

City/County Management IN ILLINOIS

Volume 12 No. 6

Strengthening the quality
of local governance through
professional management

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2017



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Calendar of Events

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

February 1
Legacy Luncheon – Spring Elections
Elk Grove Village, IL

February 8 - 10
ILCMA Winter Conference
Peoria, IL

February 15
IAMMA Luncheon
Northbrook, IL

March 1
Legacy Project Luncheon
Naperville, IL

March 2
SWICMA Meeting
Carlyle, IL

March 8 – 9
ICMA Emerging Leaders' Summit
Elk Grove Village, IL

March 9 - 10
ICMA Midwest Summit
Elk Grove Village, IL

March 16
ILCMA Professional Development
Lombard, IL

March 16
Metro Manager Luncheon
Lombard, IL

March 29
ICMA Coaching Webinar



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President's Column

By Moses Amidei, Chair, ILCMA Membership Services Committee & Village Administrator, Wadsworth

ILCMA's Membership Services Committee has worked hard over the course of the past several months on a number of activities of benefit to our membership. I owe much thanks and gratitude to the volunteers of this committee and sub-committees whom have worked on, reviewed and provided input on our projects and activities. I truly appreciate and value the strong sense of public service that is shared by our committee and our entire membership as well. We have a great network of local government professionals here in Illinois and I couldn't be happier to be a part of it.

In any event, I would like to highlight the activities of our committee through January, 2017 and kindly ask you for your assistance and participation in a number of initiatives.

1. ILCMA Member Survey. Our member survey will be emailed to you in early March. This year, I cannot stress enough the importance of your participation in completing this survey. This summer, your ILCMA Board will engage in a strategic planning process that will guide our organization over the course of the next three years. The results and commentary from this survey will be reviewed by our Board in efforts to update our plan. Your input is very important to our organization, which is why your participation is critical. Response rates from the past four surveys between 2009 and 2015 have ranged from 42% (2015) to 56% (2011). Please keep on the lookout for this survey; it will be due back to ILCMA by the end of April. Survey respondents have the ability to be entered into a drawing for a free summer conference registration. Again, your participation is valued and very much appreciated!

2. ILCMA Community. This past fall, our committee and sub committees reviewed alternative providers to enhance our current listserv, ILGNet, which is provided to us free of charge by WebQA, Inc. Ultimately, it was recommended that we continue to utilize WebQA's services, which are still being provided to us at no cost. The listserv's website interface was updated and we have rebranded our "ILGNet Listserv" to "ILCMA Community - Resource Network." The interface of this website has been simplified, query categories have been updated and providing responses to questions can simply be done by clicking on a link in the email notification as long as you do not log out from your prior site visit. In light of the update to this website, I ask you to please take a few minutes to reacquaint yourself with this great resource by clicking here. Be sure that you are subscribed to the categories that you have an interest in and try to participate as often as you can. This resource is a great medium in which we can provide assistance to our fellow colleagues and local government professionals.

3. Assistance for MIT's/Job Applicants. This past fall, the ILCMA Board approved two documents that are now embedded within two resource guides that are available on our ILCMA website. A listing of potential questions job applicants can use during a recruitment process now appears within the MIT Resource Guide and Recruitment and Selection of CAO Guide. These questions pertain to ones that can be asked during the interview process and post-process if one is not selected for the position and would like feedback regarding their candidacy. In the coming weeks, a concept for a recognition award program for members who assist MIT's in various capacities will be considered by the Board in addition to a program for additional mediums in which Senior Advisors can provide assistance/consultation for MIT's at ILCMA and other regional meetings. There are a number of ways in which our members can assist an MIT; please see the MIT section of this newsletter regarding such opportunities.

4. Other Committee Activities.

a. Ombudsman Program. Each month, as new professionals join our organization, members of our committee reach out to these new ILCMA members to welcome them to our great organization and answer any questions or provide information about programs and services available with their membership, where applicable.

b. Recruiting. Committee members make efforts to recruit fellow colleagues to join and maintain ILCMA and ICMA memberships. Do you know a colleague who is not a member of ILCMA and/or ICMA? If so, please reach out and encourage them to join, or provide their name to Dawn Peters or any of the Senior Advisors for them to follow-up with the prospective member.

c. ICMA Coaching Program. ILCMA is a partner with ICMA's Coaching Program. The previous ILCMA Mentorship Program has transitioned to the ICMA Coaching Program, which includes the opportunity to receive career coaching through ICMA Coach Connect, free Coaching Webinars and the electronic Career Compass advice column. Please visit ICMA's website to learn about the importance of coaching within our profession. Members are encouraged to engage the assistance of coaches or to volunteer to be a coach; coaches from our region are needed.

d. Department Head ILCMA Memberships.

Department Heads will now be required to register as ILCMA Members in the same category as "Assistants;" such members will have voting privileges and must adhere to ICMA's Code of Ethics.

In closing, I look forward to seeing many of you in Peoria February 8-10! I encourage your active participation in ILCMA! Please feel free to send me a note if you have any questions or comments about any of the above.

Who's Who Directory Update

A. George Issakoo, formerly the assistant to the county administrator, Lake County, has been appointed as the assistant to the public works director in Skokie. His new contact information is:

Village of Skokie
Assistant to the Public Works Director
5127 Oakton Street
Skokie, IL 60077
Phone: (847) 933-8273
Email: George.Issakoo@Skokie.org

Doug Petroschius has been appointed as the new village administrator in Lake in the Hills. He was formerly the assistant village manager in Lincolnwood. His new contact information is:

Doug Petroschius
Village Administrator
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156
Phone: 847-960-7411
Fax: 847-960-7415
Email: dpetroschius@lith.org



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Corporate Partner Spotlight

As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

Cities and Counties Using Technology Become More Effective

By Diane Johnson, Assistant Marketing Manager
BoardDocs by Emerald Data Solutions, Inc

Cities and counties using electronic board management solutions for agendas, policies, workflow and other board materials save thousands of dollars annually, reduce staff time, and actually increase the effectiveness of their board. Board management solutions also improve transparency in board communications, records management, and maximize public access and participation.

Your benefits are many, but an advanced paperless meeting system requires consideration of change, training, and security issues. Below are a few things you should know when considering moving to a board management solution, according to BoardDocs creator, Ari Ioannides.

How much change is to be expected?

City and county managers and council members may perceive adopting a board management service as a radical change - like going from a telegraph machine to an iPhone. It's not that radical. Done right, using a board management service should look like what you're doing now, just easier. Like going from a typewriter to computer for word processing.

Before widespread use of computers, people had no concept of what it was like to use one. We all thought learning to use one would be hard; we were fearful, but we wanted to do it because there was a huge benefit. People are most afraid of using a board management system right before it gets implemented. After they've been through training, the first thing they say is, "Why did we wait so long"?

How does a board management system save time and money?

If you don't have a board management service, your staff is using inferior technology or gathering documents and printing out a master copy. Then they go to the scanner and make a PDF. It gets printed, copied, scanned, posted to the website, then bound and shipped out to others. Any changes to the packet starts the process over again. If a board meets twice a month, this is done 24 times a year. With a good board management service, the material

What Can You Do With BoardDocs?
Save Money. Save Time. *Make a Difference.*



automatically gets released to council members and everyone else who needs it via your website. You may see up to \$20,000 - \$30,000 in cost savings the first year in labor, printing, and mailing costs.

How important is data security?

A system's security must be rock-solid. Data must be encrypted and maintained on a secure server. With BoardDocs, we believe board documents must be as secure as banking information. Information is always physically and electronically secured.

What else should you look for?

Any board management system has got to be easy to use. Well over 30,000 board members use BoardDocs. This might be the only computer software they use. Also, no matter how they get to it, whether it is an iPad, computer, or laptop, it needs to look the same.

Serving 106 organizations in Illinois and over 2,000 organizations nationwide, BoardDocs' services give city and county managers and governing bodies turn-key, electronic solutions for processing virtually any type of governance document, including agenda items, supporting documents, minutes, policies, procedures, and much more.

For more information about BoardDocs' services, call (800) 407-0141, ext. 2 or visit BoardDocs.com to experience the solutions firsthand.

Corporate Partner Spotlight

As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.



High Performance Public Buildings

By Jennifer N. Gray, MPA, Director of Business Development – Government Comprehensive Solutions & Energy Services
Trane – Ingersoll Rand

You wouldn't settle for less than maximum performance from your organization, so why settle for less from your buildings? We all know that building operations are a big part of any budget covering operations and maintenance, as well as capital expenditures. And, to say that the challenges that face city and county managers regarding facility decisions is full of complexity, is an understatement that can be complicated by the facility's varied uses – from City Halls and County Courthouses to Recreation Facilities and Public Works Garages, to Police and Fire Stations. How well your building infrastructure operates during its lifetime and how its operation effects the lives inside, play a critical role in your strategic objectives and in meeting your annual budget.

Decisions impacting how building systems are upgraded, serviced, and maintained should consider the return on investment (ROI) that can be gained over time – a long range plan. Unfortunately, most managers are not in the position to think like this. Most capital budgets stretch out 3-5 years at most and one of the most significant obstacles for cities wanting to upgrade building infrastructure, like anything else, is of course, money. I often hear two scenarios: 1) complete lack of budget to finance building improvements 2) the cash flow isn't where it needs to be to undergo the upgrades. Because of this, a model of emergency and piecemeal equipment replacement has continued. How systems integrate with each other in each facility and campus wide, consideration for energy efficient choices and how infrastructure could improve the bottom line isn't given much thought. Frankly, many cities lack the resources and technical capacity to assess their facilities to see where improvements should be made. How could this be done differently? Enter ESCOs and ILCS 515.

ESCOs are Energy Services Companies that provide comprehensive energy solutions to customers, including: auditing, redesigning, and implementing changes to the way organizations consume energy with the main goal being improved efficiency. ESCOs have been around a lot longer than most people would think. The energy crisis in the late 1970s produced the first wave of ESCOs, often times as small divisions within large energy companies or as small, start-up companies. The ESCO market slowed

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<div>Jennifer Gray, Account Manager - Government jennifer.gray@trane.com • 314.374.9233</div> <div></div>	

in the 1980s but by the early 1990s, the cost of energy was rising, deregulation was beginning, and the availability of energy efficient technologies was rapidly changing, especially in lighting, HVAC, and building management/controls systems. In the wake of the financial crisis of the 2000s, the ESCO marketplace evolved, consolidated and reached just under \$4 billion. ESCOs specialize in assisting cities and counties with infrastructure management, planning, and design.

The State of Illinois recognized the need to assist public entities with comprehensive facility improvements and a focus on energy conservation. The ILCS 515 – Local Government Energy Conservation Act was designed to financially facilitate improvements through a budget-neutral approach to finance building improvements that reduce energy and water use and increase operational efficiencies with the help of an ESCO. Under this Act, the savings in energy costs are most often used to pay back the capital investment of the project over the term (up to 15 years in Illinois). In the early 1990s, Illinois began a pilot program under this Act and since inception, just under \$500 million in energy efficient capital improvements in state buildings through performance contracting have been completed. This has resulted in over \$35 million in combined annual savings.

Residential and commercial buildings account for nearly 40 percent of all energy consumed in the United States which translates into billions of dollars being spent to power homes and buildings. The bottom line – do you know how your building systems are performing? Is there opportunity for improvement in system integration, efficiency, and energy savings? Consider the options that are available to help your city/county facilitate the analysis and data you need to be making better decisions about your building performance and infrastructure.



The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. Managers are recognized by ICMA through a peer review credentialing process, and this self-directed program offers an opportunity for interested ICMA members to quantify the unique expertise they bring to their communities. The program also assists ICMA members in focusing and reflecting upon their lifelong professional development experience. Members who participate in the program may earn the designation of ICMA Credentialed Manager granted by the ICMA Executive Board. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.

What Are the Benefits?

- Recognition as a professional local government manager
- Quantification of the unique expertise you offer
- Demonstration of adherence to high standards of integrity
- Demonstration of commitment to lifelong learning
- Structured and focused professional development plan
- Peer review of professional development activities and learning
- Eligibility for Legacy Leaders Program
- Access to special workshops and other training for ICMA Credentialed Managers and Candidates, such as the ICMA Gettysburg and ICMA SEI Leadership Institutes

All of us know the importance of continuous learning. ICMA's Credentialing Program gives us an easy way to focus and structure that learning, as well as become involved in coaching younger managers. As members of ICMA, we are already required by Tenet 8 of the Code of Ethics to commit to at least 40 hours of professional development every year. This program encourages you to reflect on your learning and receive feedback and recognition. Please consider beginning the process today and join your colleagues who are already credentialed.

For complete information please visit <http://icma.org/en/icma/members/credentialing>.

CONGRATS!

ILCMA Members become ICMA Credentialed Managers

Stephanie Dawkins, Geneva, IL

ICMA Credentialed Manager Candidate
Pamela Newton, Hawthorn Woods, IL



Leigh McMillen

Vice President

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Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

1st Quarter 2017 Luncheons

Brown Bag (bring your own)

Wednesday, January 11

Westchester Village Hall
10300 W. Roosevelt Rd
Westchester, IL 60154

[RSVP for Westchester](#)

Wednesday, February 1

Elk Grove Village Hall
901 Wellington Ave
Elk Grove, IL 60007

[RSVP for Elk Grove](#)

Wednesday, March 1

Sikich LLP
1415 W. Diehl Road, Ste. 400
Naperville, IL 60563

[RSVP for Naperville](#)

Luncheons begin at 11:30 a.m. and
end promptly at 1:00 p.m.

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

Spring Elections - Be Ready Now and Later

Local elections can be a
challenging time for you
and your organization.
Regardless of your position
in the organization, at some
point in our careers we will
all feel some level of anxiety
before, during or after
election season. This quarter's luncheons will
focus on how you can prepare for the
stresses, and possible changes, brought on by
the Spring Elections. Our speakers will share
their perspectives on how best to navigate the
challenges (and opportunities) that local
election season can bring.



Speakers for the Westchester and Elk Grove luncheons include Christina Burns, the Assistant Village Administrator/Human Resources Director in Oswego and Marian Gibson, the Village Administrator in Elwood. Speakers for the Naperville luncheon include Christina Burns and Valerie Salmons, Village Administrator in Bartlett.

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

www.legacyprojectnow.org

IML Managers Monthly Column

A YEAR IN REVIEW

by Joe Breinig, Village Manager, Carol Stream and Member, IML Managers Committee

According to the Illinois Municipal League Bylaws, the Managers Committee is tasked with providing “input and support to the League on issues pertaining to the management and operation of municipal affairs”. The Committee consists of ten actively serving municipal managers or administrators from member municipalities and the Executive Director of ILCMA who is an ex-officio member. Committee members are appointed by the IML President after consideration of recommendations made by the ILCMA.

During 2016 the Managers Committee:

- Developed a resource to explain provisions of the 911 Consolidation law;
- Developed three sessions for the IML Annual Conference; and
- Discussed and provided input to IML staff on various legislative and policy issues throughout the year.

The Committee was chaired by Mark Peterson from Normal and thanks to him for his leadership. Scott Niehaus of Lombard and Joe Breinig of Carol Stream were added as members. Regional balance remains a commitment on the Committee.

Walter Denton from O’Fallon will chair the Committee in the upcoming year. Suggestions from members on topics for the IML Annual Conference or future work of the Committee are welcome and encouraged. The Committee thanks IML Legislative Director Joe McCoy for his valued insight and knowledge as its staff liaison. The Committee looks forward to an engaged and active year.



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ILCMA Board Election Process Begins

Do you have a colleague who could be a dedicated member of the ILCMA Board of Directors? Would you like to serve? Now is the time to nominate qualified candidates for positions on the Board of Directors. A letter detailing why the candidate is qualified to serve along with an up-to-date resume is due at the ILCMA Secretariat, Center for Governmental Studies, NIU, 148 N. Third Street, DeKalb, IL, 60115 or by e-mail to dpeters@niu.edu by March 1. Offices for which nominations will be accepted are President Elect, Vice President, and Secretary Treasurer. There is one director or officer position open this year. This depends on whether a current director steps up to be Secretary/Treasurer. If no one on the current board steps into the Secretary/Treasurer position, that officer position will be open. Officers are elected for one-year terms. Newly elected board members will serve three-year terms.

After the nominating deadline, the Nominating Committee, chaired by Kelly Amidei, ILCMA Past President, with a representative from each of the affiliate groups and one at-large member, will meet to determine a slate. The slate will be announced in the April newsletter. At that time, others wishing to have their name appear on the ballot will have an opportunity to submit a petition. If a contested election results, a ballot will be mailed June 1, 2017. If no contest develops, the election of the slate will take place at the Annual Meeting at Eagle Ridge on June 15, 2017.

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Advancing Civic Leadership

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

February 16, 2017 – NIU-Hoffman Estates
Ethical Leadership: Oxymoron to Government Employees?

February 22, 2017 – NIU-Naperville
Effective Performance Measurement & Performance Management for Public Organizations: What's The Difference? Why Are These Terms Confused & How Are They Related?

March 2, 2017 – NIU-Hoffman Estates
Customers Matter: Quality Customer Service is Essential for Your Bottom Line

March 8, 2017 – Giving DuPage/DuPage County Administration Building
Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern

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Local Government Excellence Awards

Honoring creative contributions to professional local government management and increasing public awareness of the value of professional management to the quality of life in our communities.

2017 AWARD NOMINATION INFORMATION:

ICMA is using a new online nomination system this year. Nominations will open soon. You must submit nominations through this system.

Important Dates to Remember:

- Tuesday, January 3: ICMA will begin accepting nominations for 2017
- Wednesday, March 15: Deadline to submit a nomination for 2017
- Early-June: Award Nominators will be contacted regarding results
- Wednesday, October 25: Award recipients honored during the Celebration of Service Ceremony in San Antonio

YOU MUST BE LOGGED INTO YOUR ICMA ACCOUNT TO ACCESS THE ONLINE NOMINATION SYSTEM!

Questions: Contact Felicia Littky at (202) 962-3656 or flittky@icma.org

ICMA's Local Government Excellence Awards celebrate the value of professional management and honors creative contributions to professional local government leadership. The Awards highlight public awareness of the value of professional management and its impact to the quality of life in our communities. An independent Awards Evaluation Panel comprised of U.S. and international ICMA members selects each years' award recipients.

SUBMITTING A NOMINATION

- 1) You must be logged into the ICMA website in order to submit a nomination.
 - a. If you do not have an ICMA website account, you will need to set one up in order to submit the nomination. Please set up your ICMA account [here](#). When setting up

the account, use the email address at which you wish to receive communications from us regarding this submission.

- 2) Once you are logged into the website, go to "my account". You will see "Awards" on the top blue menu bar. Hover over the "awards" tab and you will see links to nominate either a Professional Excellence or Program Excellence Award. Click on the appropriate tab.

- 3) Alternately, if you are logged into the website you may go directly to the appropriate nominations page by following the links below

- a. Professional Excellence
- b. Program Excellence

- 4) Follow the online prompts and be sure to fill out all information. Do not forget to upload the narrative that needs to be included with the nomination, where appropriate.

- 5) **ALL NOMINATIONS MUST BE SUBMITTED BY MARCH 15, 2017**

More information and details for submitting a Professional Excellence or Program Excellence Award is available!

NOMINATIONS FOR 2017 WILL BE ACCEPTED JANUARY 3-MARCH 15, 2017

CATEGORIES AND ELIGIBILITY

PROFESSIONAL AWARDS: Recognize individual achievement that may have been accomplished through tenure with a number of local governments or organizations. Individuals can be nominated in only one Professional Award category per year.

- Award for Career Excellence in Memory of Mark E. Keane: Recognizes an outstanding chief local government administrator who has fostered representative democracy by enhancing the effectiveness of local elected officials and by consistently initiating creative and successful programs. Eligibility: ICMA full membership, a minimum of ten years of executive, senior-level service to the profession, and endorsement by a past or present elected official. This award is accompanied by a \$5,000 stipend to promote professional development of local government managers, through the generous support of ICMA-RC. The stipend award will run through 2018.

continued on the next page

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- Award for Career Development in Memory of L. P. Cookingham: Recognizes an outstanding local government administrator who has made a significant contribution to the career development of new talent in professional local government management.

Eligibility: ICMA full membership.

- Assistant Excellence in Leadership Award in Memory of Buford M. Watson, Jr: Recognizes a local government management professional who has made significant contributions toward excellence in leadership while serving as an assistant (regardless of title) to a chief local government administrator or department head.

Eligibility: ICMA membership and endorsement of the CAO of nominee's jurisdiction. Must be full-time assistant reporting to a chief local government administrator or department head who has been responsible for significant administrative duties for at least one year (not including internships in conjunction with an academic program).

- Academic Award in Memory of Stephen B. Sweeney: Recognizes a classroom instructor who has made a significant contribution to the formal education of students pursuing careers in local government.

Eligibility: Unrestricted.

- Early Career Leadership Award in Memory of William H. Hansell, Jr: Recognizes an outstanding early-career local government professional who has demonstrated leadership, competency, and commitment to local government as a profession.

Eligibility: ICMA membership, less than ten years of service to local government, and endorsement by a past or present local government manager or elected official. This award is accompanied by a \$5,000 stipend to promote professional development of early career local government professionals, through the generous support of ICMA-RC. The award will be offered for five years, starting in 2014 and running through 2018. Read about 2015 award recipient Kirsten Wyatt's use of the stipend [here](#).

PROGRAM EXCELLENCE AWARDS: Presented to local governments and their chief administrators in recognition of their innovative and successful programs. Program Excellence Awards can have multiple recipients.

Awards are presented to local governments for each of three population ranges: less than 10,000, 10,000-49,999, and 50,000 and greater. Multi-participant nominations will be classified in the population range that corresponds to the population of the largest participating organization.

Any local government whose chief administrator is an ICMA full member is eligible to receive a Program Award. Local governments must limit their nominations to one program per category--with a maximum of four Program Award nominations per year. Each nomination must be distinct from the others. Programs must have been fully implemented by January 31, 2016 to be eligible for nomination in 2017.

- Community Health and Safety Awards recognize the local government programs or processes that demonstrate innovation, excellence, and success in the community's safety, health, and/or wellness, including enhancement in the quality of life for the disadvantaged. This category is sponsored in part in memory of Carolyn Keane, first wife of former ICMA Executive Director Mark Keane, and in memory of Bill and Alice Hansell, parents of former ICMA Executive Director Bill Hansell.

- Community Partnership Awards recognize the programs or processes that demonstrate innovation, excellence, and success in multi-participant involvement between or among a local government and other governmental entities, private sector businesses, individuals, or nonprofit agencies to improve the quality of life for residents or provide more efficient and effective services.

- Community Sustainability Awards recognize the innovative local government programs or processes that demonstrate innovation, excellence, and success in balancing that community's social, economic, environmental, and cultural needs.

- Strategic Leadership and Governance Awards recognize the innovative and successful local government programs or processes that have significantly affected a local government organization's culture or strategic direction.

*The implementation date of January 31 of last year allows for the program to show at least a year's worth of success and progress for the awards evaluation panel to review.

2017 AWARDS RECOGNITION

Recipients of the 2017 Local Government Excellence Awards will be recognized during ICMA's 103rd Annual Conference in San Antonio/Bexar County, TX, October 22-25, 2017 as well as through the awards program booklet to be found in the October issue of PM Magazine.



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Additional Information for Submitting a Professional Excellence Award Nomination

ICMA's Local Government Professional Awards program honors creative contributions to professional local government management and increases public awareness of the value of professional management to the quality of life in our communities. The Professional Awards recognize individual achievement- by chief administrative officers, assistants or others-that may have been accomplished through tenure with a number of local governments or organizations.

Each individual may be nominated to only one Professional Award category per year. An individual can be nominated to one of five Professional Awards.

FULL DESCRIPTIONS are available for each category on the ICMA website.

- Award for Career Excellence in Memory of Mark E. Keane- Eligibility: ICMA Full (Voting) membership*, a minimum of 10 years of senior-level service to the profession, and the endorsement (signature) of a past or present elected official.
- Award for Career Development in Memory of L.P. Cookingham- Eligibility: ICMA Full (Voting) Membership*
- Assistant Excellence in Leadership Award in Memory of Buford M. Watson, Jr.- Eligibility: ICMA membership and endorsement of their jurisdiction's CAO.
- Early Career Leadership Award in Memory of William H. Hansell, Jr.- Eligibility: ICMA Membership, less than 10 years of service to local government, and endorsement by a past or present local government manager or elected official.
- Academic Award in Memory of Stephen B. Sweeney- Eligibility: Unrestricted

*ICMA Full (Voting) members are employed as chief appointed administrative officers, assistant administrators, or administrative assistants in municipalities, counties or regional entities. The position must have overall management responsibility and be appointed or confirmed by the legislative body, the elected chief executive and/or the chief administrative officer. To check the nominee's membership status, please contact ICMA Member Services at membership@icma.org or 202/962-3680.

Nominators are cautioned that canvassing of any member of ICMA's Awards Evaluation Panel is grounds for the immediate disqualification of the nomination.

MAKING A NOMINATION:

1. Complete the online form.
2. Prepare a brief, descriptive narrative, not to exceed five typed, double-spaced pages (12-point font size with 1" margins).
3. Upload the narrative as directed through the online nomination system.
4. Where appropriate, upload the signature of endorsement as directed through the online system.

Notes:

-ICMA's Awards Evaluation Panel will not review supporting materials beyond those provided in the online system and the descriptive narrative.

The narrative should discuss how the nominee has enhanced or made an outstanding contribution to the specific category for which he/she is being nominated, and should describe the nominee's:

- Leadership Skills
- Relevant achievements (programs implemented, awards received, etc.)
- Management Style

Additional Information for Submitting a Program Excellence Award Nomination

ICMA Local Government Excellence Awards program honors creative contributions to professional local government management and increases public awareness of the value of professional management to the quality of life in our communities. The Program Excellence Awards are presented to local governments and their chief administrators in recognition of their innovative and successful programs.

Nominations are reviewed according to the following three population categories: 9,999 and smaller; 10,000 to 49,999; and 50,000 and greater. Multi-participant nominations will be categorized in the population range that corresponds to the population of the largest participating local government.

A program can be nominated in one of four Program Excellence Awards categories, each of which may have multiple recipients.

To be considered for a Program Excellence Award, the local government's chief administrator must be a Full (Voting) ICMA Member*. Local governments must limit their nominations to one program per category---with up to four programs nominated, one per category, per year. Each program nomination must be independent and cannot be a component of another program.

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ELIGIBLE PROGRAMS:

- Must be administered under the authority of one or more governmental entities, with only limited outside assistance from experts/consultants.
- Must currently be in operation and have been **FULLY IMPLEMENTED BY JANUARY 31, 2016!**
- Must demonstrate tangible results.
- Can only be nominated to one Program Excellence Award category per year.

*ICMA Full (Voting) members are employed as chief appointed administrative officers, assistant administrators, or administrative assistants in municipalities, counties, or regional entities. The position must have overall management responsibility and be appointed or confirmed by the legislative body, the elected chief executive, and/or the chief appointed administrative officer. To check the nominee's membership status, please contact ICMA Member Services at membership@icma.org or 202/962-3680.

Nominators are cautioned that canvassing of any member of ICMA's Awards Evaluation Panel is grounds for the immediate disqualification of the nomination.

MAKING A NOMINATION:

1. Complete the online form.
2. Prepare a brief, descriptive narrative, not to exceed five typed, double-spaced pages (12-point font size with 1" margins).
3. Upload the narrative as directed through the online nomination system

Notes:

- ICMA's Awards Evaluation Panel will not review supporting materials beyond those provided in the online system and the descriptive narrative.
- You must complete a separate nomination form and descriptive narrative for each nomination.

The narrative should demonstrate how the local government has met a specific service delivery challenge by implementing the program nominated and must discuss in order:

- Problem assessment, the challenge or need that prompted the local government to develop the program
- Program implementation and costs
- Tangible results or measurable outcomes of the program
- Lessons learned during planning, implementation, and analysis of the program.

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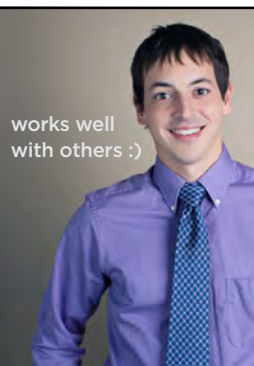


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KN Topic(s):
Innovation, Organizational Development,
Performance Management, Technology & Data

Alliance for Innovation Innovation Edge

Toward Being a Best Managed City: Austin Launches a Dynamic Online Sustainability Dashboard

by Lewis Leff, Senior Business Process Consultant, City of Austin Office of Sustainability, TX

Austin has a long-standing reputation as a leading green city, both nationally and internationally. But how do we know it's true? While numerous policies and programs have been created to support sustainability, how are we actually *performing* as a city?

In 2010, then-City Manager Marc Ott established Austin's first Office of Sustainability; a key function of the newly formed office was to monitor and report on sustainability-related projects, programs and initiatives underway in the City of Austin. In August of 2016, the Office of Sustainability's second [annual report](#) on sustainability performance for municipal operations was released, and in October the Office was proud to announce the launch of a [Sustainability Dashboard](#) for Austin, which includes community-wide data as well as measures on municipal program performance. The Sustainability Dashboard accomplishes three key organizational objectives:

1. Advance transparency to the public to promote trust as well as civic engagement and participation in making Austin more sustainable.
2. Provide quantifiable metrics to track performance toward meeting major sustainability goals for municipal operations and the community as a whole. These metrics provide policymakers and city management with better information to make decisions in relation to those goals.
3. Report consistent data that can be tracked over time, so that trends and opportunities for improvement in programs and initiatives can be identified.



Marc Ott's commitment to maximizing transparency was critical to the success of this project. Ott pushed for the creation of an [Open Data Portal](#) for Austin, which launched in January 2012. With hundreds of thousands of views, over 300 data sets, and dozens of apps utilizing the data, citizens and civic technology groups can use the Open Data Portal as a new way to interact with local government. The Open Data Portal provided the platform to host sustainability-related data, and new data visualization formats available from Socrata allowed the opportunity to test user-friendly ways to share these metrics with the public. Our office used Socrata's Open Performance and Perspectives tools to create Austin's Sustainability Dashboard.

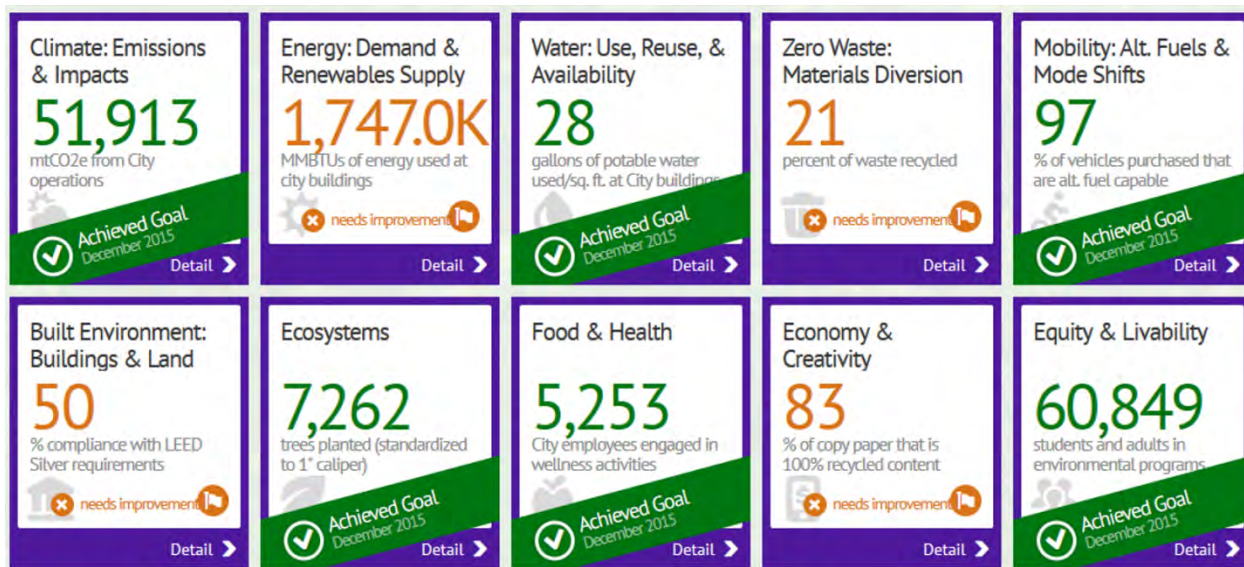
Another critical component of this successful dashboard project was on-going, sustained leadership from those at the top of the organizational hierarchy at the City of Austin. Chief Sustainability Officer, Lucia Athens, facilitated the necessary dialogue with City department directors to ensure that resources were available to collect and report on data related to over 40 indicators of sustainability. This complex project required collaboration with over 10 departments throughout the organization. Department directors were instrumental in ensuring that staff provided accurate data – even when it indicated that the city didn't meet goals or targets for the year. And with sincere engagement and clear direction from Ott, city leaders were encouraged to address areas that were not meeting targets with new actions for improvement. The mission and values that City Manager Ott set as priorities for the City of Austin to be “best managed” resulted in an ethos of transparency, continuous improvement, and the dedication to make measurable progress toward the city's sustainability goals.

Both city staff and elected officials continuously seek increased engagement with residents about where to focus efforts related to community values and city investments. Greater transparency about where we stand in relation to our sustainability goals helps to create a higher level of trust with policymakers and city staff, which in turn facilitates more open and productive conversations about how to improve – both inside and outside the city organization. With this increased access to relevant and timely information, and higher levels of trust and engagement with the community, city managers and city council members can make more informed decisions.

And if transparency, enhanced community engagement, and more informed decisions are not enough to convince *your* city to create an indicator dashboard, there was another benefit that Austin gained through the process of developing the Sustainability Dashboard. The cross-departmental collaboration and communication required to achieve consistent and accurate data reporting on an on-going basis built strong working relationships and a better understanding of the challenges faced by different departments. Creating a performance dashboard is a real-world method for ‘breaking down silos’ in government that can be replicated anywhere. Going through the process encourages staff throughout the organization to think more deeply about how their work connects to larger organizational and community goals.

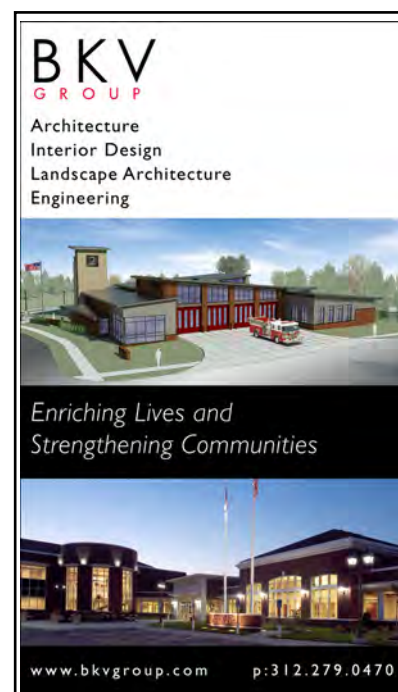
Any city can start tracking and reporting on sustainability-related or more general measures and indicators. Begin with identifying the data that best demonstrates how the organization is meeting key goals and priorities. What are the outputs your organization tracks now? Which metrics are truly reflective of your organization's or community's performance? What are the outcomes that are required to be successful?

Make certain that city management and department directors are engaged early in the process to achieve buy-in and ensure that all data is collected regularly. Once a process is created for data collection, reporting outcomes can be as simple as posting metrics to a city webpage. Online tools, like the ones offered by Socrata, do enable more visual means to communicate data to the general public but they are not a prerequisite to success.



So how green is Austin, Texas? We've met our targets in six out of ten key municipal operations indicator areas, and we see positive trends for dozens of community-wide indicators. While there's still work to be done, we now have a better understanding of where to focus our efforts and we are making progress – and we're sharing all of that information with the entire Austin community.

How does Austin compare with other cities? With more cities launching their own dashboard efforts, hopefully we'll know that answer soon.



ICMA Coaching Program: 2017 Webinar Schedule and Advance Registration

The following webinar topics were the highest rated in a poll of leaders across the ICMA State Association Coaching Partners and sponsoring professional associations. We recruit top presenters from across the country. Thanks to sponsors, there is **no charge for participation**.

Register now. Advance registration is required for each webinar. Simply click on the links below. Even if you can't attend a live session, register so that you'll receive an email when the digital recording is available.

WEBINAR TOPIC	DATE, TIME & ADVANCE REGISTRATION LINK
Attracting and Retaining a Dynamic Workforce	10:00 – 11:30 a.m. PT, Wednesday, March 29 https://attendee.gotowebinar.com/register/8699700316662837252
Being a Great Coach and a Winning Player in Your Organization	11:00 a.m. – 12:30 p.m. PT, Wednesday, April 19 https://attendee.gotowebinar.com/register/8964358263028836865
Best Practices in Citizen/Customer Service	10:00 – 11:30 a.m. PT, Thursday, May 11 https://attendee.gotowebinar.com/register/4812060297331296002
Effective Communication of Complex Issues to the Public	9:00 – 10:30 a.m. PT, Thursday, September 7 https://attendee.gotowebinar.com/register/3107748005046132482
Strategies for Having Difficult Conversations	10:00 – 11:30 a.m. PT, Wednesday, October 11 https://attendee.gotowebinar.com/register/708157335913532162
Tools to Resolve Tough Issues in Your Community	10:00 – 11:30 a.m. PT, Thursday, November 9 https://attendee.gotowebinar.com/register/6993253872327827714

Participate as a group. This is an excellent way to learn best practices together and boost talent at all levels. Each webinar includes a set of Post Webinar Discussion Questions to stimulate your conversation. It's like professional development in a box—add talent and stir.

Ask questions in advance and during the webinar. You may send questions when you register by email to ICMACoaching@donmaruska.com for the moderator or via the Question tool during the live webinar. Have your tough questions asked anonymously.

Access presentations, resource materials, and digital recordings. You'll find these at the "Agendas & Archives" tab of <http://icma.org/coachingwebinars>. Subscribe to the free email list for webinar and program updates at <http://icma.org/coachingList>.

Tap additional resources to thrive in local government. Check out the new 1-1 Coaching and Talent Development resources at <http://icma.org/coaching>.

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

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ILCMA Membership Responsibilities For Members In Transition

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

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

ILCMA members are asked to help identify ILCMA members as soon as it appears that they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so that ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or bi-weekly) contact with the MIT, encourage others to contact the MIT, and will keep the ILCMA Secretariat aware of the MIT's status. The Board liaison will coordinate closely with the Senior Advisors and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.

Do you have Special Projects for which you need Additional Help? Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

If so, ILCMA has a solution to your problem. Have you ever considered utilizing one of ILCMA's programs to help fill temporary job assignments or conduct a special project? ILCMA has two programs that may meet your needs:

Member in Transition Program (MIT) – ILCMA keeps a list of Illinois managers and assistants in transition. These members are willing and able to fill positions, do special projects, and provide expert service to you and your community (list of MIT's below).

Professional Resource Program (PRS) – The PRS program consists of retired, semi-retired, and MIT's who are again able to do special projects, fill positions, and provide expert professional services to your local government. For information please visit the ILCMA website at <https://www.ilcma.org/programs-and-services/ilcma-professional-resource-service/>

The ILCMA Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

Also, don't forget about recent MPA graduates. This is a tough job market and many of them are searching desperately for a position. They may be willing to provide services on contract for short-term projects. This will help them gain additional experience while searching for their first full-time position. Contact any of the graduate schools in your area to identify students who may be willing to do this type of work.

Members in Transition Who Agreed to Publicize their Information: (Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

George Gray	write463@gmail.com	219-765-7014
David Nord	dave3441@yahoo.com	815-520-9757
Tim Ridder	timothyridder@hotmail.com	309-236-0929
Ed Cannon	edwardcannon@mac.com	847-624-4669

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2017 ICMA Midwest Regional Summit

WHEN

March 9-10, 2017, 10:00 AM - 12:00 PM Central Standard Time

WHERE

Sheraton Suites Chicago, Elk Grove

12 Northwest Point Blvd, Elk Grove, IL

COST

\$295 ICMA members/ \$395 Non-Members



REGISTRATION OPENS IN DECEMBER

THE DETAILS

WHEN

Thursday, March 9- Friday, March 10, 2017



The [Emerging Professionals Leadership Institute](#) precedes each regional summit. **Managers are encouraged to invite early career professionals and emerging leaders to attend this leadership institute.**

WORKSHOPS AND SPECIAL SESSIONS

AGENDA

Thursday

9:15-10:00 a.m.: Early Summit check-in

10:00 a.m.-1:00 p.m.: Session on Inclusiveness and Diversity (lunch included)

1:00-1:30 p.m.: Summit check-in continues for anyone not attending the morning session

1:30-5:00 p.m.: ICMA University Workshop: *Leadership Strategies to Move Communities from Disruption to Connection and Renewal*

This ICMA University Workshop begins at 1:30. Join your colleagues for a master class that will increase your skills in leading through times of community disruption. There are many kinds of events or actions that may be termed community disruptions. In recent months some of our communities have experienced natural disasters, others civic tragedies and still others the challenge of maintaining a reputation for serving equally and impartially all members of the governing body and local government they serve regardless of party. During this workshop we will focus on natural, civic and political disruption using case studies, conversation with content experts and action planning to prepare you to better lead through community disruption.

Content experts are currently being identified and invited to speak and will be listed at a later time.

Practice Groups: 2- Policy Facilitation and 13- Strategic Planning

Recommended Preparation:

ICMA Leading Ideas Series interview with Peter Block; The Next Big Thing video-Alliance for Innovation Read Good Neighbors: The Democracy of Everyday Life in America by Nancy Rosenbloom

"The human heart is the first home of democracy. It is where we embrace our questions. Can we be equitable? Can we be generous? Can we listen with our whole beings, not just our minds, and offer our attention rather than our opinions? And do we have enough resolve in our hearts to act courageously, relentlessly, without giving up—ever—trusting our fellow citizens to join us in our determined pursuit of a living democracy? Terry Tempest Williams

5:45-8:30 p.m.: Reception (sponsored by ICMA-RC) and Dinner - Network and enjoy the company of other summit attendees'- at an ICMA-RC sponsored reception followed by dinner. Reception and dinner are included in your registration fee...you don't want to skip this!

Friday

7:30 a.m.: Breakfast

8:15 a.m.-12:00 p.m.: Conversation with ICMA Executive Director Marc Ott followed by Regional Business Meeting.

VENUE DETAILS

Rooms are available at the [Sheraton Suites Chicago Elk Grove](#)

ICMA ROOM RATE

\$115 (plus taxes)/night

HOTEL RESERVATIONS

Reserve by phone: 1-888-421-1442, indicate that you are attending the ICMA Midwest Regional Summit. You may also [reserve online](#).

IMPORTANT DATES

February 21 | Hotel Special Rate Deadline

February 23| Cancellation Deadline with \$35 processing fee: Notice of cancellation or substitution must be received in writing to flittky@icma.org. No refunds given for cancellations after this date.

March 1| Online registration closes

QUESTIONS?

Contact Felicia Littky at flittky@icma.org or call 202-962-3656.

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Illinois Association of Municipal Management Assistants (IAMMA) Annual Conference

GROUNDWORK FOR SUCCESSFUL LEADERSHIP



SAVE THE DATE

FRIDAY, APRIL 21, 2017

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NAPERVILLE, IL, 60563





Thank You ILCMA Senior Advisors!

ILCMA is lucky to have the services of five former managers/administrators who serve the profession as ICMA Senior Advisors in the state of Illinois. The ILCMA/ICMA Senior Advisors are Greg Bielawski, Steve Carter, Bob Kuntz, John Phillips, and Robin Weaver. Their contact information is located on the ILCMA website and on the back of every ILCMA newsletter. Collectively they clocked over 1300 hours, traveled approximately 9800 miles, and made just over 3887 contacts in 2016! ILCMA thanks each of you for your service to the profession!

The International City/County Management Association (ICMA) Senior Advisor (formerly Range Rider) Program was established by the ICMA Executive Board in 1974 to make the counsel, experience, and support of respected, retired managers of the profession available to the local government management profession. Senior Advisors are retired managers with extensive experience who volunteer their time to provide a unique source of outside counsel to their colleagues.

ICMA/ILCMA Senior Advisors are available to meet with ICMA and ILCMA members to discuss the profession and concerns of those in the profession. Discussion topics range from relations with mayors and councils, connections with their state association or ICMA, and responses to local controversies to career development counseling and overall management questions. Senior Advisors also help communities interested in adopting or retaining council-manager government and assist mayors and councils who may be seeking a manager/administrator on a full-time or interim basis.

All discussions are confidential. Senior Advisors are friends, colleagues, and counselors to the profession, not consultants. The Senior Advisor Program is designed to help with personal and professional issues, not to provide technical assistance or to solve problems in a local government. Senior Advisors may consult with local governments as individuals, on a part-time basis, as long as the consulting does not impair the effectiveness of the Senior Advisor.

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RSVP WITH SANDWHICH CHOICE (VEGE, TURKEY,
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EVAN WALTER

WALTER_E@CITYOFELGIN.ORG | 847.931.5987

The 2020 Census Local Update of Census Addresses Operation (LUCA)

What is LUCA?

LUCA is the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.



Why participate in LUCA?

- To help ensure an accurate decennial census count in your community.
- To help the federal government distribute more than \$400 billion in funds annually for infrastructure, programs, and services.
- To help your community plan for future needs.

Who can participate in LUCA?

Active, functioning, legal governments can participate in LUCA. These include:

- Federally recognized tribes with a reservation and/or off-reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If you are unable to participate in LUCA, you may designate an alternate reviewer for your government, such as your county, state data center, or regional planning agency.



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov



Schedule

- January 2017: Advance notification of LUCA mailed to the highest elected official (HEO) or Tribal Chairperson (TC) of all eligible governments and other LUCA contacts.
- March 2017: LUCA promotional workshops begin.
- July 2017: Invitation letter and registration forms mailed to the HEO or TC of all eligible governments.
- October 2017: Training workshops begin. Self-training aids and Webinars will be available online at the LUCA Web site.
- February 2018: Participation materials mailed to registered participants. Participants have 120 calendar days from the receipt of materials to complete their review.
- August 2019: Feedback materials offered to participants with the results of Address Canvassing.
- **April 1, 2020: Census Day.**

For more information about LUCA, call 1-844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

LUCA Materials

The Geographic Update Partnership Software (GUPS) is new for LUCA. The GUPS is a self-contained Geographic Information System (GIS) update and processing package. In addition to the software, you will receive the Census Bureau's address list, address count list by



census block, and Topologically Integrated Geographic Encoding and Referencing (TIGER) partnership shapefiles.

The Census Bureau offers its address list in digital or paper formats. The digital format requires the use of spread-

sheet or database software. The paper format is available only to governments with 6,000 or fewer addresses.

Maps are offered in digital (TIGER partnership shapefiles that require GIS software) or paper (large format maps are 42 X 36 inches and include a DVD of small format [8.5 X 14 inches] block maps in Adobe PDF) formats.

The Census Bureau offers in-person training using LUCA materials. Self-training aids and Webinars are available online at the LUCA Web site.

What's new for LUCA?

- Pre-LUCA activities provide more opportunities to submit address information and receive feedback through the continuous Geographic Support System (GSS) Program.
- Streamlined participation through the Full Address List Review provides the opportunity to review and update the Census Bureau's address list.
- The Census Bureau's digital address list is available in new, convenient standard software formats.
- Comprehensive data that includes ungeocoded address and residential structure coordinates.



Preparing for LUCA

You will receive only the addresses within your jurisdiction's boundaries that are currently on file with the Census Bureau. By participating in the 2017 Boundary and Annexation Survey (BAS), you have the opportunity to verify or update your jurisdiction's boundaries. Doing this will ensure that you receive the complete list of addresses for your jurisdiction in LUCA.

To prepare your address list before you receive your LUCA materials:

- Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.
- Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.
- Visit the LUCA Web site or plan to attend a LUCA promotional workshop to get more information about participating in the program.

Connect With Us



2017 Emerging Professionals Leadership Institute-Midwest Region



When: March 8-9, 2017

Where: Sheraton Suites Chicago, Elk Grove 12 Northwest Point Blvd, Elk Grove, IL

Cost: \$99



Registration: opens in December and runs through March 1, 2017

Cancellations: due by February 23 to receive a refund (a \$25 processing fee will be assessed). No refunds after this date.

Venue Details: [Sheraton Suites Chicago Elk Grove](#)

Reservations: Call 847-290-1600. Mention you are with the ICMA Midwest Regional Summit. You may also reserve your room [online](#).

ICMA Room Rate: \$115 (plus tax)/night

Hotel Cut-off: February 21, 2017

Questions? Contact Felicia Littky at flittky@icma.org or call 202-962-3656

Program of events

March 8, 2017

1:30-4:00 PM - ICMA University Workshop- **StandOut2.0 - Building a culture of strength within the organization**

4:00 – 5:00 p.m. - [Work session with ICMA-RC](#)

March 9, 2017

8:30 – 10:00 a.m. - Conversation with the new ICMA executive director

10:00 a.m. – Noon - **Inclusiveness and Diversity followed by lunch.** ICMA Midwest Regional Summit participants will join in this session as well

The Midwest Regional Summit will follow the EPLI, beginning at 1:30 p.m. Add this event to your calendar! Separate registration is required!



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

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

Who Should Attend

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

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

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

Curriculum

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

The nine learning pods are as follows:

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

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

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

Instructors

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

Logistics

Each program is limited to 40 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute will be held **March 20 - 24, 2017** at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

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

Register Today

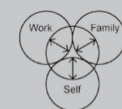


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Recruiting for police officers and firefighters more than you used to? *You're not alone.*

With a competitive applicant pool and many agencies testing more frequently than in years past, new recruitment challenges abound.

Join the ILCMA Professional Development Committee to learn about regional trends, recruitment strategies, diversity and inclusion, and future challenges from the perspectives of fire chiefs and police chiefs.

The presentation will feature an in-depth panel discussion, followed by Q&A.

Slated panelists include Deputy Chief Paul Klicker, Glenview Fire Department; Chief Ken Koeppen, Arlington Heights Fire Department; Chad Legal, President of I/O Solutions; Chief Patrick O'Connor, Moraine Valley Police Department; and Human Resources Director Sarah Schillerstrom, Village of Glenview.

Date: Thursday, March 16, 2017

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

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

Cost: \$35 for Professional Development Only
\$55 if also attending the Metro Manager Luncheon (\$5 discount)
Metro Luncheon Topic:
Members in Transition – please e-mail or call Alex below to register

RSVP: Online Registration (**no credit card required**): <https://www.ilcma.org/?p=5172>
By March 13 Phone in Registration 815-753-5424
Email registration to Alex Galindo at agalindo@niu.edu

*Cancellations must be made by March 13, 2017.
Any cancellations after that date will require full payment.*

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

City of Moline, City Administrator

City Administrator, Moline, IL (pop. 43,483). Historic community with a vibrant downtown, Moline is situated between the banks of the Mississippi and Rock Rivers. One of the Quad Cities in western Illinois and bordering Iowa, Moline is in a metropolitan area of more than 380,000 people, and is located 165 miles west of Chicago.

Incorporated in 1872, the City has a rich history. Today, Moline's revitalized central city is a lively residential, retail, office – (John) Deere & Co. is a significant presence – and civic center area, featuring numerous restaurant and entertainment destinations that draw from the Quad Cities region. Additional economic growth over the next several years is anticipated as construction of a new I-74 bridge begins in 2017.

The City is seeking a forward-looking, creative and collaborative professional with strong communication and management skills. A record of visibility in the community, and proven financial/analytical skills is required. Organizational development, human resources and collective bargaining experience is preferred. A background in economic development is a plus. Comfort working in an environment of dynamic intergovernmental relations is essential.

Moline is a full-service City including Police, Fire/EMS, Public Works, Planning and Development, Parks and Recreation, Library and administrative support services. The City has 371 full-time and 30 part-time employees, four unions, a combined \$149 million budget and is rated AA3 by Moody's. Since the mid-1970's, Moline has functioned under a Mayor-Council-City Administrator form of government; the City's eight Aldermen provide policy direction and view the City Administrator's position as central to managing the City's day-to-day operations, with broad authority given to the position.

Candidates must have a minimum of a bachelor's degree; 7–10 years of increasingly responsible municipal executive-level experience preferred. Assistant administrator experience in a larger community, or related municipal management or leadership experience, will also be considered. Enthusiasm for a fast-paced, demanding and rewarding environment is essential. A Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager is desired.

Candidates must possess proven managerial, interpersonal and leadership skills to lead a complex organization in a

regionally-connected community. Residency is required within a reasonable time after appointment. Starting salary range: \$150,000 – \$165,000 +/- DOQ. Excellent benefit package. Candidates should apply by February 27, 2017 with resume, cover letter and contact information for five work-related references to www.govhrusa.com/current-positions/recruitment to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240

City of Oak Forest, Economic and Community Development Director

The Economic and Community Development Director is a department head level position responsible for leadership, management and supervision of the Economic and Community Development Department. Work is performed under general supervision by the City Administrator. The position is appointed by the Mayor, with the advice and consent of the City Council.

The work involves management and supervision of departmental activities related to land use planning and economic and community development. Work is performed utilizing independent judgment and necessary coordinated resources.

Required Experience and Training

- Minimum of five years of experience in planning, economic development, public administration, or closely related field.
- Bachelor's degree in planning, economic development, public administration, economics, or a closely related field is required.
- Master's degree is highly desired.
- Proficiency in the use of standard office software and technology required.
- Starting salary is \$85,000-\$105,000, depending on qualifications and experience. City residency is not required. Please submit an application (found at www.oak-forest.org/jobs), résumé, cover letter, and professional references by February 10, 2017, to Dorianne Preer, human resource manager, at dpreer@oak-forest.org.



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Questions? Call 708-687-4050, ext. 1020.
City of Wausau, WI, Human Resources Director

Human Resources Director, Wausau, WI

(pop. 39,160) Progressive, mature, full-service city with a lively downtown, Wausau is 95 miles northwest of Green Bay in Marathon County. Located on the shores of the Wisconsin River, Wausau is a friendly community known for its beautiful neighborhoods, vibrant corporations, dining and shopping opportunities, and abundant year-round recreational activities.

The City is seeking a collaborative and accessible human resources professional to manage a comprehensive range of personnel services for a workforce of more than 354 full, part-time and seasonal employees. The Director manages a departmental budget of \$385,000 and two full-time professionals in delivering a full range of services including the city's classification and compensation system, employee benefits, labor relations, recruitment and selection, risk management, safety programs, training and development. The Director is appointed by and reports to the Mayor. The City is governed by a Mayor and 11 Common Council members.

The City is seeking an energetic, ethical and experienced leader with strong technical and interpersonal skills. A commitment to high professional standards is required. The ideal candidate must have an inclusive managerial style, as well as clear, concise, and open communication skills. The preferred candidate will possess a passion for public service and have government HR experience; is adept at combining a hands-on management style with confident professionalism, and has an ability to work with employees, elected officials and other stakeholders. A record of problem solving, decisiveness and approachability is required.

A Bachelor's degree in human resources, business, public administration or related field is required. SPHR or SHRM-SCP credentials are a plus; a Master's degree is highly desired. Ten years of progressively responsible human resources experience, with some of that experience in the public sector, or any equivalent combination of education and experience is desired. Local government administrative or management experience, with an emphasis in HR, will also be considered. Starting salary (midpoint): \$90,000 +/- DOQ. Candidates should apply by February 20, 2017 with resume, cover letter and contact information for five work-related references to www.govhrusa.com/current-positions/recruitment to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road,

#130, Northbrook, IL 60062. Tel: 847-380-3240.
The City of Wausau is an Equal Opportunity Employer.

Bondurant, IA, City Administrator

Bondurant, IA (pop. 5,493) Progressive city with an excellent quality of life located in central Iowa seeks experienced local government executive to lead its organization consisting of 15 full time and 5 part time employees and a \$8.8 million budget. Successful candidates will have growth management, long term planning and economic development skills. Candidates are required to have a Bachelor's degree (Master's degree preferred) in administration or related discipline along with a minimum of three years of administrative management experience in local government. Starting salary is \$105,000 +/- DOQ. Residency within the City within 6 months of hiring is required. The City provides an excellent benefit package. Candidates should apply by March 2, 2017 with resume, cover letter and contact information for 5 work related references to www.GovHRUSA.com/current-positions/recruitment to the attention of Karl Nollenberger, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401--3100.

Village of Deerfield, Human Resources Coordinator

The Village of Deerfield, Illinois (Pop. 18,500) seeks applicants for the full-time position of Human Resources Coordinator to administer a variety of human resources and risk management functions.

The HR Coordinator is a professional position that assists Village departments in recruiting and retaining employees, participates in labor negotiations and administers functions such as employee orientations, employee health and benefit plans, personnel files and FMLA. The position also coordinates the Village's risk management program through its insurance cooperatives by filing and following up on workers' compensation and general liability claims. The position reports to the Director of Finance and works with department heads, employees, vendors, outside agencies and the general public.



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A bachelor's degree in human resources, business administration or a related field, plus 3-5 years of experience in personnel, human resources, labor relations or benefit administration is required. PHR or similar certification is preferred. An equivalent combination of related experience and education may be considered. Salary range is \$75,018 - \$97,082, depending on qualifications and experience. An excellent benefits package is also offered.

For additional information and application, visit the Village's website at www.deerfield.il.us. Interested candidates should e-mail application, three professional references, resume, letter of interest and salary history to delsass@deerfield.il.us. Position open until February 6th, 2017.

The Village of Deerfield is an Equal Opportunity Employer

Town of Lawrence, WI, Town Administrator

The Town of Lawrence is an attractive, rapidly growing mixed use community in the Green Bay metropolitan region. It is one of the fastest growing towns in Wisconsin and has tripled in population since 2000. Currently there are 4,973 residents. During the past four years, 237 new homes have been constructed. There is one established business park and others are being contemplated. The northern part consists of established neighborhoods and businesses and the southern still is predominantly rural.

Lawrence offers a high quality of urban and rural life and excellent opportunities for residential, commercial, and industrial growth. Interstate Highway 41 runs through the Town with easy access points. The Fox River bounds the Town on the east. The Town is served by the highly regarded West De Pere School District and an elementary school is located in the Town. A small part of the Town is served by the Wrightstown Community School District.

Nearly 98 percent of the Lawrence residents have a high school education and 41 percent have a college degree. Overall, the largest number of residents are within the age range of 35 to 49. Household adjusted gross income in 2014 was \$86,370.

Required Qualifications and Desired Characteristics

Qualified applicants must possess a bachelor's degree in a relevant field, with an MPA or MBA preferred, and administrative experience in a complex organization. They must have strong budgeting and financial skills, knowledge of municipal organizations and operations, demonstrated written and oral communication skills, ability to foster and support a team environment with the Board and staff, knowledge of computer applications, including

websites and social media, and experience in dealing with intergovernmental issues. Knowledge of community development, planning, and economic development is strongly desired.

Salary \$85,000 to \$105,000

How to apply: Please send cover letter, resume, professional references, and salary history to Public Administration Associates, LLC, PO Box 282, Oshkosh, Wisconsin 54903 or paassoc@northnet.net by February 10, 2016.

City of Oak Forest, Community and Economic Development Director

Oak Forest, IL. The City of Oak Forest is seeking highly professional, energetic and accomplished candidate interested in serving as its Community and Economic Development Director. The City of Oak Forest is a municipality in Illinois that is home to approximately 28,000 residents and 450 businesses. Oak Forest's distinctive geographic location, cradled in forest preserves just 20 miles from the heart of the Chicago Loop, provides residents with a range of conveniences that enhance their overall quality of life. Whether its access to regional amenities, downtown Chicago or simply friends next door, Oak Forest residents and families can justifiably boast the things they love best are "close to home."

The Community and Economic Development Director can expect to work on expanding the city's vitality and momentum through business recruitment and retention and guide an engaged and supportive residential and business community. The Director is recommended by the City Administrator and appointed by the Mayor and City Council. The Department consists of a full-time, contractual planner and a part-time marketing coordinator. Qualified individuals will be expected to have a minimum of five years' experience, including a leadership position



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in a community development department of comparable complexity, preferably with demonstrated experience in economic development and a record for effective relationships with the business community.

The position requires a bachelor's degree in planning, public administration, or related field; a master's degree in a related field is strongly preferred. Candidates should possess a team-oriented style of leadership; comprehensive knowledge of modern planning and economic development concepts, principles, strategies, practices, and techniques; a creative, problem-solving approach; well-developed interpersonal and oral/written communication skills. Starting salary is \$85,000-\$105,000, depending on qualifications and experience. City residency is not required. Please submit an application (found at www.oak-forest.org/jobs), résumé, cover letter, and professional references by February 10, 2017, to Doriene Preer, human resource manager, at dpreer@oak-forest.org. Questions? Call 708-687-4050, ext. 1020.

Village of Forsyth, Community and Economic Development Coordinator

The Village of Forsyth (3,490) is currently accepting applications for the full-time, exempt position of Community and Economic Development Coordinator. This position reports directly to the Village Administrator.

Located in the Decatur metropolitan area just off I-72, Forsyth is home to the area's regional shopping mall and additional retail, restaurant, and hotel development. Residents enjoy a high quality of life, with access to quality schools, park facilities, and library.

Job duties include, but are not limited to, administering zoning regulations as the Village's Zoning Official, providing staff support to the Planning and Zoning Commission, representing the Village on various boards and committees, performing economic development duties, including business attraction, expansion, and retention activities, and working on special projects.

The successful candidate will have a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, political science, or a related field and two (2) years of experience in community development, economic development, and/or planning or any equivalent combination of education, training, and experience. Economic development experience is preferred. Starting salary is \$50,000 +/- DOQ, plus benefits.

Please submit cover letter and résumé immediately to David

Strohl, Village Administrator, at dstrohl@forsythvillage.us. Position open until filled.

Village of Glenview, Village Manager

The Village of Glenview, IL (pop. 46,000), is a vibrant, family-oriented North Shore community, one of Chicago's premier suburbs. Located in Cook County 22 miles northwest of downtown Chicago and 12 miles from O'Hare International Airport, the Village offers fine amenities, great public services, excellent schools, diverse recreational opportunities, numerous options for shopping and dining, and access to transportation options.

Known for its strong culture of innovation, its sound fiscal condition, its Aaa credit rating, and its high commitment to providing quality municipal services to residents and businesses, the Village of Glenview is a stable yet highly-regarded progressive local government. The Village Manager serves as the chief administrative officer; the position reports to and serves at the pleasure of a 7-member Board of Trustees. The Village has an annual operating and capital budget of \$84 million and a staff of 281 employees. Since 1962 this position has been held by only three individuals.

The position requires a Bachelor's degree in business, public administration, or a closely related field; a graduate degree in business, public administration, or a related field is preferred. A minimum of seven years of senior management experience in a comparable or larger municipal, county, or related organization is required. Local government experience must demonstrate the ability to manage all aspects of municipal operations and achieve a high level of success in economic and community development and redevelopment, public finance, working with and understanding the needs of the



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community, and building consensus with elected officials and the community. Strong interpersonal skills and highly developed oral, written, presentation and listening skills are required. Experience in long-range planning and working in a union environment are desired.

The starting salary and benefits for this exceptional professional opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Residency in the community is desired; relocation assistance is negotiable. Qualified candidates please submit your cover letter and resume online <https://waters-company.recruitmenthome.com/postings/1200>. This position is open until filled; however, interested applicants are strongly encouraged to apply no later than February 8, 2016. Interviews are planned for late March. For more information, please contact Rollie Waters at rwaters@waters-company.com or by calling 214.466.2424 or Sharon Klumpp at sklumpp@waters-company.com or by calling 651.223.3053 (office) or 651.270.6856 (mobile). EOE

Adams County, WI, County Manager/ Administrative Coordinator

Adams Co, WI (pop. 20,148) County Seat: Friendship. Progressive county with an excellent quality of life located in central Wisconsin seeks experienced local government executive to lead its organization consisting of 288 employees and a \$52.7 million budget. Successful candidates will have well developed collaborative skills, a history of a team oriented management style, experience in budgeting and finance. Candidates required to have a Bachelor's degree (Master's degree preferred) in administration or related discipline along with at least 8 years of administrative management and/or financial experience preferably in government. Prior county experience is highly valued. Salary is \$100,000 plus/minus DOQ. Residency within the County within 6 months of hiring is highly preferred. The County provides an excellent benefit package. Candidates should apply by February 15, 2017 with resume, cover letter and contact information for 5 work related references to www.GovHRUSA.com/current-positions/recruitment to the attention of Karl Nollenberger, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401-3100. The position is open until filled.



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Glenview Park District, Deputy Executive Director

The Glenview Park District (population 56,000) is one of the most unique park districts in Illinois. Located 20 miles northwest of downtown Chicago, the Glenview Park District employs 110 full time employees plus 750 seasonal and part-time employees. The Park District has a \$26 million operating budget plus a current capital budget of \$6 million and debt service budget of approximately \$4 million. The District enjoys a Aaa bond rating from Moody's Investor Services. Numerous recreational facilities include a 170,000 square foot community center which features an indoor pool, full service fitness facility, gymnasiums, senior center, preschool, dance and arts studios, banquet facilities and several multipurpose rooms; two outdoor pool complexes; an indoor ice skating facility; one 18 hole golf course with full service restaurant/banquet facilities; a 9 hole golf course with paddle tennis courts; indoor tennis facility; the Grove outdoor history and nature museum; the historic Wagner Farm; an educational building showcasing green technology; several field houses and other facilities; plus 26 parks encompassing 850 acres of parkland.

The Executive Director is seeking a highly qualified Deputy Executive Director to assist with the overall management of the District and in setting and communicating the District's culture, goals and priorities. The Deputy Executive Director reports directly to the Executive Director and also works closely with the Board and Division Superintendents. The Deputy Executive Director is directly responsible for overseeing and managing the Administrative Operations

division, one of four major divisions of the organization. The Administrative Operations division provides accounting, payroll, financial reporting, human resource, technology and risk management services to the District. The Deputy Executive Director has direct supervisory responsibility for three department managers and indirect supervisory responsibility for additional dozen full time staff and part time staff. The Deputy Executive Director is also responsible for the coordination of resources, projects, policies and procedures across divisions and monitors District-wide activities for compliance with applicable rules, laws and procedures. The District seeks an individual with a proven track record in the management and operation of a complex multi-faceted organization having diverse business needs. Excellent leadership, strong management skills and the ability to work in partnership with all areas of the staff is essential. Knowledge of human resources and public accounting and finance as well as demonstrated oral and written communication abilities are required. The successful candidate will possess a bachelor's degree in parks and recreation administration, public or business administration or related field. A Master's degree is highly desirable. Candidates should have a minimum of ten years of increasingly responsible management and operations experience. Starting Salary range: \$105,000 -125,000 +/- (DOQ) plus excellent benefits, negotiable dependent on qualifications and experience. Submit résumé, cover letter with salary history and five references to our online application system by February 13, 2017 to Terry Porter or Steve Scholten at www.govhrusa.com/current-positions/recruitment. The Glenview Park District is an equal opportunity employer. Visit the Park District website at www.glenviewparks.org

City of Lockport, Director of Public Works

Starting Salary Range: \$95,000 to \$125,000 annually DOQ, plus a comprehensive benefits package; Full-time, Exempt Position

The City of Lockport, a historic Will County community (population 24,839), is seeking interested applicants for the position of Director of Public Works. Under the general direction of the City Administrator, the Director of Public Works provides leadership, direction and oversight for the overall operation and activities of the Public Works Department.

Duties & Responsibilities include, but are not limited to: Essential duties listed below are intended only as illustrations of the various types of work that may be



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performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.

- Establish and implement department goals and priorities within the guidelines as established by the City Administrator;
- Establishing and maintaining effective working relationships with the Mayor/City Council, City Administrator, City Department Directors, business and community groups, other public works organizations, state and federal officials, and representatives of the news media and public;
- Investigating and/or responding to citizens' questions, concerns and/or complaints relating to the Public Works Department;
- Overseeing the selection, training, performance management, development, and discipline of employees in the Public Works Department in accordance with City policy & Collective Bargaining Agreements
- Responsibility for the supervision and accountability over all city property, buildings, vehicles and equipment that are assigned to the Public Works Department

- Attendance at City Council/Committee of the Whole meetings, staff meetings and other meetings as may be required of this position
- Compile current operations records of public works activities for submission to the elected officials and members of staff
- Develops multi-year plan for municipal capital improvement programs in cooperation with the City Administrator and other professional assistants; and in turn preparing reports on the progress and status of the projected plans
- This position will have the power and authority as prescribed by law and City ordinances to administer the Department of Public Works

QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering or combination of equal education and experience in the field of public works and public utilities
 - State of Illinois P.E. registration preferred
 - At least 5-10 years of related work experience in Public Works operations with considerable management experience
 - Class B CDL Illinois Driver's License
- Previous experience in Collective Bargaining Agreements and contract negotiations

HOW TO APPLY: All candidates should forward their application/resume to: City of Lockport, Attn: Maggie Hickey-Hall, HR Director, 222 E. 9th Street, Lockport, IL 60441; or by email at finance@lockport.org
Full job description available on the City's website: www.cityoflockport.net

Deadline: Until position has been filled

The City of Lockport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws.



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ILGNet is now ILCMA Community Resource Network



The communication tool for ILCMA and IAMMA has been updated. If you already subscribe to ILGNet you don't need to do anything to continue utilizing this tool. If you haven't joined you should know that this system is the web portal for knowledge and communication sharing for ILCMA and IAMMA members. ILCMA Community Resource Network provides the following features:

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

To join please go to www.netqa.org/ILGNET/_cs/GNSplash.aspx or www.ilcma.org. and follow the instructions.