	Ongoing annually
<p><b>3. Assess opportunities for new revenues.</b></p> <p>A. Consider a fee for job advertisements on the ILCMA website.</p>	Executive Director/Board	Implemented July 1, 2015	Done Ongoing	Ongoing
B. Increase corporate partner recruitment				
<b>Professional Development</b>				
<p><b>1. ILCMA acknowledged as a leader in local government training</b></p> <p>A. Retain the number of corporate sponsorships so that ILCMA can continue to offer top-quality professional development programming</p>	Professional Development Board/Committee Chairs/Executive Director	2015 - 36 Partnership; 6 Sponsorship; 13 Benefactor	2016 - 39 Partnership; 9 Sponsorship; 8 Benefactor	Ongoing
B. Increase the numbers of types of webinars and tech-based training opportunities offered through ILCMA	Professional Development	Working with Harry Carays on tech-based delivery of professional development seminars	Ongoing	Ongoing

STRATEGIC PRIORITIES	COMMITTEE RESPONSIBLE		TIME FRAME 2014-2015	TIME FRAME 2014-2017
<p>C. Develop a training curriculum that can be offered in multiple area of the state or Midwest region to increase access to training opportunities outside the Chicago metro area</p> <p><b>2. Expand Leadership Development Educational Opportunities for New Entrants to the Profession</b></p> <p><b>A. Develop a comprehensive leadership curriculum for:</b></p> <p>i. Early career/Next gen professionals a. Partner with IAMMA/offer at IAMMA conferences</p> <p>ii. Mid-career professionals/department heads/supervisors b. Partner with other associations (APWA, IGFOA, Police/Fire Chief Associations)</p> <p>iii. Experienced/senior managers from non-traditional City management career tracks c. ILCMA Leadership Institute already in place</p> <p>B. Establish collaborations with colleges and universities across the state to expand the ILCMA training network, course offerings, and marketing to non-NIU students and grads</p> <p>C. Build upon Cal-ICMA Coaching Program</p> <p>i. Develop region-based peer-mentoring/coaching programs to support participants in the leadership development training programs. (match credentialed/senior managers 1:1 with new entrants)</p> <p><b>3. Review Scholarship Program</b></p>	<p>Professional Development</p> <p>Professional Development</p>	<p>Idea: Partner with IGFOA, IPELRA, APWA, APA - IL to develop series of professional development trainings for emerging leaders</p> <p>IL Chiefs of Police in Jan. 2016</p> <p>Joined new ICMA Coaching Program - waiting for ICMA to implement</p> <p>On Nov. 2015 Board agenda</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>Ongoing bi annually</p> <p>DONE</p> <p>DONE - see above</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>
<b>Membership Engagement</b>				
<p><b>1. Increase opportunities for interaction with a broad and diverse membership. (i.e., recognizing the needs of membership are changing)</b></p> <p>A. Evaluate ways to use technology to advance participation/communication in ILCMA.</p> <p>B. Enhance opportunities for social interaction and increased networking to maximize participation in ILCMA.</p> <p>C. Digital strategy</p> <p>i. Develop LinkedIn page for ILCMA members (S)</p> <p>ii. Develop LinkedIn page for ILCMA (S)</p> <p>iii. Add content to LinkedIn page (S)</p> <p>iv. Invite people to follow LinkedIn page (S)</p> <p>v. Develop Facebook page (S)</p> <p>vi. Develop Twitter page (S)</p> <p>vii. Explore digital advertising effort through Google (S)</p> <p><b>2. Encourage City/County Administrators/Managers to support analysts, interns and mid-mgt. in the profession to participate/join ILCMA.</b></p> <p>A. Better communicate the success and value of ILCMA.</p>	<p>PtP can serve as resource to Ad Hoc Website Cmttee</p>	<p>Draft policy for social media use has been created 5/2016</p> <p>Created 5/2016</p>	<p>Ongoing</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>Ongoing</p>

# **Executive Director Performance Evaluation Summary**

**for  
ILCMA**

**Prepared by  
The Center for Governmental Studies**



**May 2016**

The ILCMA Board and Committee members have an opportunity to annually evaluate their Executive Director of ILCMA. An online survey was created for the purposes of collecting feedback. Fifteen responses were received and the breakdown is shown in Table 1 below:

**Table 1**

<b>ILCMA Position</b>	<b>Total Responses</b>
Current Board Member	10
Executive Board Member (President, President Elect, Vice President, Secretary/Treasurer)	2
Committee Chair	3
<b>Total</b>	<b>15</b>

About 60 percent of the members indicated they have worked with their Executive Director for more than six years as can be seen in Table 2 below.

**Table 2**

<b>Length of Time</b>	<b>Percentage</b>	<b>Total Responses</b>
Less than 1 year	13%	2
1-2 years	7%	1
3-4 years	13%	2
5-6 years	7%	1
More than 6 years	60%	9
<b>Total</b>		<b>15</b>

The members were asked to rate the Executive Director's work performance as it pertained to *Board Relations* and *Association Management* as well as their working relationship as it pertained to *Personal Characteristics*. The options were strongly agree, agree, neutral, disagree, strongly disagree and not applicable. The scale used was a rating of 5 which equaled "strongly agree" down to a 1 which equaled "strongly disagree."

### **Board Relations**

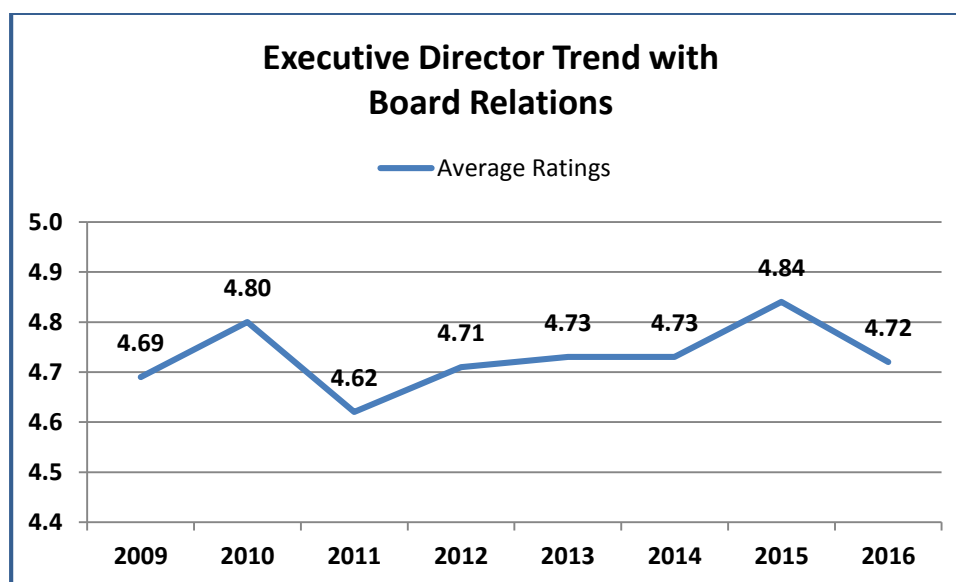
Among the 10 categories for work performance in the area of Board Relations, the members' ratings *averaged 4.72* as shown in Table 3.

**Table 3**

<b>Board Relations</b>	<b>Rating</b>
Implements strategic priorities as assigned by the Board	4.57
Demonstrates commitment to improving the Association	4.93
Encourages creative thinking and new ideas; utilizes new ideas and methods to advance the goals and objective of the Association	4.43
Provides sound guidance in Association matters	4.71
Effectively and efficiently uses available resources and implements proper accounting practices, financial controls, prudent budget techniques and investment policies	4.71
Works with the Board to secure the financial future of the Association; provides recommendations, prepares and disseminates comprehensive report of association's expenses and revenues, and forecasts	4.64
Provides positive representation of the Association to its members, the media, general public and other external parties	4.79
Supports Affiliate Associations, Committees and Executive Board members in carrying out their responsibilities and responds to requests for assistance quickly and cooperatively	4.93
Maintains professional and respectful relationship with Affiliate Associations, Committees and Executive Board, and other volunteer leaders	4.71
The Executive Director's leadership maintains the Board's confidence in the services provided by NIU Center for Governmental Studies	4.79
<b>Average Rating</b>	<b>4.72</b>

Shown in Chart 1 below is a comparison of the average ratings for eight years. These average ratings show a trend in which the Executive Director is striving to achieve a constant high level of work performance.

Chart 1



### Association Management

Among the 9 categories for work performance in the area of Association Management, the members' ratings *averaged 4.72* as shown in Table 4.

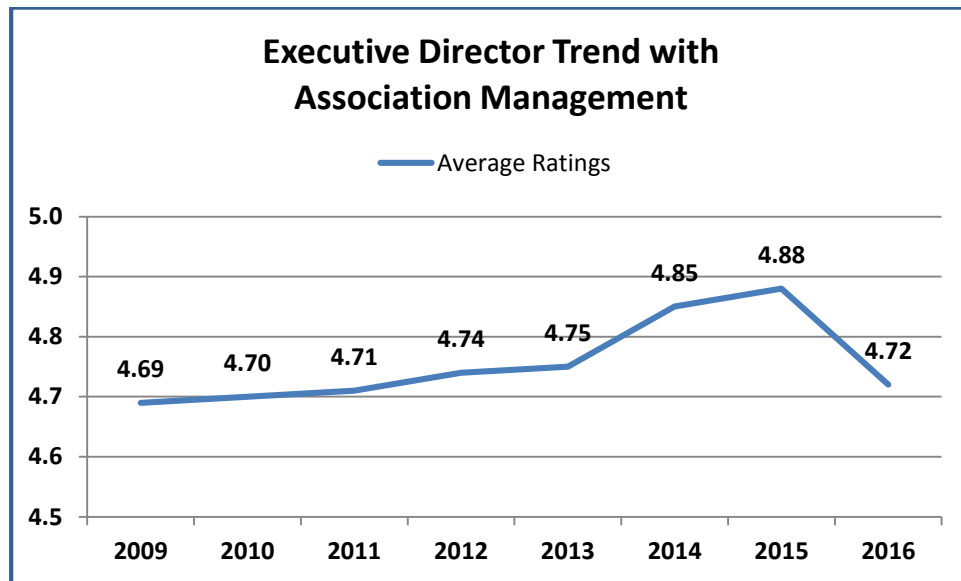
Table 4

Association Management	Rating
Is knowledgeable about Association governance and management and uses this knowledge to guide the Association	4.69
Identifies and addresses Association priorities in a timely manner	4.85
Anticipates association needs and deals effectively with critical situations	4.69
Assumes responsibility for making operational decisions within policy framework	4.69
Effective and efficient use of available resources and implementation of proper accounting practices, financial controls, prudent budget management and investment policies	4.62
Maintains quality communications with Association Board, affiliate organizations, Association membership and other appropriate entities	4.54
Effectively coordinates and oversees conferences, seminars and training/professional development programs	4.92
Understands the purpose of the Association and exhibits the willingness and professional expertise necessary to advance the goals and objectives of the Association	4.69

The Executive Director's leadership instills confidence and satisfaction amongst members of the Association	4.77
<b>Average Rating</b>	<b>4.72</b>

Shown in Chart 2 below is a comparison of the average ratings for the past eight years. These average ratings show a trend in which the Executive Director is striving to achieve a continual strong work performance.

**Chart 2**



### **Personal Characteristics**

Among the 7 categories, the members' ratings averaged 4.75 as shown in Table 5.

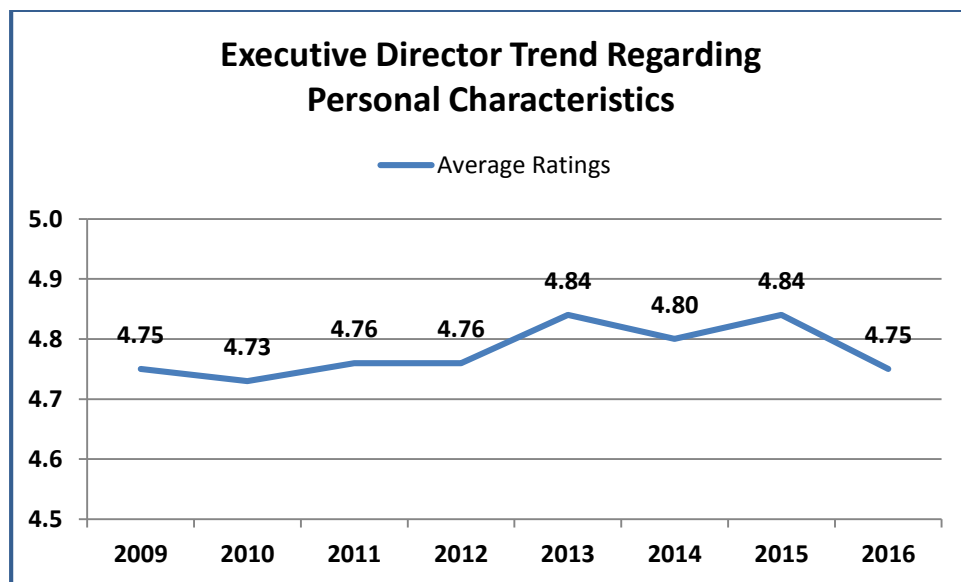
**Table 5**

<b>Personal Characteristics</b>	<b>Rating</b>
Reliable and meets deadlines	4.85
Demonstrates ability to communicate effectively, both orally and in writing	4.85
Maintains energy and personal motivation in demanding situations. Pursuit of Association objectives despite negative or unexpected obstacles; manages ambiguity.	4.77
Responds appropriately to advice and constructive criticism	4.62

Shows good judgment in taking initiative, setting priorities and making decisions in planned and unanticipated situations	4.62
Ability to work efficiently and responsively with little supervision and takes responsibility for actions and results	4.77
Acts with integrity, honesty, shows respect, is personally trustworthy and dependable. Adheres to respective Association's code of conduct or professional ethics and to the American Society of Association Executives Standards of Conduct.	4.77
<b>Average Rating</b>	<b>4.75</b>

Shown below in Chart 3 is a comparison of the average ratings for the past seven years. These average ratings show a trend in which the Executive Director is striving to achieve a constant and favorable working relationship.

**Chart 3**



### **Major Accomplishments**

The list below shows what the members believe to be the major accomplishments the Executive Director has achieved during the past year.

- 1. Maintained strong performance in uncertain/poor economic situation.
- 2. Continues to work strategic priorities (implementation good).
- 3. Winter conference was very good.
- 4. Collaborative Summer Conference with Wisconsin is promising.
- 1. Facilitated strategic planning.
- 2. Implementation of the new website.
- New website; progress toward strategic plan.

- Coordination of Joint Summer Conference Committee activities. Successfully organized and conducted the 2016 Winter Conference.
- Bring the Wisconsin and Illinois managers together for the upcoming summer conference.
- Dawn keeps us on task and is aware of the items we need to discuss as a Board.
- The Executive Director played a significant role in helping the Legacy Project (affiliate organization) amend its bylaws to become a more effective organization and better link with ILCMA. Her contributions were important to getting this project finalized. The new ILCMA website was a major accomplishment. It's more user-friendly and is a positive reflection of the organization.
- Dawn has done a very good job of coordinating the joint summer conference with WCMA. This stands to be a leveraging of assets for both organizations and an opportunity to increase program quality and networking. Dawn has kept the pressures of state government to herself and has not drawn ILCMA into the mess.

### **Areas of Concern**

The members were asked to list areas of concern during the past year. There wasn't any specific area of concern addressed.

- I have no specific areas of concern. Dawn has done what the Board has asked of her and more.
- None. Give Dawn an assignment and it gets done.
- I don't have any areas of concern. As is true with all of us in local government management, she needs to keep a plan of professional goals and engage in continuous improvement.
- None (5)

### **Goals**

The performance goals are outlined below:

- 1) Implement new website.
- 2) Continued implementation of the strategic plan.
- 3) Implement a joint conference opportunity with Wisconsin.

Eleven individuals responded to if the performance goals have been met by the Executive Director and their comments are listed below.

- Yes (5)
- Yes, with great success.
- 1. Not sure. Not a big user. 2. Yes. If we really want the communication audit to get needs some resource allocation. 3. TBD, but planning seems good.
- Yes. Did it in a timely manner. The website was done within budget.
- Yes! The new website was completed. She worked to implement many actions of the strategic plan, and I am looking forward to the Joint IL-WI conference this summer. The sessions look incredible.

- The website has been installed and is a marked improvement. Progress continues to be made on the strategic plan. As noted above, the conference has been scheduled. The glue for all of these tasks is Dawn.
- I believe so.

### **Expectations**

Of the 11 individuals who responded, they *all* responded that she definitely meets expectations or even exceeds expectations. The comments below reflect the overwhelming appreciation the members have of Dawn's abilities:

- Yes (3)
- Most definitely. She is a role model for other states!
- Exceeded expectations.
- Yes. She is awesome.
- Yes. It can be difficult to work with local government managers, all of whom have unique styles and preferences. Dawn is able to maintain strong working relationships with all Board members, from what I've observed.
- Yes. We are relying on the Executive Director more and more. The high marks I gave her at the beginning of the questionnaire are becoming the norm. There will come a time in the near future that my "Strongly Agrees" will be the neutral starting point. Dawn does an exceptional job and so does her staff.
- Yes. Dawn and her staff are professional and helpful.
- Yes. She is always on top of the meetings we hold and the business items we need to decide.
- Yes, without reservation. Each Board member volunteers their time and Dawn coordinates those efforts and the result is a high functioning professional association. This becomes apparent when a member moves through the chairs and has the occasion to interact with other state associations and see what ours has to offer.

### **Leadership**

Of the 11 individuals who responded; they all *specifically* replied that "Yes" she absolutely has exhibited strong leadership and the Association has benefited significantly from her contributions. Comments are noted below:

- Yes (2)
- Yes. Broad institutional knowledge and good relationships with membership.
- Yes. We couldn't do it without her.
- Absolutely.
- Yes. She is tireless in working for ILCMA.
- Yes. Dawn continues to offer the Association tremendous consistency in leadership. She knows how to work well with diverse audiences to get things done, and I appreciate that skill set.

- It has grown. Also, the conferences are much better.
- Yes, very much. Without a strong person in this role, our group would not be effective.
- Absolutely! The Association would go off the rails without Dawn's expertise, organization skills, and professionalism.
- Dawn is outstanding. See prior comments.

### **Professional Advice**

Members were asked to give two pieces of professional advice and their feedback is noted below:

1.1 In the future, I think a robust on-boarding/orientation by the Chair/Executive Director would be good.

1.2 Act as an entrepreneur. Don't let fate of state funding determine path of organization.

2.1 Keep doing what you are doing!

3.1 Maintain work-life balance!

4.1 Identify and pursue opportunities to learn and develop professionally.

4.2 The Board could benefit from stronger recommendations coming from the Executive Director.

5.1 Keep up the great work but understand that we administrators every day must respond to the demands of our position and cannot always respond to questions and surveys in a timely manner..

6.1 Ask for member help if staff needs it.

7.1 Beware the fickle nature of state government and watch out for yourself.

7.2 In this environment it is suicide to think things will take care of themselves.

7.3 Continue to find work/life balance where you can. Enjoy your family.

### **Recommended Goals for FY17**

Members were asked what they would recommend for performance goals for the upcoming year. Their recommendations are listed below:

- 1.1 Continued implementation of the strategic plan.
- 1.2 Evaluate joint conference opportunity with WI/try again? with MI? or MO?

- 2.1 Continue to implement ILCMA's strategic plan.

- 3.1 Keep the board informed on its finances.

- 4.1 I'd be interested in understanding from Dawn what needs to be accomplished and having a strategic conversation as a Board.

- 5.1 I am concerned about backlash for moving the summer Conference Wisconsin. Have a backup plan if we catch too much pushback.
- 5.2 It would be interesting to "fish" to best practices from other Associations.

- 6.1 Evaluate the success of the joint conference to determine lessons learned (can it be replicated, how often, where).
- 6.2 Explore ways to make the website more robust and incorporate social media.
- 6.3 Develop strategies for the continuity of operations should the state budget fiasco interrupt operations at NIU.

### **Other Comments**

The following additional comments were made:

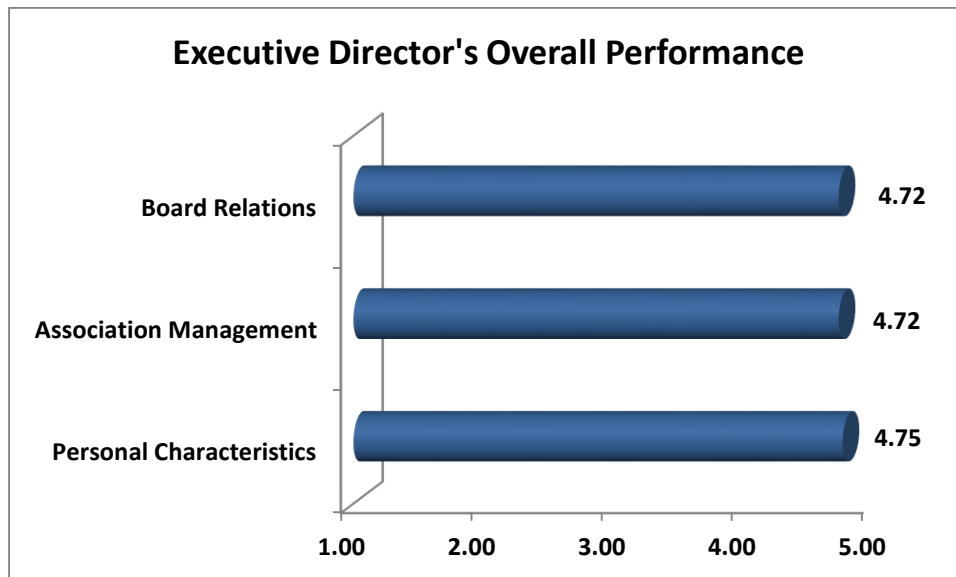
- As a rookie Board member, I was impressed by you this year and look forward to working with you more in the future.
- Dawn does an excellent job and we benefit from her leadership and hard work.
- I can't say enough great things about Dawn. As a first time Board member, she helped me understand the lay of the land, which resulted in me having a better understanding of my role and responsibilities on the Board. I appreciate that Dawn works hard to provide all relevant material to the Board in advance of meetings.

- The attendees at ILCMA conferences, training sessions, meetings, and lunches are a difficult group to always please. Her hard work before and at these events speak for itself! She makes it all look seamless and effortless.
- The state budget and its potential impact(s) on ILCMA need to be game planned. Short- and long-term strategies need to be developed. What happens if a shutdown of NIU occurs? What happens if broad policy direction on things like travel runs counter to our agreement for services? What if the increases in cost for services are not finding their way to the NIU employees working on our behalf? What if furlough days or other cost containment measures impede our operations? We have a contract for the delivery of specific services. Just as NIU may need to do what is in its best interest, we need to protect our interests. At minimum, I would expect the free flow of timely information on what is transpiring at the university and not the need to track events in the media. Also, it is unfair to put Dawn in the middle unless that is the intention and then it should be with the full knowledge of all involved.

### **Summary**

The ILCMA members' responses show an overwhelming favorable impression they have for their Executive Director. They value her contributions, commitment, leadership, hard work, and professional relationship. Figure 1 below shows the consistent high level of work performance.

**Figure 1**



**Agreement by and between**  
**Northern Illinois University Center for Governmental Studies**  
**and the Illinois City/County Management Association**

This AGREEMENT made and entered into this 26th day of May, 2016 by and between the BOARD OF TRUSTEES acting on behalf of Northern Illinois University through the Center for Governmental Studies, hereinafter referred to as the "University," and the ILLINOIS CITY/COUNTY MANAGEMENT ASSOCIATION, hereinafter referred to as the "Association," witnesseth.

In consideration of the mutual promises hereinafter specified, the University and the Association agree as follows:

1. The University shall provide the Association with a Secretariat for the period July 1, 2016 through June 30, 2017, upon the terms and conditions set forth in Exhibit A which is attached hereto and incorporated herein by reference.
2. Throughout the term of this agreement, the Association shall have the right to perform any or all of the duties described in Exhibit A as responsibilities of the Secretariat Coordinator, provided that in the event of such performance by the Association the amount due to the University hereunder shall not be reduced on account thereof.
3. Throughout the term of this agreement, the University shall be given the first opportunity to participate in the co-sponsorship or administration of any externally funded Association programs.
4. The Association shall be invoiced twice per year as for all travel, mail, printing, and supplies and other expenses as approved by ILCMA Board in association with the management of ILCMA.
5. The Association shall provide no more than four complimentary memberships to appropriate members of the University's faculty.
6. In consideration of the services provided by the University to the Association in accordance with this agreement, the Association shall pay the University a contract amount of \$134,250 (this includes \$120,750 for ILCMA, \$3,000 for IAMMA

financials, \$3,000 for Metro financials, and \$7,500 for The Legacy Project conference administration and financials) payable in four installments of \$33,562.50 at the end of the months of September and November, 2016, and January and March, 2017.

7. ILCMA may grant annual merit compensation for staff at an amount to be determined and as mutually agreed upon by both parties.
8. The parties hereto shall abide by the requirements of Executive Order 11246, and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.
9. In return for the association management services provided by the Center for Governmental Studies (CGS) at Northern Illinois University, The Illinois City/County Management Association agrees to allow the CGS to have a "Friends of ILCMA" Corporate Partnership at the Partner level at no cost.
10. The University has the right to terminate this Contract for any reason upon one-hundred eighty (180) days advanced written notice of intention to terminate. The Association has the right to terminate this Contract for any reason upon one-hundred eighty (180) days advanced written notice of intention to terminate.
11. Should there be a vacancy in the position of executive director or planned resignation/retirement of the person who fills this role at the University, the ILCMA Board will be provided the opportunity to approve the hiring of the person who will fill this role.
12. The Association agrees to perform an annual evaluation of Secretariat services and provide a summary report to the CGS director.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives and as of the year and day hereinabove set forth.

BOARD OF TRUSTEES of Northern Illinois  
University through its Center for Governmental  
Studies.

By \_\_\_\_\_  
Anne C. Kaplan, Vice-President,  
Outreach, Engagement, and Regional  
Development

ILLINOIS CITY/COUNTY MANAGEMENT  
ASSOCIATION

By \_\_\_\_\_  
Kelly Amidei, President

Approved By \_\_\_\_\_  
Diana Robinson, Director  
Center for Governmental Studies

\_\_\_\_\_  
Dawn S. Peters, Executive Director

## Exhibit A

The Secretariat shall consist of University staff members as approved by the Executive Board of the Illinois City/County Management Association. The staff would be supervised by the Center for Governmental Studies. Review of staffing shall take place by the Executive Board of the Association prior to the approval of the next year's contract. Its duties would consist of the following:

- 1) Preparation of ten monthly newsletters on Association events.
- 2) Arrange, under direction of the Conference Chairs, the logistics and programs for two annual conferences.
- 3) Sponsorship and coordination of educational and professional development programs as desired by the Association.
- 4) Arrange workshops or meetings on matters of concern to the Association.
- 5) Development and maintenance of linkages with other associations whose goals are consistent with those of ILCMA.
- 6) Mail out dues notices and receive and deposit dues.
- 7) Preparation of an annual membership directory.
- 8) Management of annual salary surveys for managers/administrators and other members.
- 9) Manage the Association's finances, including assist in the preparation of the budget, administer the budget, produce and maintain financial records and ensure the timely filing of annual returns/reports.
- 10) Provide staff support to affiliate groups as necessary.
- 11) Provide staff support for the ILCMA Board of Directors and Committee Chairs.
- 12) Maintain and update ILCMA web pages, including necessary links to other associations and affiliate organizations. Assist with new website design as needed.
- 13) All routine correspondence for the Association in consultation with the Association President as needed.
- 14) Respond to inquiries from members, municipalities, and other interested parties to further the mission and goals of the Association.
- 15) Administration of the "Friends of ILCMA" Corporate Partnership Program
- 16) Administration of IAMMA financials.
- 17) Administration of Metropolitan City/County Management Association financials.
- 18) Administration of The Legacy Project financials and conferences.
- 19) Liaison between ICMA and ILCMA programs and communication.

The staff will be housed in the Center for Governmental Studies.

	Proposed						
	May 1, '16-Apr 17	YTD May 2015 - Jan 19, 2016	May '14 - Apr 15	YTD Budget Jul'15 - Apr '16	Budget Jul '15 - Apr 16	\$ Over Budget	% of Budget
<b>Income</b>							
<b>47200 · Dues</b>							
47205 · ILCMA Membership Dues	\$ 127,000.00	127,571.41	125,026.01	59,106.00	50,185.00	8,921.00	117.78%
47210 · IAMMA Membership Dues	\$ 8,300.00	8,295.00	9,160.00	4,925.00	4,019.00	906.00	122.54%
47215 · METRO Membership Dues	\$ 3,100.00	3,040.00	3,490.00	972.50	1,020.00	-47.50	95.34%
47220 · IACA/NACA Membership Dues	\$ 1,750.00	1,750.00	1,700.00	1,075.00	725.00	350.00	148.28%
47225 · SWICMA Membership Dues	\$ 1,300.00	1,300.00	1,300.00	300.00	450.00	-150.00	66.67%
47230 · Legacy Project Dues	\$ 2,500.00	2,520.00		1,160.00	2,000.00	-840.00	58.0%
<b>Total 47200 · Dues</b>	<b>\$ 143,950.00</b>	58,399.00	140,676.01	67,538.50	58,399.00	9,139.50	115.65%
<b>47300 · Interest</b>	<b>\$ 150.00</b>	112.14	187.13	145.78	200.00	-54.22	72.89%
<b>47400 · Advertising/Sponsorship</b>							
47405 · Advertising	\$ 10,000.00	8,600.00	10,500.00	10,900.00	9,500.00	1,400.00	114.74%
47410 · Sponsorship	\$ 70,000.00	57,050.00	66,262.50	73,765.00	59,000.00	14,765.00	125.03%
<b>Total 47400 · Advertising/Sponsorship</b>	<b>\$ 80,000.00</b>	65,650.00	76,762.50	84,665.00	68,500.00	16,165.00	123.6%
<b>47500 · ICMA Reim for Senior Advisor</b>	<b>\$ 7,500.00</b>	3,920.54	5,600.66	2,583.47	2,640.00	-56.53	97.86%
<b>47800 · Conferences</b>							
47936 · Winter Conference Prior Budget Year		4,735.00	875.00				
47937 · Summer Conference Prior Budget Year		46,461.00	46,812.48	20,178.00	16,825.00	3,353.00	119.93%
47938 · Summer Conference Current Budget Year	\$ 50,000.00	17,050.00	18,650.00	20,160.00	18,000.00	2,160.00	112.0%
47939 · Winter Conference Current Budget Year	\$ 40,000.00	13,900.00	42,615.00	51,260.00	47,000.00	4,260.00	109.06%
<b>Total 47800 · Conferences</b>	<b>\$ 90,000.00</b>	82,146.00	108,952.48	91,598.00	81,825.00	9,773.00	111.94%
<b>47850 · Professional Dev Workshops</b>							
47860 · Winter Pre-Conference	\$ 1,750.00	0.00	2,950.00	1,725.00	2,625.00	-900.00	65.71%
47870 · Summer Pre-Conference	\$ 1,000.00	700.00	945.00	700.00	998.00	-298.00	70.14%
47885 · Webinars	\$ -	0.00	0.00		0.00		
47893 · September or October	\$ 1,000.00	1,400.00	1,355.00	1,365.00	1,228.00	137.00	111.16%
47894 · November	\$ 1,000.00	790.00	1,305.00	790.00	1,491.00	-701.00	52.99%
47895 · January Financial Forecast Foru	\$ 21,000.00	7,257.69	0.00	16,157.81	4,800.00	11,357.81	336.62%
47896 · March	\$ 1,000.00	0.00	1,890.00	1,990.00	1,000.00	990.00	199.0%
47897 · April	\$ 1,000.00	90.00	1,390.00	795.00	1,170.00	-375.00	67.95%
47899 · January Prof Development	\$ 1,000.00	90.00	1,095.00	2,300.00	945.00	1,355.00	243.39%
<b>Total 47850 · Professional Dev Workshops</b>	<b>\$ 28,750.00</b>	10,327.69	10,930.00	25,822.81	14,257.00	11,565.81	181.12%
<b>48450 · Job Ad Revenue</b>	<b>\$ 14,000.00</b>	7,400.00		13,650.00	24,000.00	-10,350.00	56.88%
<b>48500 · ILCMA Apparel</b>		0.00	0.00	0.00	0.00	0.00	0.0%
49950 · Miscellaneous	\$ 1,500.00	1,130.00	1,685.00	1,253.00	500.00	753.00	250.6%
50000 · From/To Reserves	\$ (710.00)	0.00	0.00		49,643.00	-49,643.00	0.0%
50100 · IAMMA Financial Administration	\$ 3,000.00	5,750.00	0.00	2,875.00	2,875.00	0.00	100.0%
50200 · METRO Financial Administration	\$ 3,000.00	6,000.00	0.00	3,000.00	3,000.00	0.00	100.0%
50210 · Metro Credit Card Transactions	\$ 8,500.00	3,005.00	8,700.00	8,325.00	8,075.00	250.00	103.1%
50300 · Legacy Project Financial & Conf Admin	\$ 7,500.00	7,500.00		7,500.00	7,500.00	0.00	100.0%
<b>Total Income</b>	<b>\$ 387,140.00</b>	251,340.37	353,493.78	308,956.56	321,414.00	-12,457.44	96.12%
<b>Expense</b>							
60000 · NIU Contract	\$ 134,250.00	71,375.00	135,520.00	107,062.50	142,750.00	-35,687.50	75.0%

	Proposed						
	May 1, '16-Apr 17	YTD May 2015 - Jan 19, 2016	May '14 - Apr 15	YTD Budget Jul'15 - Apr '16	Budget Jul '15 - Apr 16	\$ Over Budget	% of Budget
Staff Merit Pay	\$ 7,500.00						
ILCMA Travel	\$ 8,500.00						
<b>61000 · Membership Dues Disbursement</b>							
61200 · IAMMA Dues Disbursement	\$ 8,300.00	7,985.00	9,270.00	4,625.00	4,018.00	607.00	115.11%
61300 · METRO Dues Disbursement	\$ 3,100.00	3,120.00	3,450.00	1,110.00	1,020.00	90.00	108.82%
61400 · SWICMA Dues Disbursement	\$ 1,300.00	1,300.00	1,450.00	350.00	450.00	-100.00	77.78%
61500 · NACA Dues Disbursement	\$ 1,150.00	1,100.00	1,100.00	500.00	475.00	25.00	105.26%
61540 · IACA Dues Disbursement	\$ 600.00	575.00	550.00	275.00	250.00	25.00	110.0%
61550 · Legacy Project Dues Disbursemen	\$ 2,500.00	1,360.00			2,000.00	-2,000.00	0.0%
<b>Total 61000 · Membership Dues Disbursement</b>	<b>\$ 16,950.00</b>	15,440.00	15,820.00	6,860.00	8,213.00	-1,353.00	83.53%
<b>61800 · Refunds-ILCMA membership dues</b>	<b>\$ 1,000.00</b>	2,283.75	140.00	0.00	70.00	-70.00	0.0%
<b>62000 · ILCMA Conferences</b>							
62203 · Winter Conference Prior Budget Yr							
62204 · Winter Conference Current Budget Yr		6743.91	49,506.78		54,000.00	-54,000.00	0.0%
62205 · Summer Conference Current Budget Yr		60533.27	1,789.29		15,000.00	-15,000.00	0.0%
62405 · Summer Conference Prior Budget Yr	\$ 60,000.00	1,157.92	61,249.49	6,504.66	15,000.00	-8,495.34	43.36%
62408 · Winter Conference Future Budget Year	\$ 45,000.00	344.33		67171.56		67,171.56	100.0%
62500 · UO Conf Expense	\$ 5,500.00	5708.05	3,067.94	5580.38	4,036.00	1,544.38	138.27%
<b>Total 62000 · ILCMA Conferences</b>	<b>\$ 110,500.00</b>	74,487.48	115,613.50	79,256.60	88,036.00	-8,779.40	90.03%
<b>63000 · Professional Development</b>							
63100 · Winter Pre-Conference	\$ 4,500.00	0.00	3,912.00	2,422.74	4,000.00	-1,577.26	60.57%
63200 · Summer Pre-Conference	\$ 2,500.00	4,160.58	479.49	3,600.00	2,500.00	1,100.00	144.0%
63430 · September or October	\$ 1,100.00	1,483.06	338.34	1,483.06		1,483.06	100.0%
63440 · November	\$ 1,100.00	829.63	1,007.33	829.63	747.00	82.63	111.06%
63450 · January Financial Forecast Foru	\$ 17,750.00	4,000.00	10,030.71	13,795.11	1,566.00	12,229.11	880.91%
63451 · January	\$ 1,100.00	0.00	915.98	2,202.77	1,000.00	1,202.77	220.28%
63460 · March	\$ 1,100.00	0.00	1,502.72	1,518.67	1,279.00	239.67	118.74%
63470 · April	\$ 1,100.00	0.00	2,455.72	30.00	1,644.00	-1,614.00	1.83%
63485 · CAL ICMA Coaching	\$ 1,000.00	0.00	5,000.00		5,000.00	-5,000.00	0.0%
63490 · New Administrator Boot Camp	\$ 750.00	0.00	517.15		0.00	0.00	0.0%
<b>Total 63000 · Professional Development</b>	<b>\$ 32,000.00</b>	10,473.27	26,159.44	25,881.98	17,736.00	8,145.98	145.93%
<b>64000 · General Operating Expenses</b>							
60500 · Corporate Partner Lunch	\$ 2,500.00	2,388.11	2,140.82	2,388.11	2,200.00	188.11	108.55%
64010 · IML Annual Mtg (booth & spkr)	\$ 1,000.00	850.00	855.39	850.00	1,400.00	-550.00	60.71%
64020 · Senior Advisor	\$ 15,000.00	11,017.63	13,737.33	12,208.79	8,000.00	4,208.79	152.61%
64040 · ICMA Hospitality	\$ 2,500.00	2,535.71	1,418.48	2,535.71	3,000.00	-464.29	84.52%
64050 · Misc. Operating	\$ 5,000.00	3,876.60	11,238.23	7,569.17	1,500.00	6,069.17	504.61%
64060 · Insurance (Board & Gen. Liabil)	\$ 5,500.00	2,244.00	5,138.00	2,194.00	3,000.00	-806.00	73.13%
64070 · IRS	\$ 1,800.00	1,753.00	1,658.00	1,753.00	1,750.00	3.00	100.17%
64090 · ICMA Conf Scholarship	\$ 800.00	750.00	670.00	750.00	1,350.00	-600.00	55.56%
65000 · Audit	\$ 1,500.00	0.00	1,200.00	1,300.00	1,500.00	-200.00	86.67%
65010 · ICMA Conf Planning Committee	\$ 1,200.00	523.14	1,161.99	523.14	1,500.00	-976.86	34.88%
65020 · Board Meetings	\$ 1,100.00	117.98	1,006.28	1,098.58	1,000.00	98.58	109.86%
65030 · Committee Meetings	\$ 500.00	0.00	0.00	0.00	500.00	-500.00	0.0%
65040 · Awards	\$ 1,600.00	1,566.82	1,368.57	85.00	1,000.00	-915.00	8.5%

	Proposed						
	May 1, '16-Apr 17	YTD May 2015 - Jan 19, 2016	May '14 - Apr 15	YTD Budget Jul'15 - Apr '16	Budget Jul '15 - Apr 16	\$ Over Budget	% of Budget
65050 • Website	\$ 500.00	12,794.42	15,329.04	6,761.92	6,500.00	261.92	104.03%
65059 • Credit Card Processing fees	\$ 1,500.00	2,815.98	3,338.48	1,832.32	1,200.00	632.32	152.69%
65060 • Board Travel	\$ 2,000.00	1,473.75	617.34	1,473.75	1,500.00	-26.25	98.25%
65070 • ILCMA Apparel		0.00	0.00		0.00	0.00	0.0%
65100 • Postage	\$ 500.00	357.46	34.31	287.11	500.00	-212.89	57.42%
65110 • Printing	\$ 2,500.00	2,074.41	0.00	1,612.59	1,000.00	612.59	161.26%
65120 • Supplies	\$ 500.00	301.75	223.44	432.15	500.00	-67.85	86.43%
65125 • Tax Preparation	\$ 500.00	400.00	400.00	400.00	400.00	0.00	100.0%
65126 • Member in Transition	\$ 500.00	600.00	0.00	300.00	1,000.00	-700.00	30.0%
65130 • Newsletter Graphic Design	\$ 5,500.00	3,525.00	5,250.00	4,025.00	4,500.00	-475.00	89.44%
<b>Total 64000 • General Operating Expenses</b>	<b>\$ 54,000.00</b>	51,965.76	66,785.70	50,380.34	44,800.00	5,580.34	112.46%
67500 • ICMA Fund for the Profession	<b>\$ 3,500.00</b>	3,500.00	3,500.00		3,500.00	-3,500.00	0.0%
67505 • Memorial/Retirements to ICMA Fund	<b>\$ 1,000.00</b>	600.00	450.00	400.00	1,000.00	-600.00	40.0%
68000 • Special Proj/Contingency Fund						0.00	0.0%
68030 • Strategic Planning/Board Orient	\$ 250.00	0.00	1,580.34		500.00	-500.00	0.0%
68052 • Committee Projects	\$ 5,000.00	0.00	10,000.00		5,000.00	-5,000.00	0.0%
68055 • Misc.	\$ 2,500.00	0.00	6,036.40		2,500.00	-2,500.00	0.0%
68056 • ICMA Stud. Chapter	\$ 800.00	0.00	400.00		1,000.00	-1,000.00	0.0%
<b>Total 68000 • Special Proj/Contingency Fund</b>	<b>\$ 8,550.00</b>	0.00	18,016.74		<b>9,000.00</b>	-9,000.00	0.0%
69950 • Disburse Metro Credit Card Tran	<b>\$ 9,390.00</b>	3,155.00	8,567.85	9,640.00	<b>6,309.00</b>	3,331.00	152.8%
<b>Total Expense</b>	<b>\$ 387,140.00</b>	233,280.26	390,573.23	279,481.42	321,414.00	-41,932.58	86.95%
<b>Net Income</b>	<b>\$ -</b>	<b>18,060.11</b>	<b>-37,079.45</b>	<b>29,475.14</b>	<b>0.00</b>	<b>29,475.14</b>	100.0%

**Professional Development Committee.** The Professional Development Committee was chaired by Dorothy Ann David, City Manager, Champaign. The Professional Development Committee was engaged in the planning of five ILCMA training sessions, including:

- Strategies for Development and Maintaining Personal & Team Resilience (October 15, 42 registrants)
- Cyber Security and Managing Municipal IT Infrastructure (November 19, 34 registrants)
- Implications of the Police and Community Relations Improvement Act (partnership with Illinois Chiefs of Police, January 21, 84 registrants)
- Transforming Local Government to Attract and Retain a New-Age Workforce (March 17, 70 registrants)
- Eat, Drink and Be Merry....If Permitted by Code (April 21, 38 registrants.)

The Committee continued the tradition of scheduling our professional development seminars in conjunction with monthly Metro Managers meetings. In addition, ILCMA partnered with Metro Managers and IAMMA to conduct a successful speed coaching session on December 9 (26 registered.) ILCMA also continued to partner with the NIU Center for Governmental Studies Civic Leadership Academy to sponsor the seventh annual Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector held on January 15 (222 registered.)

The Professional Development Committee also helped to select the topics for the two pre-conference professional development sessions for the winter and summer conferences. The pre-conference session in February was in collaboration with the Alliance for Innovation: “Next Big Things: What Does it Mean for My Community?” presented by Karen Thoreson, President of the Alliance. (22 registered). The summer conference workshop will be an ICMA University Workshop, “Skillfully Building Common Ground,” presented by Dr. Deborah Roberts.

ILCMA has continued to participate in ICMA Coaching Program to offer webinars and access to other professional development resources to our members. Through the coaching program, ILCMA members have free access to webinars, one-to-one coaching match-ups, speed coaching, coaching call-a-thons, Career Compass advice columns, and other coaching resources. The program is open to all ILCMA members and members of your professional staff at no cost.

Two hundred and sixty-one local government professions from the Illinois have participated in the Cal-ICMA webinars during 2015. 2016 webinar topics are:

- Thriving as a High Performance Organization, March 10
- Building Civic Leadership and Community, April 13
- Ethics in Action, May 19
- Successful Supervision and Leadership, September 8
- Survival Skills for Managers October 20
- Succession Planning and Knowledge Transfer, November 17

The committee also reviewed progress toward the ILCMA Strategic Plan goals that apply to the professional development of our membership. The Strategic Plan was approved with the following strategic priorities for professional development:

- **ILCMA acknowledged as a leader in local government training** - The plan calls for increasing the numbers of types of webinars and tech-based training opportunities. The committee believes that our partnership with the ICMA Coaching program is fulfilling this goal. There is also a goal to develop a training programs that can be offered in multiple areas of the state, outside the Chicago metro area; however, the committee deferred action on this to a future program year.
- **Expand Leadership Development Educational Opportunities for New Entrants to the Profession** – The Plan identifies action steps not only for new entrants, but for local government professionals at all stages of their careers. ILCMA continues to partner with IAMMA to identify training needs and opportunities for joint programming. The joint speed coaching session was one successful achievement this past year. Also, partnerships with groups such as the IL Chiefs of Police help with the development of mid-career professionals, expanding leadership opportunities for managers and department heads. The ILCMA Leadership Institute is also a resource for more senior/tenured managers and professionals. ILCMA will also look for opportunities to promote mentoring programs through ICMA and other organizations rather than duplicating these efforts.

ILCMA  
2016 Winter Conference  
FINANCIAL REPORT

REVENUES:

Registrations	32,550.00	
Outstanding Registration	-	
Sponsors	17,400.00	
SWICMA/Downstate Sponsorship	1,000.00	
Book Sales	60.00	
Yoga Sponsor	250.00	
<b>TOTAL REVENUES</b>	<b>51,260.00</b>	<b>\$ 51,260.00</b>

CHECK BOOK EXPENSES:

Ibarra Speaker & Facilitator Fee	5,816.63	
J & L Mathis	5,500.95	
Sodexo-Thursdays evening	13,499.27	
Marriott	34,753.11	
UO registration	2,654.48	
Hyatt Lodging	133.28	
Ribbons & Lanyards	72.27	
NIU-printing , postage, supplies	4,636.07	
Violin	200.00	
Run/walk bags	398.50	
Lunch	69.80	
Brochure & Program Design	2,870.00	
Yoga	100.00	
<b>TOTAL CHECK BOOK EXPENSES:</b>	<b>70,704.36</b>	<b>\$ 70,704.36</b>

	70,704.36	
<b>BALANCE</b>		<b>-19,444.36</b>

\$86,650 in ads and sponsorships

28,883 for each respective conference and for professional development sub

Conference Sponsorships	\$ 28,883.00
Loss	\$ 19,444.36
<b>Profit with Sponsorships</b>	<b>\$ 9,438.64</b>

May 3, 2016

Ms. Dawn Peters  
Executive Director  
Illinois City/County Management Association  
148 N. 3<sup>rd</sup> Street  
Center for Governmental Studies  
Northern Illinois University  
DeKalb, IL 60115

Dear Dawn:

I am writing to express my interest in the vacant position on the Illinois Municipal League's Managers Committee. As you know I am completing my term as Past President on the ILCMA Board. I have previously served as the President of the Metropolitan Managers Association. I have extensive service on the Board of Directors with my Council of Government (COG), DuPage Mayors and Managers Conference. This includes leadership positions on the Legislative Committee, Budget and Operations Committee, Regulatory Issues Committee, and most recently their Managers Committee. I am a member of the Executive Committee of our dispatch agency, DU-COMM. My attendance at the meetings of each body has been regular and I believe I have been engaged and involved. I enjoy the opportunity to serve my colleagues, our profession and municipal government in general.

My accompanying resume outlines my career. Throughout that career I have attempted to be an active participant in a variety of organizations. I have served in a variety of capacities within each organization. The many committees, task forces and other assignments I have led or been selected to serve on are indicative of my capabilities and what I believe is the confidence others have in those capabilities. I believe I can serve on the Illinois Municipal League's Managers Committee with distinction and integrity.

Please let me know if you need additional information.

Sincerely,

Joseph E. Breinig  
Village Manager  
Village of Carol Stream

**Joseph E. Breinig**  
839 New Britton Road  
Carol Stream, IL 60188  
(630) 876-1902 (H)  
(630) 871-6250 (W)

## **WORK EXPERIENCE**

- 2002-Present Village Manager, Village of Carol Stream*  
Chief Administrative Officer responsible for day to day operations of a community of approximately 40,000 residents, with 165.9 employees and a budget of \$25.7 million.
- 1993-2002 Village Manager, Village of Clarendon Hills*  
Chief Administrative Officer responsible for day to day operations of a full service community of 7,000 residents. Oversaw preparation of annual budget, provided policy recommendations and ensured that they were carried out, and represented the Village in community and intergovernmental meetings.
- 1987-1993 Assistant Village Manager, Village of Lombard*  
Direct responsibility as chief negotiator for labor negotiations/relations (police, fire, and public works), vehicle maintenance, solid waste management, and cable television. Assistance with budget preparation, personnel administration, purchasing, resident and Village Board inquiries, and perform duties of the Village Manager during absences.
- 1983-1987 Administrative Aide, Administrative Assistant, Public Works Administrator Village of Lombard, Department of Public Works*  
Responsibilities included personnel administration, purchasing, preparation of reports and analyses, labor negotiations and contract administration, resident and Village Board inquiries, budget preparation for Department, and acted as Director during absences.
- 1980-1983 Intern, Administrative Assistant DuPage Mayors and Managers Conference*  
Liaison to Conference Committees and special projects such as auctions of surplus vehicles and joint purchasing program.

## **EDUCATION**

- 1976-1980* Bachelor of Science, Political Science, Northern Illinois University  
*1980-1983* Master of Arts, Public Affairs, Northern Illinois University

## **PROFESSIONAL ASSOCIATIONS**

International City/County Management Association  
Illinois City/County Management Association

**INTERGOVERNMENTAL ASSOCIATIONS (CURRENT)**

Illinois City/County Management Association, Past President

Metropolitan Managers Association, Past President

DuPage Mayors and Managers Conference, Board Member

DuPage Regional Planning Commission, Member

DuPage Public Safety Communications (DUCOMM), Executive Comm.

**REFERENCES**

Available upon request

## MEMORANDUM

To: Kelly Amidei, ILCMA President  
ILCMA Board of Directors

From: Jason M. Bielawski, Chair, Membership Services

Date: May 17, 2016

Re: **Membership Services Committee Year End Report**

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Below provides a summary of the Committee's activities as well as anticipated goals for the upcoming year. Having served as the Chair of the Membership Services Committee since 2013-2014, this is my last report. I truly appreciated the support of the Board and opportunity to participate in such a strong and valuable Association.

### **ILCMA Non-renewals**

The Committee's long standing role of annually contacting non-renewals was completed and efforts will continue in late summer, 2016 to contact 2016-2017 non-renewals. The follow-ups have been successful in keeping the membership count north of 750. Continued efforts should be focused on attracting new members outside of the CAO and Assistant CAO positions in accordance with the Board's Strategic Plan.

### **ICMA/ILCMA Membership Strategy Update**

The upcoming ILCMA-WMCA summer conference is being used to invite targeted non-state association and/or ICMA members by sending special invitations to a professional development session highlighting ILCMA-WCMA-ICMA. As an incentive, ICMA is offering a free Kansas City conference registration to a non-member attending the summer conference and the respective state associations will each provide a \$500 travel stipend to Kansas City. Dawn can provide initial feedback as to the success of getting these targeted members to attend the Summer Conference. It is unclear as to the Committee's role in this joint initiative in the future.

### **Membership Survey**

The Committee completed the bi-annual membership survey. A few themes from the survey included: lower than expected response rate; unfamiliarity with some core ILCMA resources such as the list-serve; ILCMA seen as an exceptional value particularly compared to ICMA; downstate members requesting enhanced access to ILCMA programs/services; and the continuing demands placed upon ILCMA members – particularly related to the state's budget issues. Based on the survey results, the Committee has identified the following goals: Improving the survey response rate, evaluating alternatives to the current list-serve, and building value in ICMA. Initial discussions are being held with ILCMA's website provider to determine if the website can provide list-serve functionality.

**Mentorship Program**

The Committee will continue to monitor the recently updated ICMA Coaching Program to determine if it should replace ILCMA's current Mentorship Program. It seems as though both programs provide an overlap in services since ILCMA members would have access to the program even if they aren't ICMA members.

**MIT Update**

The MIT sub-committee continues to remain active in identifying opportunities for MIT's to connect. This year the Board of Directors approved a recommendation from the MIT sub-committee to define an MIT.

**Next Meeting**

The Committee serves at the call of the new Chairperson, Moses Amidei.

### **Proposed Definition of Member in Transition**

1. A member in transition is an individual who is an ILCMA corporate (voting) member in good standing with ILCMA who held a position in the local government sector.
2. The member in good standing has separated from his/her employment either voluntarily or involuntarily.
3. The member must be actively seeking employment by pursuing local government positions throughout the state and/or in other states, provinces or countries having members of a professional local government management association.
4. A MIT accepting interim local government employment who chooses not to or is prohibited from actively seeking employment with other government entities, will have their eligibility for MIT benefits terminated at time of employment.
5. It is the member's responsibility to notify ILCMA staff that they have become an MIT, in order to receive MIT benefits. It is also the member's responsibility to notify ICMA separately, if the individual is a member of ICMA.
6. It is the member's responsibility to notify ILCMA (and ICMA, if a member) staff if a permanent position is obtained.
7. ILCMA always reserves the right to confirm a member's eligibility for MIT status.

ILLINOIS CITY MANAGERS ASSOCIATION  
PROMOTE THE PROFESSION COMMITTEE

**MEMORANDUM**

TO: ILCMA Executive Board  
Dawn Peters, ILCMA Executive Director

FROM: Andrianna Peterson, Chair, Promote the Profession Committee

DATE: May 26, 2016

RE: **PROMOTE THE PROFESSION COMMITTEE – ANNUAL REPORT**

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The Promote the Profession Committee continues to be actively engaged in furthering the goals and objectives identified by the ILCMA Executive Board in late 2014.

Using the Strategic Planning document as a guide, the Promote the Profession Committee divided itself into four topical subcommittees: 1) Proactive Communications; 2) Article Series, 3) Next Generation; and 4) Messaging.

On November 12, 2015, the Promote the Profession Committee presented a summary of the subcommittee's progress to the ILCMA Executive Board. The ILCMA Board provided positive feedback to the Committee regarding its trajectory and work to date.

A summary of the sub-committee's work this past year is as follows:

***Proactive Communications***

The Proactive Communications subcommittee has aligned the draft ILCMA External Communications Policy (attached) with the goals and objectives outlined by the ILCMA Board as a part of Section 1.B (Proactive Communications) and 1.C (Reactive Communications Plan) of the current ILCMA Strategic Plan. Towards that end, the most recent draft (presented to the ILCMA Board in November, 2015) touches upon all of the strategic objectives assigned to the Committee in some form.

The sections of the draft document responsive to the strategic goals are noted within the document. As one example, the subcommittee is proposing that the Executive Director be given the ability, as one tool, to develop and distribute "focus points" to members on relevant media stories. Allowing members to determine if they want to communicate with their local media on a certain topic (using the focus points as a consistent message) may be one way to balance the varied opinions of the membership regarding ILCMA's role in media communications. (This approach is similar to what municipalities receive from their COGs or IML regarding legislative matters.) The option also helps to create efficiencies for the Executive Director as related to media responses.

The subcommittee has also developed a list of potential criteria to quantitatively reflect the value of professionally managed communities (attached). The information will be used as a part of ILCMA's proposed "Management Matters" messaging in various ways (an example of how the information can be communicated from FCMA is attached). While intuitively we believe that professionally managed communities are more likely to say, receive an award from IGFOA or have a better bond rating, the research must still be performed to confirm that assumption. The subcommittee suggested that perhaps a graduate student or a university might be able to research the information once the criteria to be measured is finalized.

The concept was presented to the ILCMA Executive Board in November, which was supportive of this trajectory. The Committee submitted an application to UIC requesting a graduate student to assist with the data collection required to identify criteria that helps to define the value of professional managed communities (which ultimately was not accepted – subsequent applications to graduate schools will be considered). The Committee has noted that some of the possible criteria could be subjective in nature and will work to qualify which types of information will be recommended to be used.

The Committee would appreciate feedback from the Executive Board regarding the final Communications Policy and roll out of the media plan as it relates to several proposed policy matters involving proposed enhancements to the Executive Director's role and responsibilities regarding ILCMA communications.

### *Article Series*

The Committee worked on editing a draft article titled "A Case for Hiring a Professional Manager" (attached). Identifying and developing articles is generally responsive to Section 1.E. of the current ILCMA Strategic Plan (Continue with opportunities for adaptive leadership).

Because there are varying titles and authorities granted to professional managers throughout the state, the article will be edited to focus more on the value of hiring a professional, rather than specifically hiring a professional under the Council / Manager form of government.

The ILCMA Executive Board discussed changing the focus of the draft article to professional management and to consider breaking the article into a series of articles including the steps a municipality can take to hire a professional, referendum, etc. One thought is to break the article into three documents: 1) different types of professional options; 2) referendum option; 3) administrator option. The timing of the article to be published in the near future may be appropriate given recent events (Fox Lake for example) where the value of having a professional during a crisis can be best illustrated.

The article series is tentatively anticipated to be published in the IML magazine sometime in 2016.

### ***Next Generation***

The Next Generation subcommittee continues to further the goals and objectives identified in the current ILCMA Strategic Plan Section 2. (Increase exposure of ILCMA to the next generation).

Towards that objective, the Next Gen subcommittee has participated in several graduate school orientations and events over the past year, attending the De Paul student orientation and also serving in a local government panel at UIC, both held in September. IAMMA reports that they believe the campus visits are increasing awareness of local government opportunities and participation in IAMMA / ILCMA from area universities. They plan to continue to focus on beginning of the year events at universities. IAMMA will be looking for ways to benchmark and measure the results of the outreach in order to help prioritize and plan future promotional opportunities.

ILCMA has been asked to assist IAMMA in providing a database of student members including information regarding which schools they attend. It is expected that the information will help target schools such as Governors State and Roosevelt (in addition to UIC, DePaul and NIU) for future events. The information will also help IAMMA to identify resources for the events, which may include a request for volunteer assistance by ILCMA managers.

The Messaging subcommittee has developed draft messaging specifically targeting the next generation of professionals. The Next Generation subcommittee has been asked to review and comment on the draft language. The Messaging subcommittee also plans to work with Next Gen to develop a “Management Matters” flier or postcard which can be used at networking and orientation events (a one page or postcard “glossy” FCMA type version). The development of these materials may be coordinated through a proposed ad-hoc committee of PIO’s and / or ELGL members if they can be identified and willing to participate.

The subcommittee worked with IAMMA to develop a February social event, which Village Managers were invited to attend and participate in.

The IAMMA Board also unanimously adopted a three year Next Generation Plan. A representative of IAMMA will attend the May 26, 2016 Board Meeting to present the plan and its nexus with the ILCMA strategic planning objectives.

### ***Messaging***

The subcommittee continues to work towards a document that can be used by ILCMA and members as a tool to help explain the value and role of local government managers. The work of the subcommittee is responsive to the current ILCMA Strategic Plan Section 1.E. (Messaging).

The subcommittee continues to work on draft messaging (example attached) tailored for different audiences such as elected officials, students (Next Gen), businesses and the general public. The messaging is planned to be used by ILCMA to promote “Management Matters” as well as used by individual members as a resource. Each version consists of the same general core structure which includes an analogy to help explain the role of a professional manager (restaurant owner /

Page Four

chef) as well as the code of ethics that professional managers operate under. The quantitative analysis component has been identified and is still in development as discussed above.

As a next step, the subcommittee will develop a user manual explaining how the components work together, as well as consider materials to market the value of professional management on the ILCMA website and also outreach events (Next Gen for example). The subcommittee will review the toolkit located on ICMA's Life Well Run website as well as materials from other state associations (such as Florida).

The Messaging subcommittee also plans to work with Next Gen to develop a "Management Matters" flier or postcard which can be used at networking and orientation events (a one page or postcard "glossy" FCMA type version). The subcommittee discussed the development of a possible ad hoc committee made up of PIO's and graphic-savvy members to assist with the development of the final look and feel of the marketing materials (including website branding). Alternatively, ILCMA could consider outside resources, perhaps in a cost sharing arrangement with IAMMA.

When complete, the documents are also planned to be posted to the Village website as a resource to ILCMA members and for public access as appropriate. The Committee plans to design a Word document which can be downloaded from the members' only section of the ILCMA website which, when opened, will prompt the user to choose one of the four audiences described above. Once the user chooses an audience, it will automatically populate the message with the audience-specific language. This will simplify the materials since a member can download only one document and re-use it as often as they need. It will also be editable.



## ILCMA External Communications Policy

*ILCMA strengthens the quality of local government professional management by partnering with our members, elected officials, universities and citizens to help organizations create engaged, effective, and ethical communities.*

### I. Introduction

Building and maintaining a positive image and reputation for ILCMA, its members and the profession as a whole is a paramount goal of ILCMA.

The ILCMA organization, including staff, the board of directors and committees, along with individual members, all have a shared responsibility to ensure the best possible external image and reputation are maintained in the news media, on social media, and among elected officials and policy makers. External communications are defined as messages which reach non-member audiences including the general public, news media, stakeholders and other influencers.

*ILCMA's external communications goals are to build and maintain a positive image and reputation for ILCMA, its members and the profession as a whole by promoting ILCMA goals and the advantages of professional management.*

ILCMA will achieve this goal by proactively promoting our organization and the profession while actively managing critical and emerging issues which may negatively impact ILCMA image and reputation.

### II. Overview

The External Communications Policy defines roles, responsibilities and procedures to guide external communications including:

#### A. Primary Roles and Responsibilities:

Identifies and establishes guidelines for external communicator responsibilities.

#### B. Annual External Communications Plan:

Maintains an annual, proactive integrated external communications plan (see Section IV B) to be approved by the Board and executed by the Executive Director and designees. The annual plan serves as a framework to guide positive communications and opportunities.

C. Coordination:

Encourages coordination of positive, emerging and critical issues communication among members and ILCMA. This includes procedures for news media, social media and fostering a timely, open information flow between members and ILCMA. The policy will include guidance on communications with elected officials, interest groups and citizens.

D. Media and Critical Inquiries Policy (see Section VI):

Provides specific direction for handling media inquiries. The Executive Director, Board President and their designees as may be determined from time-to-time are the only authorized spokespersons to speak on behalf of the ILCMA.

E. Social Media Policy:

ILCMA channels will be managed by the Executive Director as determined by the Board and only authorized personnel will be able to post messages and information. ILCMA members are encouraged to have professional social media accounts and regularly promote content, as provided for in Section VII below.

III. **Primary Roles and Responsibilities** (*Strategic Plan – B.ii., vi., viii., ix., x., xi., xiii., xiv., xv.*)

The primary roles and responsibilities for guiding ILCMA's external communications and for executing this policy are provided below:

- A. Board of Directors: As part of the established long-term planning initiatives, the Board of Directors develops and maintains a responsive policy, procedures and initiatives to build and sustain a positive image and reputation for ILCMA, its members and the profession as a whole. This includes:
- i. Maintaining an External Communications Policy.
  - ii. Approve an annual, integrated communications plan presented by the Executive Director, providing the Executive Director with the ability to execute his/her external communications responsibilities within the parameters set forth in the approved plan.
  - iii. Designate official ILCMA spokespersons for the organization, including the Executive Director, President, and other appropriate individuals such as Senior Advisors and professors.
  - iv. Ensure coordination among committees, subcommittees and initiatives which may impact external communications.
  - v. Consider impacts on external communications when developing policy, budgets or managing critical or emerging issues.

- B. President: The Board President provides the Executive Director with frequent counsel and guidance on external communications matters and serves as an external spokesperson. This includes:
- i. Provide the Executive Director with counsel and guidance for handling critical and emerging issues as generally outlined in this Policy. The President will at his/her discretion seek Board input for determining the appropriate course of action (public response, focus points for members, etc.) as related to critical and emerging issues.
  - ii. Serve as a principal external spokesperson along with the Executive Director.
  - iii. Help identify appropriate subject matter experts for specific topics such as professors and Senior Advisors.
- C. Executive Director: The Executive Director is the day-to-day principal external communicator and is responsible for managing and executing the annual communications plan with the support of ILCMA staff and committees. This includes:
- i. With the input of ILCMA committees and subcommittees, as determined by the ILCMA Board, prepare an annual, integrated communications plan for approval by the Board of Directors.
  - ii. Serve as the principal media spokesperson to represent ILCMA in official responses.
  - iii. Serve as the singular media inquiry point to receive, research, and assess inquiries.
  - iv. Develop and distribute focus points to members on relevant media stories to promote topics in accordance with the Annual Communications Plan as appropriate and with assistance from ILCMA committees as needed. Guidelines for establishing focus points have been included as Appendix A.
  - v. Monitor local government news and, from time-to-time, contact media outlets to provide expert commentary or recommend subject matter experts to speak on topics and issues that pertain to the Annual External Communications Plan.
  - vi. Update media contact list (see Appendix B) on a quarterly or as-needed basis, dependent on input from the Board of Directors, President, designated spokespersons, and ILCMA committee members. Organize media training for the ILCMA President, designated spokespersons, and members at regular intervals with the assistance of ILCMA committees.
  - vii. Develop and maintain positive relationships with local reporters covering issues and beats relevant to ILCMA.
  - viii. Serve as the central information receptacle to receive news and intelligence from members on matters which could potentially positively or negatively impact ILCMA or the profession.

- D. Committee and Subcommittee Chairs: With a good line of sight on initiatives and projects that could positively or negatively impact ILCMA image and reputation, Committee and Subcommittee Chairs provide the Executive Director with information and insight. This includes:
- i. Provide input and assist the Executive Director with the development and implementation of the Annual External Communications Plan.
  - ii. Provide detailed information to help the Executive Director execute proactive communications and prepare for reactive communications as required.
- E. Members: All members are encouraged to support the ILCMA external communications goal. This includes:
- i. Adhere to the ILCMA External Communications Policy.
  - ii. Help to actively promote positive messages from ILCMA.
  - iii. Communicate critical issues and media inquiries to the Executive Director in a timely matter as defined in Section VI. 2.
- F. Subject Matter Experts (*Strategic Plan – B.iii., xii.*)
- i. Subject Matter Experts (SMEs) may be identified to assist ILCMA with proactive and reactive messaging opportunities.
  - ii. SMEs may be professors, Senior Advisors, or members with a particular expertise in a certain topical area
  - iii. SMEs may be contacted by the media upon a recommendation of the Executive Director in response to a published news story or a media inquiry.
  - iv. SMEs may also be contacted to assist with the development of focus points as required.

#### IV. Annual External Communications Plan (*Strategic Plan – B.i., v., C.i.*)

The Annual External Communications Plan will serve as the integrated platform from which ILCMA will proactively promote the organization and the profession. The plan is developed by the Executive Director with input and consultation from Committees such as the Promote the Profession Committee and / or ad hoc Subcommittees. A sample planning matrix has been included as Appendix C.

The plan is a matrix of prioritized topics laid against a 12-month timeline to sustain a positive message over time. The topics represent key message areas and messages to be proactively promoted externally

in the news media, on the ILCMA website and through social media. The proactive core topic areas (subject to change based on need) include:

- a) Ethics
- b) Professional Management
- c) Form of Government
- d) Stories/Success of Members
- e) Stories from Communities
- f) ILCMA/ICMA
- g) Local Government Stories
- h) Intergovernmental Relations
- i) Public Relations materials

Additional topics such as compensation, labor, pensions, economic development, taxes and finance may be considered for public communication on a case-by-case basis by the Executive Director and President. Generic templates related to these topics may be developed in advance to facilitate more efficient opportunities for reactive responses if necessary. ILCMA Committees may be able to assist in this effort as directed by the Board of Directors.

When possible and appropriate, the Executive Director may provide focus points to assist members with proactively communicating a message to their local media, professional social media accounts or other communications options.

The recommended plan will be submitted to the Board of Directors annually for approval in conjunction with the budget process.

Upon approval by the Board of Directors, the Executive Director is empowered to execute the plan without the need for additional approvals. ILCMA members are encouraged to actively participate in the plan, including reposting, retweeting and linking to content generated through the plan, such as articles and press releases.

## **V. Coordination**

The ILCMA External Communications Policy encourages coordination of positive, emerging and critical issues communications among members and ILCMA. This includes procedures for news media, social media and fostering a timely, open information flow between members and the ILCMA Board.

- A. Information Sharing From Members. While recognizing diverse needs of the communities served by ILCMA members and the unique, individual roles members serve within their communities, the ILCMA Communications Policy actively encourages sharing, collaboration and coordination on communications matters including:
  - i. Identification of positive messages and opportunities to promote the profession and ILCMA, for inclusion in the development of the Annual External Communications Plan or as real-time opportunities for immediate action.
  - ii. Promotion of ILCMA Articles, press releases, focus points, and topics that are a part of the Annual External Communications Plan or have been recommended to be promoted

by ILCMA.

- iii. Members are encouraged to report inquiries from the news media or other inquiries (including FOIA) regarding ILCMA or a member's involvement in ILCMA to the Executive Director. Sharing this information will enable the ILCMA to adequately respond to any potential media coverage that may portray the ILCMA or its members in a negative light.
- iv. News media and other inquiries not directly involving ILCMA, but which could adversely impact the profession, should also be reported to ILCMA. The Executive Director may provide or recommend counsel and support through ILCMA senior advisors for the member to consider. Often these inquiries are thought of as standard or of non-impact to ILCMA. However, in some situations, multiple members may receive similar inquiries, so sharing this information may be helpful for members and the organization. ILCMA may consider an organizational response in the matter depending on the situation, which may include focus points or other suggested responses. If the inquiry involves an ethical matter, the ILCMA may consider escalating the issue to the ICMA.

**VI. Media and Critical Inquiries Protocols (*Strategic Plan – B.iv.vii., viii., iii., xi., xii., C.ii.*)**

Pertaining to Section C(1) above, ILCMA seeks to provide consistent, accurate and timely information to the media and other parties while keeping members informed of emerging media and external communication opportunities and risks.

This policy serves as a resource for members and includes inquiries relating to professional management from all news media including broadcast (radio, cable, TV), print and online reporters, researchers, bloggers, social media outlets, legislators/staff, administration and policy or advocacy groups. A list of major media is attached for efficient reference as Appendix B.

- A. Approved ILCMA Spokespersons: Only approved spokespersons are authorized to respond (in any way) to a media and critical inquiry or speak on behalf of ILCMA.
  - i. The Executive Director serves as the principal media spokesperson and is responsible for nurturing positive and productive relationships with the news media by answering questions, providing background, responding to developing situations, facilitating interviews, and offering assistance as needed.
  - ii. The Board President is also authorized to speak on behalf of the organization. If it is in the best interest of ILCMA, additional spokespersons may be authorized on specific matters with the approval of the Board President.
  - iii. Subject Matter Experts will be considered and appointed by the Executive Director and Board President to assist with media inquiries. Subject matter experts may include professors, senior advisors, and ILCMA members with extensive knowledge or experience in certain topic areas.

- B. Media and Critical Inquiries: Members are encouraged to report inquiries to the Executive Director that relate to the core topics listed in Section IV, in order to allow the organization to consider a coordinated ILCMA response as appropriate.

i. By Email:

- a. Forward the request to the Executive Director.
- b. The Executive Director will contact the member to obtain additional information and to formulate a response strategy.
- c. Inquiries specific to the ILCMA organization should not be responded to without the coordinating a response with the Executive Director.

ii. By Phone/In Person:

- a. The member should obtain the media/organization name, reporter/contact name, phone number, email address, deadline, and nature of inquiry. Let the inquirer know that you will pass along the message and have someone get back to him/her as soon as possible. Remember, everything you say can be used. So be polite and consistent.
- b. Then immediately contact and report the inquiry to the Executive Director, including any details on the tone of conversation or questions asked.
- c. The member should then immediately obtain email/verbal confirmation of receipt of the inquiry by the Executive Director.
- d. The Executive Director will contact the member to obtain additional information and to formulate a response strategy.

C. General Guidelines for Responding to Media Inquiries (Appendix D)

When the Executive Director receives an inquiry directly from the media or forwarded from an ILCMA member, the Executive Director should first determine:

- a. The reporter's name, media outlet, phone, fax, e-mail
- b. The reporter's deadline
- c. The subject/intent of the story
- d. What the reporter wants – information, interview, photo/videotaping, site visit

With this information, the Executive Director can decide whether consultation with the President is necessary in order to respond.

If consultation is necessary, the Executive Director will prepare a response strategy based on input from the Board President.

If consultation is not needed, the Executive Director will prepare a response that is in accordance with this policy and the Annual External Communications Plan.

## **VII. Social Media Policy**

### **A. ILCMA Accounts:**

- ILCMA channels will be controlled by the Executive Director and only authorized personnel will be able to post.
- All content from said channels will follow guidelines set by the Annual External Communications Plan.

### **B. Member Accounts:**

- Members of ILCMA are encouraged to have professional social media accounts and engage on a regular basis. These accounts will be useful in promoting content and conducting a dialogue with the public.
- It is not necessary to directly identify association with the ILCMA; however, providing a link to the ILCMA website in your social media accounts' bio section is a great way to identify yourself as a member.
- Members are encouraged to follow relevant industry professionals, fellow members, and elected officials for better relationship development.
- Privacy settings should be utilized on social media platforms by members that would prefer to keep their profile private.
- Members may be asked by ILCMA to consider reposting, linking or tweeting content generated through the plan, such as articles and press releases when possible and appropriate.
- The Executive Director may provide focus point on topical areas to assist members with proactively communicating a message to their local media or other communications options as they may choose.

### **C. Opinions:**

- Be aware that opinions expressed on your social media account not only directly reflect you, but also, indirectly, ILCMA and all of its members. Members should be careful about sharing opinions on contentious issues.
- Rather than sharing your opinion on issues, take an informative approach: share links with a description, add a comment on retweets that makes it clear you are not necessarily

endorsing the opinion of the original poster, etc. You can share information you support without outwardly showing your bias towards it.

- If necessary and appropriate, ILCMA may choose to respond to positive or negative social media posts on member social media accounts. ILCMA will refer to ICMA templates when considering a response to a social media post or tweet (see Appendix E).

## Guidelines for Focus Points – Appendix A

### 1) Identify storylines to promote ILCMA's position

- a. Can include events, policy initiatives or human interest stories that have a positive reflection on ILCMA or member municipalities
- b. Pro-actively advancing a “bad news” story can have advantages because it provides the opportunity to provide a solution or enable you to explain why something has occurred (e.g. property tax increase due to state cuts in the LGDF or rising pension costs, rising road salt costs due to severe weather).
- c. Explain what, if any other actions are being taken (meet with state officials to restore funding, etc).

### 2) Develop specific focus points

- a. Identify and develop the top messages ILCMA / members seek to convey, then reinforce them with key words and phrases that are incorporated consistently throughout all communications. (e.g. cost savings, fair enforcement)
- b. Answer the following questions: Why is this important to ILCMA, its members or residents (e.g. impact their taxes, change level of services)? How will it make life better for them? Why is it good for ILCMA, its members or residents (e.g. will it save money? Streamline services?)
- c. Determine possible negatives (additional costs, disruption of services, inconvenience, etc.) and prepare to address them with the media. (i.e. why taxpayers should not mind additional costs so much or why they can bear with a few weeks of inconvenience in return for improvements.)
- d. Get all the facts (i.e. costs, specifics on a project or policy, people and businesses who will be affected, why something is good.)
- e. Identify independent third parties who can support the position (e.g. division heads, taxpayers, chambers of commerce, legislators, etc), which will provide validation to your arguments. Consider a joint release of information.

APPENDIX B - MEDIA CONTACT LIST

	Title	Email	Phone
<b>TELEVISION</b>			
WBBM-TV (CBS--Channel 2)			
Assignment Desk		wbbmtvnewsdesk@cbs.com	312-899-2200
WMAQ-TV (NBC--Channel 5)			
Assignment Desk		assignmentdesk@nbcuni.com	312-836-5658
WLS-TV (ABC--Channel 7)			
Assignment Desk		wls_desk@abc.com	312-750-7070
WGN-TV (Channel 9)			
Assignment Desk		wgntvinfo@wgntv.com	773-883-3203
WFLD-TV (FOX-Channel 32)			
Assignment Desk		news@foxchicago.com	312-565-5533
ChicagoLand Television (CLTV)			
Assignment Desk		cltvdesk@tribunemedia.com	773-883-3203
<b>NEWSPAPER</b>			
Chicago Sun-Times		metro@suntimes.com	312-321-2522
Chicago Tribune		tips@chicagotribune.com	312-222-5555
Daily Herald		news@dailyherald.com	847-427-4514
AP Chicago		chifax@ap.org	312-781-0500
Crain's Chicago Business		editor@chicagobusiness.com	312-649-5200
DNAinfo Chicago		chicago-newsroom@dnainfo.com	312-508-4300
<b>RADIO</b>			
WBBM Newsradio 780		wbbmnewsradiotips@cbsradio.com	312-297-7801
WBEZ 91.5		news@wbez.org	312-948-4650
Radio 720 WGN		news@wgnradio.com	312-222-4730
WLS 890 AM		newsroom@wisam.com	312-591-8900

# APPENDIX C

## 2016 ILCMA Annual External Communications Plan (DRAFT)

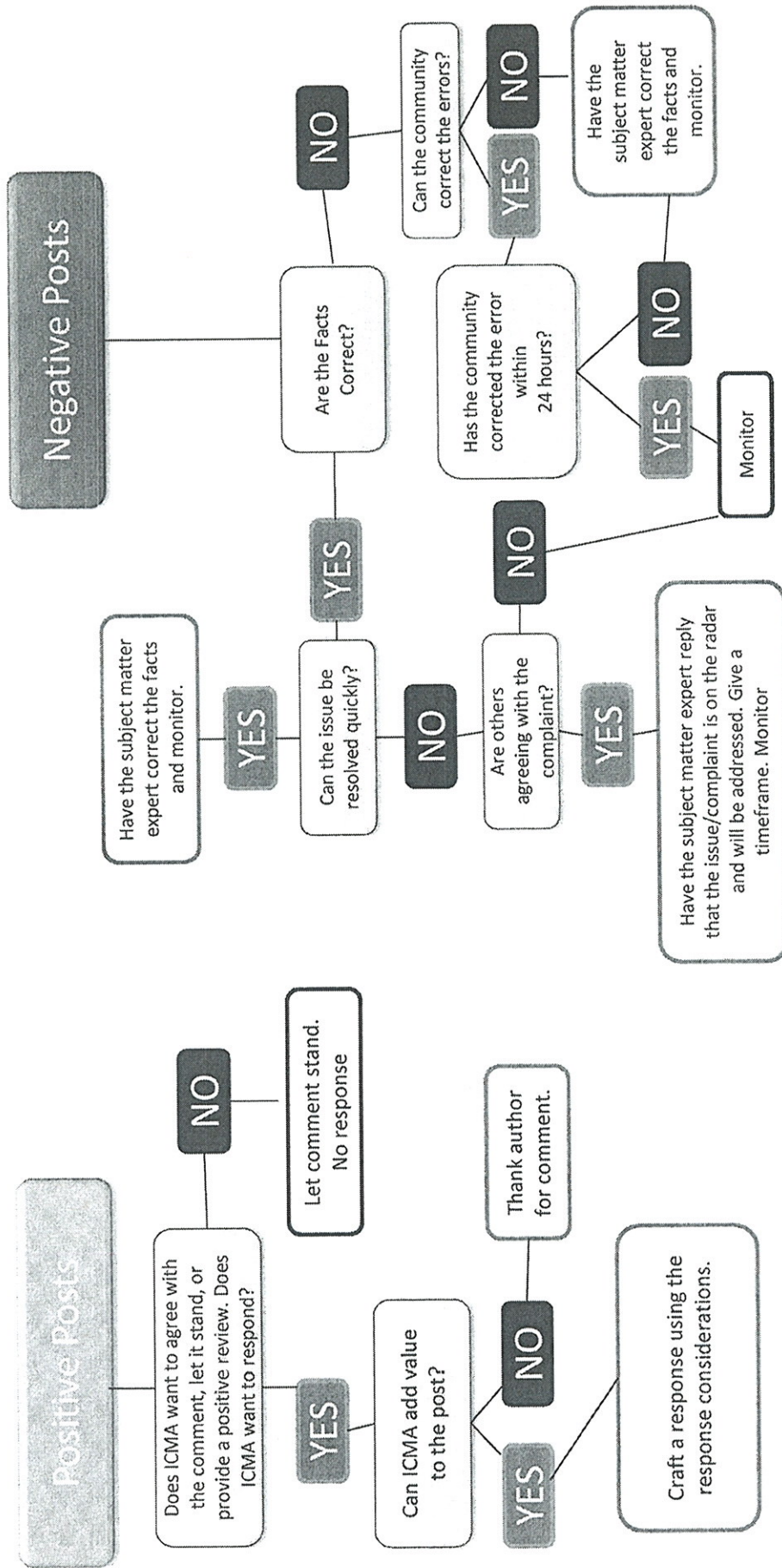
	January	February	March	April	May	June	July	August	September	October	November	December
Ethics												
Professional Management												
Form of Government												
Stories/Success of Members												
Stories from Communities												
ILCMA/ICMA												
Local Government Stories												
Intergovernmental Relations												
Public Relations Materials												

### General Guidelines for Responding to Media Inquiries (Appendix D)

- 1) Determine who should serve as the messenger (ILCMA President, Executive Director, Municipality).
- 2) If it's the first time you're hearing about an issue, it's better to talk to the reporter "off the record" and get all of the facts before answering so you have ample time to respond accordingly. Ensure the reporter agrees to an "off the record" conversation before you proceed. Be clear that it means the content of your communication cannot be published or broadcast.
- 3) Find out exactly what the questions are and ask questions yourself to ensure you have all of the information that the reporter has collected.
- 4) Always show that you're trying to work with the reporter to get the information he or she is seeking. (e.g. "I don't know the answers right now but I'll try to get them for you before your deadline...")
- 5) Tell them you'll get back to them with a response before their deadline. Never say "no comment."
- 6) In many cases, it's better to respond with a written statement, especially if a story is evolving and you don't have all of the information at your disposal.
- 7) Show that you take the situation seriously. (e.g. ILCMA takes these allegations very seriously and is currently investigating the situation to determine the facts).
- 8) In person interviews will always be more in depth and lead to more questions. If you feel uncomfortable with answering questions in person, you can insist on providing responses on the phone or in email.

## ICMA Social Media Triage Chart

The Social Media Team's guidelines to responding to comments in ICMA branded communities.



### Response Considerations:

- Transparency: Disclose subject matter expert's connection to ICMA and role in the organization.
- Sourcing: Reinforce the response by citing URLs and articles.
- Timeline: Do not rush. Take time to craft an accurate and relevant response. 24 hour response time for negative posts..
- Tone: Respond in a tone that positively reflects on ICMA & its mission.
- Influence: Focus on responding to the most active and relevant social media sites.
- Terms of Use (Knowledge Network)

# Breach of Policy

Does the post pose a legal risk to ICMA or its members? (Antitrust, libel, copyright, trademark infringement)

YES

Remove comment and reply to thread with a post to the ICMA social media policies.

NO

Will the community police itself/correct the issue?

NO

Will taking action bring more attention to the problem than taking no action.

NO

Remove comment and reply to thread with a post to the ICMA social media policies.

Has the community policed itself within 24 hours?

YES

NO

Monitor

ICMA's Social Media Community Posting Guidelines

## ICMA Social Media Team Response Templates

for inappropriate posts or requests for ICMA to respond to controversial issues.

- When someone asks what position ICMA takes on a particular issue:
  - *Thanks for your response/question. ICMA does not take an official position on this issue.*
- When someone posts a comment that doesn't require any specific customer service, a simple recognition will suffice:
  - *Thanks for sharing your views.*
- If someone posts something inappropriate on the Knowledge Network or on one of the Commercial Social Networks that requires removing the post: (send an email or DM on CSN)
  - *Thank you for participating in the discussion (on the KN, Facebook etc.). However, we had to remove your post because it violated our Terms of Use (Posting Guidelines), which state: "REFERENCE AREA OF VIOLATION of TERM" Future violations of these Terms of Use may result in the revocation of your participation privileges, with or without prior notice.*

### Response Considerations:

- Transparency: Disclose subject matter expert's connection to ICMA and role in the organization.
- Sourcing: Reinforce the response by citing URLs and articles.
- Timeline: Do not rush. Take time to craft an accurate and relevant response. 24 hour response time for negative posts..
- Tone: Respond in a tone that positively reflects on ICMA & its mission.
- Influence: Focus on responding to the most active and relevant social media sites.
- Terms of Use (Knowledge Network)

# ILCMA Draft Social Media Policy

Request to add further definition to ILCMA External Communication Policy on page 8:

## **a. ILCMA Website**

- i. The purpose of the ILCMA website is for external communications.
- ii. Content will be news specifically about ILCMA and/or content that has universal applicability to membership.
- iii. Ownership
  - 1. The Executive Director is the content manager/editor.
  - 2. ILCMA Board Members and Membership Development Committee members are content miners and can send appropriate content to the Executive Director for posting.
  - 3. **URL: <http://www.ilcma.org/>**

## **b. LinkedIn**

- i. The purpose of the ILCMA LinkedIn page is for internal and external communications. Therefore, there should be both a company (public) page and a private group.
- ii. Content for the company page will be of professional interest primarily to our members and allied organizations (e.g. articles, events, etc.) and also items of interest regarding local government, such as news articles, member communities receiving awards, etc. that may be of interest to the general public
- iii. Content for the private group will be of professional interest to our members, including sponsors (e.g. articles, events, speaking engagements, etc.). This would be the best venue for corporate sponsors and consulting members to advertise opportunities (educational events, seminars, webinars) that may be of interest to other members.
- iv. Ownership
  - 1. The Executive Director is the content manager/editor of both groups.
  - 2. ILCMA Board of Directors and Committee Chairs are content miners and can post content directly to the private group.
  - 3. Members of the ILCMA LinkedIn group can also post content to the private group; the Executive Director will monitor content for alignment with this policy.
  - 4. ILCMA Board Members and Membership Development Committee members are content miners for the company page and at least one of them should be given user permission to post content.
  - 5. **URL Private Group: Pending Board Approval**
  - 6. **URL Company Page: Pending Board Approval**

## **c. Facebook**

- i. The purpose of the ILCMA Facebook page is for both internal and external communications; therefore, the ILCMA Facebook page is a public page, not a closed group.
- ii. Content will be of professional interest primarily to our members and allied organizations (e.g. articles, events, etc.) and also items of interest regarding local government, such as news articles, member communities receiving awards, etc. that may be of interest to the general public.
- iii. Ownership
  - 1. The Executive Director is the content manager/editor.
  - 2. ILCMA Board of Directors and Committee Chairs are content miners and at least one of them should be given user permission to post content.
  - 3. **URL: Pending Board Approval**

**d. Twitter (See attached example)**

- i. Content will be of professional interest to our members, allied organizations, and the general public (e.g. events, projects, local government news, etc.).
- ii. Ownership
  - 1. The Executive Director is the content manager/editor.
  - 2. The Board of Directors and Committee Chairs are content miners and at least one of them should be given user permission to post content directly.
  - 3. **URL: <https://twitter.com/ilcma>**

https://twitter.com/mmanc\_org

File Edit View Favorites Tools Help

Convert Select

Hofland likely to be Sheb... Wisconsin City-County M...


Home Moments Notifications Messages Search Twitter

**MMANC**  
@mmanc\_org

TWEETS 3,451 FOLLOWING 627 FOLLOWERS 644 LIKES 1,112 LISTS 1

Follow

It's National County Gov't month! Check out @ICMA's weekly tips and best practices! [bit.ly/1RWkd10](http://bit.ly/1RWkd10)



5 5

**MMANC** @mmanc\_org · Apr 4  
CITY CLERK [dlvr.it/Kz2hcZ](http://dlvr.it/Kz2hcZ)

MMANC Retweeted

**Carla Hansen** @CarlaAHansen · Apr 4  
Just in: @mmanc\_org 10th annual Women's Leadership Summit keynote is CA State Controller Betty Yee! @WomenLeadingGov @Cal\_ICMA #wls2016

2 4

Would you like to store your password for twitter.com? [Why am I seeing this?](#) Yes Not for this site

https://twitter.com

4.

## **ILCMA Promote the Profession Committee**

### *Article Series Subcommittee*

#### **Draft Article**

March 30, 2015

### **The Case for Hiring a Professional Manager: *The Truth is in the Data***

Local governments in current times are focused more on creating efficiencies, reducing costs and doing more with less. In order to do so, it is essential to have a knowledgeable and effective leader who can steer an organization in the right direction. In most cases, this is the role of the professional manager in a municipality. Professional public managers are those who understand the goals of the organization coupled with current economic conditions and opportunities in the community who work to better the lives of residents. More than 3,500 (49%) of the 7,171 communities in the U.S. with populations over 2,500 residents operate under council-manager form. The role of a professional manager is a facilitator between the governing board and staff who provides recommendations and insights to policy makers. More and more municipalities are becoming aware of the advantages of a professional manager and the asset they are to a community. Below are the fundamentals, facts and benefits of the Council-Manager form of government followed by case study example of the community of [REDACTED].

One of the fundamentals of the Council-Manager form of government is that the professional manager is responsible for running the day-to-day operations of the organization whereas the governing board is strictly responsible for making policy decision. Governing board members can focus on making the best decisions for the community while the professional manager provides them with the information they need. Having a professional manager is beneficial for governing board members as it separates them from the daily tasks of running the organization. Also, in the Council-Manager form of government, political power is spread throughout the decision makers. This is because the professional manager acts as a liaison between board members, staff and the community, making sure everyone's opinions are considered in a non-biased manner. These are just some of the roles and duties that professional managers carry out on a day-to-day basis.

Some of the other duties of a professional manager in a local government include adapting to community needs, responsiveness to citizens, and the tactical knowledge, expertise and academic background that are essential. Professional managers understand the needs of a community and have the tools and knowledge to do what is best in a variety of situations. Professional managers are trained to act in the best interest toward citizens and verbalize citizen input to elected officials. Professional managers must be quick in their decision making and for providing recommendations to elected officials in a timely fashion. Finally, professional manager positions often times require a masters of public administration degree with numerous years of management experience prior to being hired for the head role. This rigorous academic training helps professional managers gain a broad understanding of potential scenarios in local governments and developing the best possible outcome. In terms of decision making, ethics are an important requirement for all professional managers.

Another positive attribute of professional managers are the high level of ethics training they must go through and follow in their community. Professional manager must honor the public trust in their community and be able to implement ethical practices. Trust is earned from citizens, staff and elected official through years of best practices and sound judgment in decision making. Acting in the

best interest toward residents helps build this trust and strengthens the relationship with the professional manager and the community. Professional manager understand the importance of building trust through ethical considerations and must act with integrity by following their own code of ethics. The International City/County Management Association (ICMA) has developed a set of ethical guidelines for public managers to follow in order to guide ethical practices.

Some additional benefits of adopting a Council-Manager form of government through hiring of a professional manager include the leadership role, board-staff relationships, and responsiveness to citizens. In order for a community to be at its best, there needs to be a strong leader present. Professional managers assume the leadership role in an organization through their ability to work with others and see the long term goals of the community. This may include fiscal sustainability, strategic planning, and long term development. Board-staff relationships are facilitated by the professional manager who must take into consideration the needs of both. Balancing relationships and meeting the needs of both puts the professional manager in a unique situation to make sure both can operate within the expectations of one another. Also, professional manager are responsive to citizens needs on a daily basis. Professional managers are those who get the complaints from citizens which they work to resolve before it gets to the mayor or board members. Professional manager work hard to put out fires before they start and utilize staff resources to meet the daily needs of the community.

Currently, in the U.S. more than 92 million people live in communities that operate under a Council-Manager form of government. Also, 58% of U.S. cities with populations over 100,000 residents use a Council-Manager form of government. This being said, it is apparent that U.S. citizens have found Council-Manager forms to be happy places to live which are run by a professional manager. Council-manager forms are beneficial for larger cities that have a lot of different things going on which can be too much for a single mayor or governing board to keep tabs on. The following is an example of how a newly adopting professional manager has been beneficial in the City of [REDACTED].

IAMMA/ILCMA NEXT GENERATION COMMITTEE STRATEGIC GOALS

This Year	
2015-2016	
Task	Responsibility
Annual talk with new NIU, UIC, and DePaul students	IAMMA/ILCMA Board and/or Next Gen Committee
Establish relationship with Governor's State	Next Gen Committee
New Intern/Member Orientation - Immediately prior to September Luncheon. Free luncheon for participants.	IAMMA Board to coordinate with Programming Committee
Student Mixer - Chicago (Jan). Invitation to Feb. IAMMA Luncheon. Free Luncheon for participants.	Next Gen Committee works with SAC for event. Next Gen coordinates with Programming on luncheon topic/location.
Free seminar at February Luncheon. Include explanation of types of careers in local government. Potential resume review. Invite contacts from Mixer/School Talks.	Next Gen Committee
Benchmark current internship demographics and begin to build intern network to strengthen relationships and promote growth	Next Gen Committee

3 Year Plan					
2016-2017		2017-2018		2018-2019	
Task	Responsibility	Task	Responsibility	Task	Responsibility
Annual talk with new NIU, UIC, DePaul and Governor's State students	IAMMA/ILCMA Board and/or Next Gen Committee	Annual talk with new NIU, UIC, DePaul, Governor's State, and National Louis University students.	IAMMA/ILCMA Board and/or Next Gen Committee	Annual talk with new NIU Interns, UIC, DePaul, Governor's State, National Louis and Roosevelt students	IAMMA/ILCMA Board and/or Next Gen Committee
Establish relationship with National Louis University	Next Gen Committee	Establish relationship with Roosevelt University	Next Gen Committee	Establish sponsorship program with UIC that includes the university paying for students to participate in IAMMA	Next Gen Committee
New Intern/Member Orientation - Prior to September Luncheon. Free luncheon for participants.	IAMMA Board to coordinate with Programming Committee	New Intern/Member Orientation - Prior to September Luncheon. Free luncheon for participants.	IAMMA Board to coordinate with Programming Committee	New Intern/Member Orientation - Prior to September Luncheon. Free luncheon for participants.	IAMMA Board to coordinate with Programming Committee
Student Mixer - Chicago (Jan). Invitation to Feb. IAMMA Luncheon. Free Luncheon for participants. Host Feb. luncheon near Metra Station.	Next Gen Committee works with SAC for event. Next Gen coordinates with Programming on luncheon topic/location.	Student Mixer - Chicago (Jan). Invitation to Feb. IAMMA Luncheon. Free Luncheon for participants. Host Feb. luncheon near Metra Station.	Next Gen Committee works with SAC for event. Next Gen coordinates with Programming on luncheon topic/location.	Student Mixer - Chicago (Jan). Invitation to Feb. IAMMA Luncheon. Free Luncheon for participants. Host Feb. luncheon near Metra Station.	Next Gen Committee works with SAC for event. Next Gen coordinates with Programming on luncheon topic/location.
Free seminar at February Luncheon. Include explanation of types of careers in local government. Potential resume review. Invite contacts from Mixer/School Talks.	Next Gen Committee	Free seminar at February Luncheon. Include explanation of types of careers in local government. Potential resume review. Invite contacts from Mixer/School Talks.	Next Gen Committee	Free seminar at February Luncheon. Include explanation of types of careers in local government. Potential resume review. Invite contacts from Mixer/School Talks.	Next Gen Committee
Develop program that assists a community in framing a conversation with their Village Board/City Council on why to hire an intern and what benefits it brings to the community. Goal to have more internships available as we promote the profession and develop relationships with more universities	Next Gen Committee	Promote internships, strengthen networking	Next Gen Committee	Promote internships, strengthen networking	Next Gen Committee
	Next Gen Committee	Develop Guide/Ideas for hosting "Government Day". Finalize information that can be distributed to IAMMA/ILCMA Membership. Goal to increase number of communities who provide an educational day for students in their community to learn about local government.	Next Gen Committee	Promote Guide for hosting Government Day	Next Gen Committee

## **DRAFT 10/30/15 Management Matters!**

### **Introduction:**

The quality of life in your hometown, your community's ability to effectively manage a budget while delivering high quality public services, and the implementation of your [City's/Village's] long-term plan, are all reliant, in large part, on a person who may be your least known public official. The [City/Village] Manager is a highly trained professional charged with orchestrating the day-to-day operation of your community and implementing the policy choices made by the [Mayor and City Council / President and Board of Trustees]. This introduction to your City Manager attempts to explain why hiring a qualified manager improves your community, or more directly, why Management Matters!

### **Idea #1: Analogy to Help Explain Role**

To begin, some may not understand what role a manager plays in the municipal organization. Usually, the [City/Village] Manager is an official appointed by the Mayor and [City Council/Village Board] to oversee the daily affairs of the [City/Village] on their behalf. In many ways a manager is like a chef. Just as a chef works out of sight in the kitchen and must coordinate many employees and ingredients to pull together a great meal delivered with high-level service, the [City/Village] Manager works in anonymity and must allocate scarce resources between various departments to ensure the [City's/Village's] public services are delivered with great skill and effectiveness. To further the analogy, the owner of the restaurant is like the [City Council/Village Board], and must decide how many and what kinds of resources to give the chef, or manager, to attain the highest possible public image. While restaurants strive for 5 stars or a Michelin rating, your community strives for a AAA bond rating and other measures of success, such as economic development or increased property values. It is the manager's job to attain these goals.

### **Ideas #2 and #3: Code of Ethics and Value-Added Proposition – Interchangeable Order Based on Preference**

One of the central tenets observed by professional managers is to be ethical and apolitical. Perhaps most importantly, while your [City/Village] manager is appointed by your [City Council/Village Board], he or she is bound to a code of ethics, adopted by the ICMA, which prohibit any type of political activity. This permits the Manager to stay focused on performance rather than on taking credit or assigning blame. The manager is focused on serving the community while still being held accountable to the public through the [City Council/Village Board]. This separation between the Board and Manager ultimately helps both parties as the Board benefits from professional guidance but still has the independence to make decisions based on public input and feedback. Ultimately, all of the Manager's successes are quickly and deferentially deflected to the elected officials – it's no wonder you don't know who [he/she] is.

Finally, studies demonstrate that managers improve the efficient operation of local government. Even accounting for differences in geography, population, collective bargaining and relative

budget, communities that employ a professional manager are on average 10% more efficient than their counterparts.<sup>1</sup> The result is the ability to invest these savings into improved service delivery, additional capital projects or just to reduce property taxes. Regardless of how elected officials choose to allocate the savings, the result is a virtuous cycle that reinforces and grows the public benefits. This is the best financial justification for why hiring a professional manager has a high return on the community's investment. To learn about specific professional management success stories, you can visit the Illinois page at the *Life Well Run* campaign website at [lifewellrun.org](http://lifewellrun.org).

## **Conclusion:**

In summary, the impact made by the Manager certainly outdistances [his/her] public image. The Manager is the elected official's secret weapon. Much like a chef, the Manager hides behind the scenes and takes the tools given to him to develop the best set of public services available. At the same time, the Manager deflects credit for any success and defers public recognition to the elected officials. Most importantly, communities which hire professional managers are able to see a return on their investment as a result of the increases in organizational efficiency. The [City/Village] Manager is an essential ingredient in your community's recipe for success. In short, you know your life runs well with a [City/Village] manager making sure things go as planned behind the scenes through strong, politically neutral management.

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<sup>1</sup> See "Smarter, Faster, Cheaper", Dave Edwards, IBM at [ftp://public.dhe.ibm.com/common/ssi/ecm/en/gbw03132usen/GBW03132USEN.PDF](http://public.dhe.ibm.com/common/ssi/ecm/en/gbw03132usen/GBW03132USEN.PDF)

## **Professionally Managed Communities Criteria 10/15**

- ✓ GFOA Awards – Budget, Audit, Financial Reporting
- ✓ Bond Ratings
- ✓ Debt ratio
- ✓ Rankings in magazines, websites, professional organizations (i.e. safest communities, best places to live)\*
- ✓ Storm-Ready communities
- ✓ Tree City USA
- ✓ Governor's Home Town Award
- ✓ Number of grants received
- ✓ Accreditations received (PW, Fire, Police, ICMA-CM)

\* Need to consider whether information could be construed as subjective, i.e. if base data was an unrepresentative and non-statistical sample, if means of data collection was conducted during a very brief window, using a panel of individuals, or focusing on a specific demographic, we may want to exclude it.

# Talking Points

## General



Recognition is high for cities with professional managers. 74% of communities recognized with the coveted **All-America City Award** between 2008 and 2013 are run by professional local government managers.

## Growth & Development

**Forbes**

Three Florida cities appeared on **Forbes' Top 10 Cities for Future Job Growth** list. All three are professionally managed.

**Forbes**

11 out of the 17 Florida cities that made the **Forbes Top 200 Places for Business and Career** are professionally managed municipal governments. Factors for consideration included cost of doing business, job growth and education.



14 out of the top 18 cities indicated by **Cities Journal** as being "**Top Small Cities in Florida**" are professionally managed municipal governments.



# Talking Points

## Financial Stability



Professional management tends to correlate with city credit ratings. More than two thirds of **Moody's Aaa bond rated cities** are run by a professional manager.



Professional local government managers have a proven track record in ethical, efficient government. A 2011 study by the **IBM Global Business Services** found that professionally-managed cities are nearly 10 percent more efficient than those without professional managers. This saves taxpayers money and enables cities, towns, and counties to do more with less.



Professionally managed cities represent a majority of the country's **top ENERGY STAR cities**. As of 2014, 14 of the top 25 cities housing the most ENERGY STAR certified buildings as designated by the EPA are professionally managed. These certifications contribute to significant annual cost savings on utility bills and reduce emissions.



# Talking Points

## Quality of Life



Eight out of the nine municipalities cited for **Best Cities for Homeownership** in Florida, as determined by homeownership rate, monthly owner costs, median household income and population change, are professionally managed.



Four out of the six Florida cities named in **Business Journal's Best Places to Retire** list are professionally managed municipal governments.



All six municipalities that made **Neighborhood Scout's Best Towns for Families with Children** list are professionally managed.



All 20 cities appearing on **Safe Choice's Safest Cities to Live in Florida** list are professionally managed municipal governments.

# Membership Report for Fiscal Year 2015-2016

## April 2016

	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>
Total Collected for ILCMA:	\$59,106.32	\$127,802.11	\$120,443.19	\$119,694.31	\$118,884.27	\$100,691.94
Total Collected for IAMMA:	\$4,925.00	\$8,675.00	\$8,705.00	\$9,675.00	\$8,470.00	\$9,430.00
Total Collected for Metro:	\$972.50	\$3,255.00	\$3,140.00	\$3,210.00	\$2,810.00	\$2,550.00
Total Collected for IACA/NACA:	\$1,075.00	\$1,200.00	\$2,400.00	\$1,275.00	\$1,575.00	\$1,425.00
Total Collected for SWICMA:	\$300.00	\$1,450.00	\$1,300.00	\$1,150.00	\$1,400.00	\$1,025.00
Total Collected for Legacy:	\$1,160.00					
<b>ILCMA Membership by Classification</b>						
	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>
1 Manager Members	240	246	237	235	237	240
2 Assistant Members	214	217	205	195	183	183
Corporate Members	<u>454</u>	<u>463</u>	<u>442</u>	<u>430</u>	<u>420</u>	<u>423</u>
5 Cooperating Members	57	48	52	45	42	47
3 Consultant Members	16	14	13	12	13	17
6 Student Members	10	12	13	12	8	9
17 Student Members Free (w/ Pd IAMMA)	50	37	37	35	58	50
8 Retired Members	27	28	26	23	33	35
11 Subscriptions	0	0	0	2	1	0
12 IAMMA Only - Service charge	2	1	1	1	2	2
10 Range Riders	4	5	6	5	6	5
9 In Transition	21	21	20	25	25	21
14 or 15 Friends Members	95	84	82	87	82	75
4 Comp	<u>27</u>	<u>28</u>	<u>24</u>	<u>28</u>	<u>31</u>	<u>30</u>
<b>TOTAL</b>	<b>763</b>	<b>741</b>	<b>716</b>	<b>705</b>	<b>721</b>	<b>714</b>
<b><u>PAID MEMBERS:</u></b>						
IAMMA paid members	212	207	198	203	225	221
Metro paid members	200	193	192	194	183	190
Downstate members						
IACA paid members	26	25	26	25	19	21
SWICMA paid members	26	28	24	26	28	30
<b><u>TOTAL MEMBERS:</u></b>						
IAMMA total members *	317	315	300	299	321	307
Metro total members *	318	308	305	307	299	295
Downstate total members *	234	238	202	210	202	192
IACA total members	28	27	32	26	22	24
SWICMA total members	32	36	34	32	34	39

\* Includes ILCMA Corp. Partners as comp members

Partnership Level		2016 "Friends of ILCMA" Corporate Partnership Program									
		Partnership	Membership	Advertising	Winter Conf.	Su Conf.	Sponsorship	Sponsorship			
ADAR, Inc.	James Tremmel & Jim Rosas	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:jtremmel@adarit.com">jtremmel@adarit.com</a> ; <a href="mailto:jrosas@adarit.com">jrosas@adarit.com</a>	
Ancel, Glink, Diamond, Bush, DiCianni, & Arthur J Gallagher & Co.	Adam Simon & Keri-Lyn Krafthefer	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:asimon@ancelglink.com">asimon@ancelglink.com</a> ; <a href="mailto:kkrafthefer@ancelglink.com">kkrafthefer@ancelglink.com</a>	
AXA Equitable	Gregg Aleman & Joyce Janu	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:gregg_aleman@ajg.com">gregg_aleman@ajg.com</a> ; <a href="mailto:Joyce_Janu@AJG.com">Joyce_Janu@AJG.com</a>	
Ayres Associates	Kyle Zake & John Lindeman	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:kyle.zake@axa-advisors.com">kyle.zake@axa-advisors.com</a> ; <a href="mailto:john.lindeman@axa-us.com">john.lindeman@axa-us.com</a>	
Azavar Audit Solutions, Inc.	Jason Krueger & Jennifer Witte	\$	2,250	\$ 325	\$ 200	\$ 480	\$ 1,245	Summer		<a href="mailto:wittej@ayresassociates.com">wittej@ayresassociates.com</a> ; <a href="mailto:kruegerj@ayresassociates.com">kruegerj@ayresassociates.com</a> ; <a href="mailto:schmidtj@ayresassociates.com">schmidtj@ayresassociates.com</a>	
B & F Construction Code Services, Inc.	Jason J. Perry & Scott Shamberg	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:sshamberg@azavar.com">sshamberg@azavar.com</a> ; <a href="mailto:jperry@azavar.com">jperry@azavar.com</a>	
Baker Tilly	Rich Piccolo & Ken Garrett	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:rpiccolo@bfccs.org">rpiccolo@bfccs.org</a> ; <a href="mailto:kgarrett@bfccs.org">kgarrett@bfccs.org</a> ; <a href="mailto:bchohn@bfccs.org">bchohn@bfccs.org</a>	
BKV Group	Caitlin Humrickhouse & Kyle O'Rourke	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:caitlin.humrickhouse@bakertilly.com">caitlin.humrickhouse@bakertilly.com</a> ; <a href="mailto:kyle.orourke@bakertilly.com">kyle.orourke@bakertilly.com</a>	
Center for Governmental Studies	Spencer Skinner & Craig Carter	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:sskinner@bkgvgroup.com">sskinner@bkgvgroup.com</a> ; <a href="mailto:ccarter@bkgvgroup.com">ccarter@bkgvgroup.com</a> ; <a href="mailto:lmiller@bkgvgroup.com">lmiller@bkgvgroup.com</a> ; <a href="mailto:tcomp@bkgvgroup.com">tcomp@bkgvgroup.com</a>	
Christopher B. Burke Engineering, Ltd.	Greg Kuhn & Shannon Sohl	comp				\$ 480			Both	<a href="mailto:gkuhn@niu.edu">gkuhn@niu.edu</a> ; <a href="mailto:ssohl@niu.edu">ssohl@niu.edu</a>	
Clark Dietz Engineers	Christopher Burke & John Doria	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:cburke@cbbel.com">cburke@cbbel.com</a> ; <a href="mailto:jdoria@cbbel.com">jdoria@cbbel.com</a>	
ComEd	Sean Widener & Jennifer Barlas	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:jennifer.barlas@clarkdietz.com">jennifer.barlas@clarkdietz.com</a> ; <a href="mailto:Sean.Widener@clarkdietz.com">Sean.Widener@clarkdietz.com</a> ; <a href="mailto:patricia.be@clarkdietz.com">patricia.be@clarkdietz.com</a>	
Cordogan Clark & Associates	Carlo Cavallaro	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:Carlo.Cavallaro@ComEd.com">Carlo.Cavallaro@ComEd.com</a>	
CTS Group	Brian Kronewitter	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:bkronewriter@cordoganclark.com">bkronewriter@cordoganclark.com</a>	
DLR Group	Michele James & Jaime Frausto	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:mjames@ctsgroup.com">mjames@ctsgroup.com</a> ; <a href="mailto:jfrausto@ctsgroup.com">jfrausto@ctsgroup.com</a>	
Ehlers & Associates	Jake Davis & Nikki Dvorak	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:jdavis@dlrgroup.com">jdavis@dlrgroup.com</a> ; <a href="mailto:ndvorak@dlrgroup.com">ndvorak@dlrgroup.com</a>	
Enterprise Fleet Management	Anthony Kalina & Maureen Barry	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:akalina@ehlers-inc.com">akalina@ehlers-inc.com</a> ; <a href="mailto:mbarry@ehlers-inc.com">mbarry@ehlers-inc.com</a>	
FGM Architects	Lynsey Wise & Christine Cortina	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:lynsey.b.wise@efleets.com">lynsey.b.wise@efleets.com</a> ; <a href="mailto:christine.m.cortina@efleets.com">christine.m.cortina@efleets.com</a>	
Gewalt Hamilton Associates, Inc.	John Dzarowski & Brian Wright	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:johnd@fgmarchitects.com">johnd@fgmarchitects.com</a> ; <a href="mailto:brianw@fgmarchitects.com">brianw@fgmarchitects.com</a>	
GovHR USA	Patrick Glenn & Steven Berecz	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:pglenn@gha-engineers.com">pglenn@gha-engineers.com</a> ; <a href="mailto:sberecz@gha-engineers.com">sberecz@gha-engineers.com</a>	
The Horton Group, Inc.	Heidi Voorhees & Joellen Earl	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:hvoorhees@govhrusa.com">hvoorhees@govhrusa.com</a> ; <a href="mailto:jearl@govhrusa.com">jearl@govhrusa.com</a>	
Houseal Lavigne Associates	Mike Wojcik & Les Peach	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:mike.wojcik@thehortongroup.com">mike.wojcik@thehortongroup.com</a> ; <a href="mailto:Les.Peach@thehortongroup.com">Les.Peach@thehortongroup.com</a>	
HR Green, Inc.	Daniel Gardner & Drew Awsumb	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:dgardner@hlplanning.com">dgardner@hlplanning.com</a> ; <a href="mailto:dawsumb@hlplanning.com">dawsumb@hlplanning.com</a>	
ICMA-RC	David Van Camp & Russ Loebe	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	both	<a href="mailto:dvancamp@hrgreen.com">dvancamp@hrgreen.com</a> ; <a href="mailto:rloebe@hrgreen.com">rloebe@hrgreen.com</a>	
Illinois Metropolitan Investment Fund	Tanya Rocchio & Deb Zimmerman	???							Summer	<a href="mailto:trocchio@icmarc.org">trocchio@icmarc.org</a>	
Illinois Municipal League Risk Management	Ermin Arslanagic & Bruce E Combs	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	both	<a href="mailto:dazimmerman@investmet.com">dazimmerman@investmet.com</a>	
In Our Community	Susie Jaynes & Eric Little	\$	2,250	\$ 325	\$ 200	\$ 480	\$ 1,245	Summer		<a href="mailto:sjaynes@imlrma.org">sjaynes@imlrma.org</a> ; <a href="mailto:elittle@imlrma.org">elittle@imlrma.org</a>	
Johnson Controls Inc.	John Calzaretta & Travis Buillings	\$	2,250	\$ 325	\$ 200	\$ 480	\$ 1,245	Summer		<a href="mailto:calz@inourcommunity.com">calz@inourcommunity.com</a> ; <a href="mailto:info@inourcommunity.com">info@inourcommunity.com</a>	
Leopardo Companies, Inc.	Ermin Arslanagic & Bruce E Combs	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	both	<a href="mailto:ermin.arslanagic@jci.com">ermin.arslanagic@jci.com</a> ; <a href="mailto:Bruce.E.Combs@jci.com">Bruce.E.Combs@jci.com</a>	
Local Government Health Plan	Leigh McMillen & Joel Klahn	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:lamcmillen@leopardo.com">lamcmillen@leopardo.com</a> ; <a href="mailto:jrlahn@leopardo.com">jrlahn@leopardo.com</a> ; <a href="mailto:LALia@leopardo.com">LALia@leopardo.com</a>	
Municipal GIS Partners, Inc.	Diann Reed (6 months - thru April 2016)	\$	2,250	\$ 325	\$ 200	\$ 400	\$ 1,425	Winter		<a href="mailto:Diann.Reed@illinois.gov">Diann.Reed@illinois.gov</a>	
Municipal Management Services	Thomas Thomey, Maria Storm	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:tthomey@mgpinc.com">tthomey@mgpinc.com</a> ; <a href="mailto:mstorm@mgpinc.com">mstorm@mgpinc.com</a>	
Paramedic Services of Illinois, Inc.	Michelle Padulla	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:mpadula@metroparamedics.com">mpadula@metroparamedics.com</a>	
PMA Financial Network, Inc.	Bob Horak, Larry Robbins, Michael Hansen	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:lrobbins@paramedicservices.com">lrobbins@paramedicservices.com</a> ; <a href="mailto:mhansen@lwd.org">mhansen@lwd.org</a> ; <a href="mailto:rhorak@paramedicservices.com">rhorak@paramedicservices.com</a>	
Prescient Solutions	Courtney Soesbe, Andrew Kim	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:csoesbe@pmanetwork.com">csoesbe@pmanetwork.com</a> ; <a href="mailto:akim@pmanetwork.com">akim@pmanetwork.com</a>	
SB Friedman Development Advisors	Matt Szeghy & Jerry Irvine	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:mszeghy@prescientsolutions.com">mszeghy@prescientsolutions.com</a> ; <a href="mailto:jirvine@prescientsolutions.com">jirvine@prescientsolutions.com</a>	
Siemens Industry, Inc.	Stephen B. Friedman & Geoffrey Dickinson	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:gdickinson@sbfriedman.com">gdickinson@sbfriedman.com</a> ; <a href="mailto:sbf@sbfriedman.com">sbf@sbfriedman.com</a> ; <a href="mailto:gkim@sbfriedman.com">gkim@sbfriedman.com</a>	
Sikich LLP	Danielle Melone & John Marley	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:danielle.melone@siemens.com">danielle.melone@siemens.com</a> ; <a href="mailto:john.marley@siemens.com">john.marley@siemens.com</a>	
Tria Architecture, Inc.	Fred Lantz & Morgan Bainbridge	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:flantz@sikich.com">flantz@sikich.com</a> ; <a href="mailto:mbainbridge@sikich.com">mbainbridge@sikich.com</a>	
Vision	Jim Petrakos, Dan Peck	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:jpetrakos@tria-arch.com">jpetrakos@tria-arch.com</a> ; <a href="mailto:dpeck@tria-arch.com">dpeck@tria-arch.com</a>	
W.B. Olson, Inc.	Carrie Broeckelmann; Adam Isern	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:carrie@visioninternet.com">carrie@visioninternet.com</a> ; <a href="mailto:aisern@visioninternet.com">aisern@visioninternet.com</a>	
Williams Architects	Dave Olson & John Emser	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:emser@wbo.com">emser@wbo.com</a> ; <a href="mailto:dlo@wbo.com">dlo@wbo.com</a>	
	Mike Bushhouse & Karen Lellios	\$	3,000	\$ 325	\$ 200	\$ 400	\$ 480	\$ 1,595	Both	<a href="mailto:msbushhouse@williams-architects.com">msbushhouse@williams-architects.com</a> ; <a href="mailto:ktlellios@williams-architects.com">ktlellios@williams-architects.com</a>	

Sponsorship Level															
Alexander Weiss Consulting, LLC	Alexander Weiss	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:aweiss@alexanderweissconsulting.com">aweiss@alexanderweissconsulting.com</a>
American Fidelity Assurance Company	Julie Matton	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:julie.matton@americanfidelity.com">julie.matton@americanfidelity.com</a> ; <a href="mailto:tammy.townsend@americanfidelity.com">tammy.townsend@americanfidelity.com</a>
AT&T	Jaci Kator	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:js5746@att.com">js5746@att.com</a>
Baxter & Woodman	John Ambrose, Steve A. Larson	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:jambrose@baxterwoodman.com">jambrose@baxterwoodman.com</a> ; <a href="mailto:slarson@baxterwoodman.com">slarson@baxterwoodman.com</a> ; <a href="mailto:lschendl@baxterwoodman.com">lschendl@baxterwoodman.com</a>
Comcast	Chris Nelson	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:chris_nelson@cable.comcast.com">chris_nelson@cable.comcast.com</a> ; <a href="mailto:Tony_Signorella@cable.comcast.com">Tony_Signorella@cable.comcast.com</a>
Current Technologies Corporation	Frank Shoemaker	will renew 12-21										Both	<a href="mailto:fshoemaker@currenttech.net">fshoemaker@currenttech.net</a>		
Robert W. Baird & Co.	Tom Gavin	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:tgavin@rwbaird.com">tgavin@rwbaird.com</a>
Speer Financial, Inc.	Kevin McCanna & David Phillips	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:kmccanna@speerfinancial.com">kmccanna@speerfinancial.com</a> ; <a href="mailto:dphillips@speerfinancial.com">dphillips@speerfinancial.com</a>
Woodard & Curran	Jenn Anders	\$	2,000	\$	325	\$	200	\$	200	\$	240	\$	1,035	Both	<a href="mailto:janders@woodardcurran.com">janders@woodardcurran.com</a>

Benefactor Level														
Aqua Illinois, Inc.	Jim Bilotta	\$	1,000	\$	325	\$	200		\$	475	Summer			<a href="mailto:jbilotta@aquaamerica.com">jbilotta@aquaamerica.com</a>
Engineering Enterprises, Inc.	Peter Wallers	\$	1,000	\$	325	\$	200		\$	475	Winter			<a href="mailto:pwallers@eeiweb.com">pwallers@eeiweb.com</a>
Farnsworth Group	Aaron Quick	\$	1,000	\$	325	\$	200		\$	475	Winter			<a href="mailto:aquick@F-W.com">aquick@F-W.com</a>
Illinois Public Risk Fund	Robert Buhs	\$	1,000	\$	325	\$	200		\$	475	Summer			<a href="mailto:rhuhs@iprf.com">rhuhs@iprf.com</a> ; <a href="mailto:Tom@IPRF.com">Tom@IPRF.com</a>
McGrath Consulting Group, Inc.	Dr. Victoria McGrath	\$	1,000	\$	325	\$	200		\$	475	Summer			<a href="mailto:victoriaphd@comcast.net">victoriaphd@comcast.net</a>
MSA Professional Services	Gregory Crowe	\$	1,000	\$	325	\$	200		\$	475	Summer			<a href="mailto:gcrowe@msa-ps.com">gcrowe@msa-ps.com</a>
Robinson Engineering	Mary Clumpner	\$	1,000	\$	325	\$	200		\$	475	Summer			<a href="mailto:mclumpner@reltd.com">mclumpner@reltd.com</a>
Ruekert & Mielke, Inc.	Adam Hardy	\$	1,000	\$	325	\$	200		\$	475	Winter			<a href="mailto:ahardy@ruekert-mielke.com">ahardy@ruekert-mielke.com</a>
TOTALS		\$	144,000	\$	18,525	\$	11,400	\$	16,800	\$	21,600	\$	76,255	

Yellow = New for 2016

White = Last year's partner

Bold = increased sponsorship level from last year

*Italic = decreased sponsorship level from previous year*

2016 Total Ads & Sponsorships \$ 87,655

2015 Total Ads & Sponsorships \$ 73,575

2014 Total Ads & Sponsorships \$ 69,425

2013 Total Ads & Sponsorships \$ 79,260

2012 Total Ads & Sponsorships \$ 78,255

\$ 29,218 per conference plus prof.

Theresa Szeto

2011 Total Ads & Sponsorships	\$ 73,265
2010 Total Ads & Sponsorships	\$ 65,320
2009 Total Ads & Sponsorships	\$ 55,340
2008 Total Ads & Sponsorships	\$ 53,240
2007 Total Ads & Sponsorships	\$ 51,405
2006 Total Ads & Sponsorships	\$ 42,365
2005 Total Ads & Sponsorships	\$ 32,180



## April 2016 MIT List

Board Assign	First	Last	Street	City	Zip	E-mail	Residential Phone	Status	MIT Date/Previous Position
	John	Kolata	733 S. Chestnut St.	Kewanee		<a href="mailto:jdkolata@hotmail.com">jdkolata@hotmail.com</a>	309-525-2359		
Ray Rummel	Art	Osten	905 Pleasant Street	Fox River Grove	60021	<a href="mailto:artosten@sbcglobal.net">artosten@sbcglobal.net</a>	847-516-1007		Jan. 2013 Fox River Grove
Will renew 8/14/2015	Tom	DeGuilio	8321 Howard Avenue	Munster	46321	<a href="mailto:tdegiulio@comcast.net">tdegiulio@comcast.net</a>	219-836-2670		
Mike Baker	Eric	Tison	11874 River Hills Parkway	Rockton, IL	61072	<a href="mailto:Cubguy77@comcast.net">Cubguy77@comcast.net</a>	815-956-0156	Interim work in Schiller Park	Dec. 2014 Volo
Randy Bukas	George	Gray				<a href="mailto:Write463@gmail.com">Write463@gmail.com</a>	219-765-7014	Interim work in Coal City	May 2015 Peotone
Mike Baker	Jeannine	Smith	304 Clear Sky Trail	Lake in the Hills	60156	<a href="mailto:Jeannine-smith@att.net">Jeannine-smith@att.net</a>	815-529-8667		Sept. 2015 Prairie Grove
Randy Bukas	Kevin	Baity	2018 East Creekwood Dr.	Carbondale	62901	<a href="mailto:kevinbaity@gmail.com">kevinbaity@gmail.com</a>	618-713-8029		Oct 2015 Carbondale
Ray Rummel	David	Nord	3175 Spring Lake Drive	Rockford	61114	<a href="mailto:Dave3441@yahoo.com">Dave3441@yahoo.com</a>	815-520-9757		January 2016 Dixon
Mike Cassady	Darin	Girdler	1011 Saint Julian	Pekin	61554	<a href="mailto:dgirdler@gmail.com">dgirdler@gmail.com</a>	618-971-8276		MIT Jan 2016 Pekin
	David	Strahl	2660 Lehman Drive	West Chicago	60185	<a href="mailto:davestrahl731@gmail.com">davestrahl731@gmail.com</a>	224-238-0725		MIT April 2016 Mt. Prospect

## Professional Resource Service List

First	Last	Street	City	Zip	E-mail	Residential Phone	Status
Bob	Franz	1244 Oxford Rd.	Deerfield	60015	<a href="mailto:Robertfranz1244@comcast.net">Robertfranz1244@comcast.net</a>	847-945-1224	??
John	Kolata	733 S. Chestnut St.	Kewanee	61443	<a href="mailto:jdkolata@hotmail.com">jdkolata@hotmail.com</a>	309-853-1009 309-231-4627 cell	YES
Rich	Underkofler	9205 Idlewild Dr.	Highland, IN	46322	<a href="mailto:runderkofler76@comcast.net">runderkofler76@comcast.net</a>	312-550-4478	YES
Joe	Woith	506 Jones St.	Kappa	61738	<a href="mailto:jwoith@gmail.com">jwoith@gmail.com</a>	309-527-2017	Part-time in Delavan
Phil	Page	1224 Whitfield Dr.	Geneva	60134	<a href="mailto:ppagegeneva@att.net">ppagegeneva@att.net</a>	630-208-9017	YES
Dean	Eitel	231 Greens View Dr.	Algonquin	60102	<a href="mailto:deitel@depaul.edu">deitel@depaul.edu</a>	847-658-8697	(PROFESSOR)  YES
David	Koch	1090 Randolph St.	Carlyle	62331	<a href="mailto:dkoch11@charter.net">dkoch11@charter.net</a>		YES
Marty	Bourke	381 Meadowlark Road	Bloomington	60108	<a href="mailto:mjbourke@comcast.net">mjbourke@comcast.net</a>	847-954-9165	YES
Robin	Weaver	1809 Rizzi Lane	Bartlett		<a href="mailto:Rweaver3333@gmail.com">Rweaver3333@gmail.com</a>	630-835-6417	

Removed due to non-renewal of ILCMA membership:

Richard Saks

Frank Koehler – interested, but needs to renew membership

Marc Hummel – asked to be removed

Jim Bassett – interested, but need to renew membership

## ILCMA Board Agenda Item – Future of ILCMA Summer Conferences

Issue: ILCMA has held the summer conference at Eagle Ridge for over 25 years. In light of the great success of the conference in recent years with both increased attendance and increased number of corporate sponsors that exhibit, ILCMA has outgrown the space. ILCMA had 37 exhibitors at the 2015 winter conference compared to 33 at the 2014 summer conference. The corporate partner program continues to grow. The number of ILCMA corporate partners who are eligible to exhibit at the 2016 summer conference stands at 41 as of today. This will be a major issue for the 2017 summer conference at Eagle Ridge.

The ILCMA needed to cancel the 2017 contract by Dec. 13, 2015 for there to be no charge. The cancellation fee if done by June 12, 2016 is \$15,114. We have until Dec. 11, 2016 to cancel for June 2018 with no fee.

Options:

- 1) Work with Eagle Ridge to accommodate increase in exhibit space (have already notified by contact there and she is working on this for 2017)
  - a. Option 1 – Set-up all Ballrooms in theatre style and vendors around the perimeter as well as Ball III
  - b. Option 2 - Forgo a lunch speaker and have vendors in the Galena Rooms. Lunch could be either on the Pt. Patio or in Woodlands restaurant. The speaker feasibly could present at dinner Thurs evening.
- 2) Cancel contracts at cost of \$15,114, but only after secure other venue
  - a. Marriott in Normal, IL is a known entity and has been well received by members
  - b. Hotel Pere Marquette in Peoria is second option (pending success at 2017 winter conference)
  - c. Other ideas? Champaign??

# Operating Agreement for an Affiliate Relationship between The Alliance for Innovation and the Illinois City/County Management Association

## Overview

### This Agreement

- 1) Formalizes the affiliate relationship between two organizations: The Alliance for Innovation (Alliance) and Illinois City/County Management Association (ILCMA).
- 2) Documents the basic terms of the relationship, which is intended to provide useful benefits and improved outcomes for all participants.

## Objective (s)

### Alliance

The Alliance offers services and products to members which further their work in local government. Through this Agreement, the Alliance will be able to offer improved services and training in a cost-effective manner and at favorable pricing for its members.

### ILCMA

The Illinois City/County Management Association was founded in 1953. The purpose of this organization is to foster and encourage the personal and professional development of its members in order that they may better serve their communities and to promote, encourage, and preserve high ethical standards for municipal and county government administrators.

## Term

This Operating Agreement is for an initial one (1) year term, beginning May, 2016 and ending May 2017. On its annual anniversary, the Operating Agreement will automatically renew for uninterrupted one (1) year terms unless either party provides 90 days written notice to the other party stating their desire to modify or terminate the agreement. Modifications

will require the signed agreement of both parties and should be brought forward in writing at least 60 days in advance.

The Alliance Agrees to:

- 1) Provide the ILCMA Executive Director with an associate membership to the Alliance.
- 2) Recognize this affiliate relationship on its website, on its Partners page.
- 3) Offer a 10% discount on the first year Alliance membership dues to ILCMA members. Following the first year of membership, organizations will be invoiced according to the Alliance regular due structure.
- 4) Provide one free complimentary registration to the Transforming Local Government Conference (not included travel or lodging expenses). This registration can be used by the Executive Board, staff or given to a city or county official.
- 5) Share Illinois's local government success stories with Alliance membership across the United States and Canada.
- 6) The Alliance Regional Director will meet with the ILCMA Executive Board at least annually to provide and Alliance update, hear topics of interest to local governments and discuss opportunities to serve local governments in Illinois.
- 7) Upon request, recommend speakers for annual meetings, workshops, conferences, etc.
- 8) Work with the ILCMA Professional Development Committee to plan all educational events in Illinois.

The ILCMA Agrees to:

- 1) Assist in planning all Alliance for Innovation Illinois educational events in conjunction with ILCMA professional development committee
- 2) Promote the benefits of membership, AFI events and opportunities to participate in conjunction with the Alliance for Innovation
- 3) Share successful innovation stories with the Alliance for Innovation.
- 4) Provide the Alliance Central Regional Director with an associate membership to ILCMA
- 5) Provide the Alliance Regional Director with a complimentary registration to one of ILCMA's conferences.

- 6) Publish Innovation Edge articles provided by the Alliance.
- 7) Recommend two attendees to attend the Alliance BIG Ideas Conferences

**Mutual Relationship:**

The parties willingly enter into this agreement. This agreement does not constitute a partnership, but rather an arrangement to work together. This agreement may not be assigned by either party to any other entity, without the approval of the original two parties.

This Agreement is entered into on:

May 1, 2016

Date

Agreed to by:

  
\_\_\_\_\_

Alliance for Innovation

\_\_\_\_\_

Illinois City/County Association

**ROBERT KUNTZ  
228 WHITE ACRE COURT  
BALLWIN, MO. 63011**

**PERSONAL**

Marital status: Married with two children

Health: Excellent; 6'2", 180 pounds

Affiliations: International City Management Association, Missouri  
Manager's Association (past president), Lafayette Mayor's  
Organization, Missouri Municipal League, St. Louis County  
Municipal League, West County Chamber of Commerce (board  
member), St. Louis Area City Manager's Association.

Contacts:	Telephone:	E-mail
	(636) 527-9068 (home)	bckuntz@charter.net
	(314) 805-7041 (cell)	

**EMPLOYMENT**

1988 to present	City Administrator of Ballwin, Mo. (pop. 33,000)
1983 to 1988	City Manager/Finance Director of Trotwood, Oh. (pop. 8,500)
1979 to 1984	Public Works Director (1980 - 1984) and Personnel Director (through 1985) of Trotwood, Oh.
1976 to 1979	Borough Administrator of Point Pleasant Beach, N. J. (pop. 7,000 in winter and 40,000 in summer)

**EDUCATION**

1974	Master of Public Administration from the University of Dayton. Dayton, Ohio
1970	Bachelor of Arts in Political Science from Miami University. Oxford, Ohio

**ROBERT KUNTZ**  
**228 WHITE ACRE COURT**  
**BALLWIN, MO. 63011**

**EMPLOYMENT HIGHLIGHTS**

**CITY OF BALLWIN**

*Responsibilities:* Supervise four departments, which include 153 full-time and approximately 200 seasonal employees. Also coordinate separate operating and capital budgets with an aggregate total of \$18,400,000 and oversee an investment portfolio of \$3 million. Report to a nine member Board which is elected by ward with a Mayor who is elected at-large. All serve for two year staggered terms.

*Major Results:* Continued commitment to computer technology has led to a fully integrated p. c. network which includes linkage from all of our revenue generating sites to the Finance Department. A local data service firm provided initial format and Web access. We have two full time technicians on staff who address hardware/software issues and maintain our web site ([www.ballwin.mo.us](http://www.ballwin.mo.us)). Innovative agreements with four cellular providers have resulted in consolidated tower installations and \$54,000 in annual rental fees. The residential refuse collection contract has been re-negotiated to reduce our leaf disposal costs and improve the rate of recycling. With the support of our elected officials, the community center, municipal pool, golf course and all recreation programs generate a positive cash flow. An average attrition rate of less than seven employees per year is perhaps the greatest testimony to my effectiveness as a manager.

**CITY OF TROTWOOD**

*Responsibilities:* Duties included supervision of all departments, preparation and administration of a \$5.6 million budget, contract monitoring, preparation of legislation, and media relations. Also responsible for appointment, promotion, and removal of all employees under a Civil Service system.

*Major Results:* Assisted in the development of long range policies on energy conservation, recreational services, transportation, and economic development. Secured and administered over \$3 million in State/Federal aid. Expanded an innovative abatement program which spurred residential and commercial development. Formulated a ten year comprehensive street improvement program. Supervised conversion to an in-house computer system for payroll, utility billing, budgetary accounting, and word processing which reduced costs by eliminating the need for outside contractual services. Simplified the M. B. O. budget format to create greater public awareness and understanding.

#### BOROUGH OF POINT PLEASANT BEACH

*Responsibilities:* Responsible for preparation and implementation of a \$2.4 million budget and overseeing daily operations for this full service resort community. All personnel actions and formal labor negotiations were my responsibility. Extensively involved with the volunteer fire department and the Chamber of Commerce.

*Major Results:* Coordinated disaster clean-up efforts after Hurricane Belle and prepared emergency operating plan as Civil Defense Director. Resolved a long-standing "rusty" water problem that plagued the town's treatment system during the tourist season. Implemented efficiency measures such as an automated payroll system, realigned phone service, and developed a comprehensive investment program. A personnel manual plus an employee handbook were prepared under my direction. A responsive Senior Citizen program was also initiated. Revenues were maximized while delinquent utility payments were significantly reduced. Code enforcement was also improved through an innovative team inspection program.

## **VITA OVERVIEW Of ROBERT KUNTZ**

**City Administrator  
City of Ballwin  
14811 Manchester Rd.  
Ballwin, Mo. 63011**

**Phone: 636/227-8580**

**FAX: 636/207-2320**

**E-mail: [rkuntz@ballwin.mo.us](mailto:rkuntz@ballwin.mo.us)**

Since 1988, I have served as City Administrator of Ballwin, Missouri; a municipality of 33,000 with 157 full time employees and an annual budget of \$18 million.

During my tenure, my major accomplishments include:

- 1) Annexations which have incrementally added over 20,000 new residents to our population base.
- 2) Acquisition and subsequent renovation of our current Government Center.
- 3) Coordinated construction of a \$12 million bond issue which resulted in Reconstruction of all major streets and the first phase of our award winning Community center.
- 4) Comprehensive expansions of our Public Works facility and Police headquarters.
- 5) Successful negotiation and coordination of a \$45 million redevelopment project That resulted in 285,000 sq. ft. of new retail space.
- 6) Construction of a new outdoor family aquatic center which opened in 2013.

Prior to my current position, I served as City Manager and Finance Director in Trotwood, Ohio between 1983 and 1988. I also served that community as Assistant City Manager, Public Works Director, and Personnel Director.

Previous municipal positions include Borough Administrator of Point Pleasant Beach, New Jersey and Assistant City Manager in Englewood, Ohio.

I am a member of the International City Management Association; Missouri City Manager's Association (past president); Lafayette Mayors' Association; Missouri Municipal League; St. Louis County Municipal League; West County Chamber of Commerce; and St. Louis Area City Managers' Association.

I received a Master of Public Administration degree from the University of Dayton and a Bachelor of Arts in Political Science from Miami University.

I reside in Ballwin with my wife Connie and have two grown children.

Bob Kuntz – retired July 1, 2015. Had served for 45 years, 28 years as city administrator in Ballwin, MO, a suburb of St. Louis. He retired on his own terms and has never been without a job. He lives on the western side of St. Louis and has good access to most of southwestern IL. He knows several managers in that part of the state of IL and has attended their gatherings.

**Have you read the current ICMA Senior Advisor Program Guidelines and the ILCMA Senior Advisor Program Policy? Do you have any questions or concerns? Do you see any potential conflicts?**

Greg asked if he's talked to other MO Senior Advisors about the program. Has spoken with Kent L and Ray Beck. Greg confirmed that MO is a bit more laid back and that IL is a more robust program. Therefore, it may a different pace and expectations than what the MO SA's shared about the program. Bob noted that he did not want to serve MO and prefers to serve in IL as he sees more enthusiasm in IL. Greg asked if he has read the ICMA SA policy and the ILCMA policy. Kent noted that he has read the ICMA policy and most likely read the ILCMA policy when it was sent a few months ago. No questions at this time. Greg noted that there is an annual evaluation held at the annual winter conference. There are three "pitch points"

- 1) You can do interim assignments, but the rule is that you must look for an MIT first before you take on the assignment as long as it doesn't interfere with doing SA work;
- 2) Consulting work – you can have your own firm or work for a commercial firm, but it cannot conflict with SA work and you cannot be in charge of marketing for the firm;
- 3) Political involvement –limited and must be inform state sponsor of intentions.

Bob noted that he has no interest in serving again in an interim position or special assignment and he has no interest in being politically involved at any level.

**John asked how he thinks that background helps him to be of benefit to ILCMA and its members.**

Bob noted that is full professional experience that will benefit him. Having served as the first city administrator as a young professional, he has a good perspective over time. He then moved to Dayton and worked "up the ranks." He served many interim assignments including public works, human resource, and assistant to city manager. He then moved to a community that experienced rapid growth and has experience with growing infrastructure, annexation, staff development, racial relations, and political climate. All have shaped what his management philosophy has been.

**Have you discussed with any of the current ILCMA Senior Advisors or Dawn Peters their experiences and what is expected of a Senior Advisor? See question 1.**

**Please describe what you as a Senior Advisor can offer the members of ILCMA/ICMA?**

**See question 2.**

**How do you intend to be visible, accessible and responsive to the members? Do you see any travel/time commitment issues?**

Steve Carter noted that his experience in smaller communities will serve the southern portion of IL well. Travel and time commitment may be a concern and the big challenge is being visible and getting to know people. Do you have any concerns about the time commitment and travel?

Bob noted that he does not have any concerns. Kent described Carbondale as the extreme edge of the territory.

Steve noted that ILCMA has two conferences, one in Galena and the other in central IL. Robin noted ICMA conference attendance is also available. SA registrations are complimentary.

Robin noted that between her and Greg, they cover quite a few meetings. In her first year, she tried to attend as many meetings as possible. Now, they split up the meetings. She noted that anyone can call any SA.

Dawn noted that ILCMA has a newsletter and a SA column every other month. There is also an expense and activity report due quarterly as well as an annual report.

Greg noted that SA's serve all members.

John stated that he spends quite a bit of time talking with mayors, councils, county boards about hiring a first time administrator. While he does not handle the recruitment, he shares a number of resources about benefits of professional administrator and guide to recruitment information. Bob said that he did that for his own board when they hired his replacement. John noted that SA's don't get involved in the selection of who to interview or who gets hired.

Dawn asked Greg to expound on the confidentiality of the SA conversations. Greg also noted that the SA's can talk to any other SA about the issue as well, but don't mention names unless it is something that is in the news, which means it is a public issue.

**When are you available?**

Now. Greg reiterated the need to be visible, accessible and responsive. Discussion ensued about ways to be so.

**Do you have any questions of us?**

He does not have any questions. He understands that if he has questions, he has resources of other SA's and Dawn for clarification. Greg mentioned ethics and the calls that likely come about an ethical situation. The best course is to have Martha Perego at ICMA have the final say.

Dawn explained that the next step is to have the ILCMA board approve the appointment at the May 26 meeting. ICMA needs to provide approval. We will have an orientation at the summer conference as well.