

City/County Management IN ILLINOIS

Volume 13 No. 4

Strengthening the quality
of local governance through
professional management

NOVEMBER
2017

Calendar of Events

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

November 1
Legacy Brown Bag Luncheon
Elk Grove Village, IL

November 2
SWICMA Meeting
Trenton, IL

November 8
**IAMMA Luncheon/
Professional Development**
Orland Park, IL

November 16
Metro Manager Luncheon
Lombard, IL

November 16
**ILCMA Professional
Development Session**
Lombard, IL

November 30 – December 1
Downstate Meeting
Sterling, IL

December 6
Legacy Brown Bag Luncheon
Naperville, IL

December 7
SWICMA Meeting
Highland, IL

December 13
**IAMMA/Metro Holiday
Luncheon**
Lombard, IL

January 19, 2018
**ILCMA/CGS Financial
Forecast Forum**
Lombard, IL

February 7 – 9, 2018
ILCMA Winter Conference
Peoria, IL

In this issue

President's Column 2
Welcome New Members 2
Who's Who Directory 3
MIT Lifesaver Award 3
Corporate Partner Spotlights 4
IML Managers Monthly Column 7
LUCA Operation 11
IAMMA Professional Dev. 14
ICMA Coaching Program 15
Managers in Transition 18
Legacy Project 21
Metro Managers 22
Midwest Leadership Inst. 23
Professional Dev. Committee 24
Downstate Fall Meeting 25
Angel Tree 27
Speed Coaching 28
Job Mart 30



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President's Column

By Kevin Barr, Chair, Promote the Profession Committee and Village Manager, Clarendon Hills

At the most recent ILCMA Board meeting there was much discussion regarding the role and potential projects for the Promote the Profession Committee (PtP). Though we all reach a strong consensus regarding the importance of this profession and the benefits that we bring to our jurisdictions, we struggle sometimes with the idea of “promoting” what we do. Shouldn't we be doing it, rather than spending our time promoting it? If we tout the accomplishments reached in one community, will it make one or more of our peers in another community look bad? How does it look for us to take credit, rather than giving credit to the elected board and organization as a whole? Given these on-going discussions, it was decided to task PtP members with a general review of the role the PtP should play.

The PtP met in Elk Grove Village on September 28. Like last year, I am impressed with the professional commitment and thoughtful input brought by PtP members. We met for almost two hours, with the primary objective being to discuss/determine the best role that the PtP could play for our organization. Amongst the items discussed were:

- Who is the “audience” we are trying to promote the profession to? Members? Non-members who could be members? Elected officials? The general public?
- We have reached out to universities/colleges – should we consider reaching out to high schools?
- Should we consider reaching out to schools in Indiana/other states?
- Should we actively promote “non-traditional” routes into the profession?
- Should we actively promote “student government day” programs?
- Should we push the “article series” into other publication (beyond IML)?

The members agreed that we have to continue to be sensitive to how we “message.” For instance, how do we market ourselves without offending elected officials, or without hurting one of our peers? Action items for the PtP are still somewhat of a work in progress. Initial items include:

- Consolidating/updating our lists of colleges/universities with contacts;
- Gathering information of student government day models to share with the full group;
- Continue consideration of social media presence.

The PtP is planning to meet again in December to see where we are and consider next steps. Since to some degree we are “all in this together”, the PtP would appreciate any additional ideas from ILCMA members. Please feel free to reach out if you have anything.

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Welcome New Members

Hissan Badar, Student, University of Illinois MPA/MBA
Alexander Davis, Graduate Student, University of Illinois Chicago
Emily Gustin, Houseal Lavigne Associates
Steven Hams, Student
Brandon Kowalke, Special Projects Assistant, City of Wheaton
Jodi Luka, Jury Commissioner, Lake County
Walker Steinke, Management Intern, City of DeKalb
Lindsey Wade, Case Manager/Bridge Instructor, University of Illinois at Chicago



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Who's Who Directory Update

Megan Fulara, formerly a management analyst in Winnetka, is the new assistant city administrator/human resources director in the city of Crest Hill. Her new contact information is:

Megan Fulara

Assistant City Administrator/Human Resources Director
City of Crest Hill

1610 Plainfield Road

Crest Hill, IL 60403

Phone: 815-741-5110

Email: MFulara@cityofcresthill.com

Champaign County Administrator **Rick Snider** will be Rantoul's new village administrator. Rick will start his duties in Rantoul on December 1.

Austin Edmondson's new contact information is:

Austin H. Edmondson, Jr.

City Administrator

City of Flora, Illinois

P. O. Box 249

131 East Second Street

Flora, IL 62839

Email: dityadmin@florail.us

Phone: 618-662-8313

Direct: 618-662-4184

F: 618-662-3000

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MIT Lifesaver Award

Do you know someone who has provided assistance to a member in transition (MIT)? If so, consider nominating them for recognition through the new MIT Lifesaver Award!

Anybody who has been an MIT knows it is a very difficult time and any assistance provided by their fellow ILCMA members is greatly appreciated. The Membership Services Committee has developed a way to recognize ILCMA members who assist MITs. A lifesaver-ring lapel pin will be awarded to members who provide significant, tangible assistance to an ILCMA MIT. Significant, tangible assistance may include sharing a room at an ILCMA or ICMA conference, adding an MIT to an interview process, hiring an MIT part-time, full-time, or for a special project, or inviting an MIT to a regional managers' lunch. Applications are available on the ILCMA website and may be submitted to the Secretariat who will provide the information to the Membership Services Committee for review.

Apply Here

ILCMA Members who have been awarded the ILCMA Lifesaver Award::

Kathleen Gargano, Village Manager, Hinsdale

Jim Arndt, City Administrator, Effingham

Jim and Kathleen were recognized at the ILCMA Summer Conference.

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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.

5 Ways to Create a Safety Culture

By the IML Risk Management Association

It sounds so cliché to have another Top 5 list, but having a precise list of ways to accomplish something helps an organization to succeed. It seems we all want quick fixes these days. We want the economy to get back on track, we want the pounds to melt away, we want education in a snap, and we want everybody to be safe doing their job. Well, safety is a process not an event. A safety culture includes the attitudes, values and beliefs that a particular group of people share with respect to risk and safety.

What is the safety culture in your municipality? If you are not sure you have a safety culture or want to update your policy, here are some ideas to help you get started:

1. BUDGET FOR SAFETY

Budgeting for safety is always a worthwhile investment. An investment in training, proper safety equipment and proper repairs can help avoid big expenditures in employee injuries. Equipment may be defective or outdated and have inadequate safety guards. Equipment may not be used for its intended purpose causing unnecessary harm.

2. KEEP SAFETY AT THE FOREFRONT FOR EVERY EMPLOYEE

What is the first thing an employee sees when they start their job each day? Do they look at a calendar, punch a time clock, or look at their computer screen? Having a safety slogan or safety tip at each of these locations can remind employees to start their day thinking about safety. How are employees briefed on safety being a core value? Is it a lackadaisical effort or do they know that not following safety procedures has consequences? The absence of injury is not the same as the presence of safety. Sometimes an employee may just be lucky that first time he or she works unsafely, but doesn't get hurt. It's a culture of safety you want to promote, not an "oh, I got lucky this time" culture.

3. TRAIN AND EDUCATE

Safety training ultimately leads to greater safety awareness and fewer work-related illnesses and accidents, resulting in lower medical expenditures and insurance costs, higher productivity and happier employees. Safety training is most effective when it is provided on a continuing basis. Creating



or having access to a safety topic library provides quick and up-to-date material for either new employees or a refresher for employees who have been on the job for many years. Many times an accident occurs when employees are in a rush, not because they don't know how to do a job properly. Creating a culture for taking your time to get the job done safely as opposed to getting it done the quickest way will ultimately save time, lives, and money.

4. BE HIGHLY COMMUNICATIVE

Safety concerns are evident in the interaction among staff and in their interaction with members of the public. Safety awareness campaigns are another way to promote and create a safety culture. This can be accomplished in many different ways: by season, by department or by topic.

5. REQUIRE REPORTING AND INVESTIGATION OF ALL INCIDENTS

Timely reporting of incidents and a proper investigation to determine the root cause and to prevent future and similar incidents from occurring is imperative to gaining control over an unsafe culture and reinforcing the importance of everyone going home safe at the end of the day.

No one likes to see a member of their community or an employee hurt because of something that could have been prevented. Implementing some or all of these tips into your safety culture will help ensure that everyone goes home at night to their families.

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A Growing Strategy to Mitigate Rising Municipal Health Plan Costs

Mike Wojcik, Senior Vice President, The Horton Group

The Affordable Care Act (ACA) continues to lead the news (other than Tax Reform) concerning the future of Healthcare and Health Insurance. Under its current course, one of the largest benefits used by municipal employers for years to attract and retain quality employees will soon be facing an affordability and sustainability crisis.

The Municipal industry is uniquely plagued with a number of challenges affecting their healthcare costs. These include:

- 1) A higher aged workforce slow to attract younger millennial understudies.
- 2) Generous benefit philosophy and cost sharing levels compared to private sector to satisfy Collective Bargaining Arrangement (CBA) commitments.
- 3) Heavy family participation as a result.
- 4) Sizeable Pre-65 and Post-65 Retiree population causing higher implicit costs. Per Capita Claims run two to three times those of active members, primarily caused by age.
- 5) Growing OPEB liabilities
- 6) Growing Cadillac Tax exposure (due 2020)

All uniquely impact healthcare costs are a byproduct of the cost i.e., higher OPEB or Cadillac Taxes.

Is there a silver bullet to solve this problem? The new Administration continues to call for repeal and replacement of the ACA to offer lower cost plan options. These options will most likely not meet CBA requirements.

Although the hype mainly involves individual policyholders (about 6% of the population) and Medicaid recipients (20%), the ripple affect impacts everyone. To date, Congress has proposed six bills to repeal and replace, but were not voted on, or even discussed in the Senate. On October 12th the President released an Executive Order (EO) following the letter of the law which did not allow for funding of cost sharing reduction subsidies (CSRs) impacting 7 million individual policyholders who qualified due to their poverty level (100% - 250%). As a result, insurance carriers are still required to provide the CSRs, which caused them to raise prices upward to 30%.

The EO had several other provisions calling for more competition in the insurance and healthcare markets, a notable change from the "go big or go home" approach

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of the last administration. They also include: opening the door for individuals and small groups to purchase from like industry Interstate Association programs, and creating greater flexibility for employers to use Health Reimbursement Arrangements (HRAs) to pay for premiums. As with most things, the devil is in the details. It will take several months before Federal Agencies go through the rule making and comment process to implement the directives. Nothing is solid enough for employer groups to adopt at this time. Individual policyholders, not eligible for the CSRs (250% - 400% of FPL) will pay considerably more and have fewer carrier choices due to a great marketplace exodus by carriers. Medicaid will be unchanged for now. Large employers remain governed by ACA compliance.

What can Municipalities do now?

Health insurance premiums continue to increase because healthcare costs continue to increase! A rising strategy for municipal employers to explore involves eligibility management, which ultimately manages the risk of the plan and can have a major impact on OPEB and Cadillac Tax Liabilities. In particular, management of their Post 65 Medicare Eligible Retiree Class.

Post-65 Medicare Retiree Carve Out

This class typically has higher per capita costs regardless of Medicare being primary. Why? Outpatient prescription costs, which aren't covered by Medicare. This is one of the fastest growing costs in healthcare. Moving Post 65 Medicare eligible retirees to a retiree Medicare carve-out trust for supplemental coverage including prescriptions coverage similar to your current plan is a win-win for all. The

continued on page 9

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Common Pitfalls (to Avoid) in Public Sector Investing

Sofia Anastopoulos, CFA

Various and varied functions underlay a well-administered municipality. Finance is just one component contributing to municipal management and investing public sector funds is one aspect. This article identifies common pitfalls in public sector investing, and, importantly, presents ways to mitigate these dangers.

Not Having a Plan

Probably the single most important element of an investment program is an investment policy. An investment policy can serve as a checklist to guide your entire investment program. Consider it a map in navigation – without it, you are lost! While a sound investment policy stands the test of time, simply, an annual review by responsible officers helps ensure key aspects continue to be applicable and remain relevant.

In conjunction with the investment policy, a government may create a manual of procedures and guidelines to direct day-to-day investing. The procedures may include how to select financial providers, arrange for custodial services, select investments, authorize appropriate collateral, and generate and disseminate appropriate reports.

Having the Wrong Partners

The process of investing involves partner or counterparty relationships with a myriad of financial institutions, including banks, broker/dealers, investment advisers, issuers, custodians, and others. Public sector investing is unique, subject to laws and regulations distinct from those of general investing. It is important to work with knowledgeable and trustworthy professionals. Choosing financial institutions competitively ensures the selection process is fair and that those you work with are knowledgeable, if not expert, and bringing value.

Not Protecting Your Assets

The objectives of public sector investing are safety, liquidity and yield, ranked in order of importance. Arranging for safekeeping and custody by a party other than the one that sold the investment or securities is a simple way to protect your assets, as well as requiring all deposit type investments be collateralized (backed or supported by) acceptable collateral, such as securities or letters of credit protecting your investments. State statute identifies



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appropriate collateral. Your policy can be more restrictive than state statute. Follow the Government Finance Officers Association Best Practice on collateralization to ensure the steps necessary to ensure a perfected interest in the collateral are followed.

Too Much Liquidity

In general, public sector investment portfolios tend to be overly liquid. Perhaps, this is due to an overabundance of caution to meet expected expenses and be prepared for unexpected occurrences. However, over-liquidity comes at a cost. In general, over time, longer maturities tend to provide higher returns, so over-liquidity has an opportunity cost. One way to mitigate being overly liquid is to create and maintain a simple cash flow forecast.

A simple cash flow forecast that identifies 3-5 categories of revenues and 3-5 categories of expenses helps match sources and uses of funds, ensures liquidity for disbursements, enhances investment returns and better manages risks such as liquidity and market risk.

Too Concentrated

A concept as intuitive as not having all your eggs in one basket underlies a common pitfall, that of being too concentrated. This pitfall can be avoided by considering your government's own risk comfort level, and establishing limits on positions in specific securities, sectors, classes, credit quality, or particular structures. Including funds such as the IMET Convenience Fund, funds from your local banks or other pools may be an effective way to enhance your portfolio's diversification.

continued on page 9

IML Managers Monthly Column

by Patrick Ulrich, IML Managers Committee and City Manager, Peoria

The Managers Committee is aware that state policymakers are examining current Tax Increment Financing (TIF) policy with the intention of recommending changes to the law. It is essential that these policymakers are made aware of the many examples of how TIF benefits communities by addressing blight and revitalizing neighborhoods. These success stories should be forwarded to IML to ensure they become part of the broader deliberations about TIF policy in Illinois.

On Thursday, August 31, Governor Bruce Rauner signed the school funding reform bill (SB 1947) into law. The new law is P.A. 100-0465.

SB 1947 includes many of the funding formula provisions approved by the General Assembly in May. The bill grants authority for the City of Chicago to raise additional revenue above the tax cap amount applicable to the Chicago Public Schools (CPS) property tax levy. The state would also bear some of the cost for funding CPS teacher pensions. Allowing some school districts relief from certain state mandates, such as daily gym requirements, is also included.

In a compromise with the Governor, the bill creates a \$75 million scholarship program to benefit non-public schools recognized by the Illinois State Board of Education (ISBE). The scholarship program will be supported by a state income tax credit.

Of particular interest to municipalities is that the legislation does not include a provision proposing that Equalized Assessed Value (EAV) within Tax Increment Financing (TIF) Districts count toward available local property wealth. This policy could have reduced state aid to some school districts while creating additional animus toward TIF as an economic development tool. The Illinois Municipal League (IML) had expressed concern in a letter to the Governor ([available via this link](#)) and letter to the legislative leaders ([available via this link](#)) about the consequences of undermining the benefits that TIF brings to local communities.

The bill does, however, create a bi-partisan Tax Increment Financing Reform Task Force. The Task Force would consist of 12 appointed members, three legislators from each of the four legislative caucuses.



The stated purpose of the Task Force is to study current TIF laws in the state and issues that include, but are not limited to:

- the benefits and costs of TIF districts;
- the interaction between TIF law and school funding;
- the expenditure of TIF funds; and
- the expenditure of TIF surplus funds.

The Task Force is charged with issuing a report on its findings, along with any recommendations to the General Assembly, on or before April 1, 2018. IML will closely monitor the Task Force and will advocate to protect TIF, a critical economic development tool.

In Peoria TIF has been a valuable economic development tool that has grown the tax base. One of our oldest TIFs expired in 2013 with more than \$31 million of EAV. The base EAV of the area was \$3.6 million. TIF incentives were a key factor in the area's transition from a blighted neighborhood to a modern office park. The TIF generated nearly 9 times more in property taxes than if the area had not had a TIF in place.

Over the past few years, the City of Peoria has utilized TIF incentives to reclaim and renovate abandoned and unproductive buildings in our downtown and Warehouse District. Over this time, \$32 million has been invested to create 154 new residential units and thousands of square feet of commercial space. Hundreds of construction jobs have been created in the renovation of these projects. A recent review of property values found a 730% increase in equalized assessed value between 2016 and 2017 for five buildings that took advantage of TIF incentives in the Warehouse District. This growth in value would never have been possible without these incentives.

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Horton, continued from page 5

Medicare carve-out trust costs less due to plans paying Medicare rates to providers. Medicare trend runs at least half of Commercial trend.

End result:

1. Post 65 Medicare retirees will see lower premiums.
2. The Active member risk pool will see improvement ultimately stabilizing and even lowering their premium.
3. The employer gains in the lower premium cost share.
4. The impact on OPEB and the Cadillac tax is favorable.

It is doubtful we will see a new healthcare law to understand and engage in the near term. As our economy nears a full employment environment, benefits will continue to play a key role when competing for talent. Employers will need to strategically concentrate on controlling the risk of their plan to optimize premium cost and plan value. The Post 65 Retiree Carve-Out Program is a win-win solution for all!

IMET, continued from page 6

Complicated


Many government professionals are generalists. Keeping investment programs manageable and simple may prove beneficial in mitigating risk. If you do not understand something, ask for clarification. If you still do not understand it, opt to pass. Opting for diversified funds such as the IMET Convenience Fund or the complementary IMET 1-3 Year Fund, investing in banks' money market funds, or even engaging an investment adviser to manage your government's investment portfolio may offer a way to simplify your investment program. Do not add more elements than you can manage, including have enough financial firms to create competition but not too many for you to manage.

To conclude, there are simple steps municipalities can follow to avoid the pitfalls listed above, which are all too common in public sector investing.

ILCMA Reception at ICMA Annual Conference

Members had a great time networking with colleagues at the ICMA conference in San Antonio. Thank you to Com Ed for sponsorship of the social reception during the Monday evening event!





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Local Update of Census Addresses (LUCA) Operation

What is LUCA? The U.S. Census Bureau aims to count everyone living in America during the 2020 Census. To count everyone in your community accurately, we have to know where to count them. We work with tribal, state, and local governments who know where housing changes are taking place. LUCA is the only opportunity for your government to review the Census Bureau's address list for your area.



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COMMUNICATING DIFFICULT TOPICS TO ELECTED OFFICIALS & THE PUBLIC

IS YOUR COMMUNITY PREPARED?

NOVEMBER 8th

Join Us For A Panel Discussion & Luncheon

11:30am-1:00pm

14700 Ravinia Avenue
Orland Park, Illinois 60462

RSVP by November 7th

**SIGN UP FOR EVENT
— HERE —**

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2017 ICMA Coaching Program

Thrive in local government!



Keys to Thrive In Local Government

- **Six live webinars per year** spotlighting best practices on key topics from local government professionals throughout the U.S. — invite your whole team to participate.
- **Digital agendas and archives** with video recordings and extensive presentation materials and examples from dozens of sessions available in a convenient online library — delivering you “professional development in a box” — when you want it and where you want it.
- **1-1 Coaching** can help you chart a path in local government and help you find information you need. Find a coach with **CoachConnect**, our new digital matchmaking method. Learn the critical elements for productive and enjoyable 1-1 coaching.
- **Talent Development resources** to make greater use of your talent and have fun doing it.
- **Speed Coaching** session at the ICMA Annual Conference and templates for use at local level — expand your networks.
- **Career stories** of ICMA leaders and rising stars offering career insights and tips.
- **Career Compass column** that address critical career issues.

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

REGISTER NOW

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

- **TOOLS TO RESOLVE TOUGH ISSUES IN YOUR COMMUNITY**
Thursday, November 9

icma.org/coaching

COACHING IS FOR EVERYONE

Coaching offers value for people at any stage in their careers. As in sports, coaching helps even the best players do better. Why? Because everyone can benefit from sharing best practices and gaining perspectives from others who can help them see their situation and opportunities from a fresh perspective. That's why we organize the Coaching program webinars to serve as whole team learning experiences. It's also why the Speed Coaching and 1-1 Coaching models provide a structure for advice at multiple stages in a career.

ICMA SPEED COACHING

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

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

NEW THIS YEAR

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

Subscribe to the free email list for program updates at icma.org/coaching.

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

For more information please contact

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

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icma.org/coaching



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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.)

John Kolata
Lisa Powers

jdkolata@hotmail.com
lisap63@juno.com

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618-402-2443

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November 15, 2017 – NIU-Naperville

Community Surveys: How, When, & Why

December 6, 2017 – Webinar

Know Your Numbers - Part 4: Promote: Effectively Telling Your Story to the World

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Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

4th Quarter 2017 Luncheons

Brown Bag (bring your own)

Wednesday, December 6

Sikich

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.

Resiliency

Speaker: Rebecca Litz, Perspectives

“The strongest oak of the forest is not the one that is protected from the storm and hidden from the sun. It’s the one that stands in the open where it is compelled to struggle for its existence against the winds and rains and the scorching sun.”

Napoleon Hill



In this session presented by Rebecca Litz of Perspectives we will:

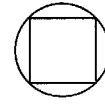
- ♦ Gain insight into how life’s challenges impact us as individuals
- ♦ Assess our current methods of coping
- ♦ Develop strategies to increase resilience in your personal and professional life.

To help address your specific questions about our topic, you can email your questions, comments, or advice to Ann at aeverhart@villageofschaumburg.com to be compiled confidentially. At the luncheon, Rebecca will hold an open dialogue, while discussing real life scenarios and addressing questions or concerns raised via email or at the luncheon.

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

www.legacyprojectnow.org

Metro Managers



Tales from the Springfield Range – What Can We Learn from Outgoing Legislators?



Elaine Nekritz,
Retired State Representative



Carol Sente,
Outgoing State Representative



David Harris,
Outgoing State Representative

A mass exodus of state legislators is about to occur in the Illinois House of Representatives. Veteran legislators Elaine Nekritz, Carol Sente and David Harris will participate in a panel discussion about their roles in the state house, how we can support our legislators and encourage innovation at the state level, and their vision of the future of the state of Illinois.

Come have lunch with colleagues in the Metro Managers Association and learn more about how to effectively navigate the statehouse from these veteran legislators.

Date:	Thursday, November 16, 2017	
Time:	11:30 AM	Networking
	Noon	Lunch
	12:30 PM	Presentation
Location:	Harry Caray's 70 Yorktown Center Lombard, IL	
Cost:	\$25 for Metro Luncheon Only (Students/Interns/MIT's are Free) \$55 if attending both the Luncheon and the ILCMA Professional Development Program <i>"Role of the Assistant: Deployment & Development to Benefit the Organization and the Employee"</i>	
RSVP:	Online Registration: https://www.ilcma.org/?p=6376	
By November 10	Email registration to Alex Galindo at agalindo@niu.edu Phone in Registration 815-753-5424	

Cancellations must be made by November 10, 2017. Any cancellations after that date will require full payment.



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 \$2000 for ICMA members or \$2200 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 19 - 23, 2018** 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

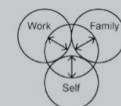


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*The ILCMA Professional
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Presents*

**Role of the Assistant: Deployment
& Development to Benefit the
Organization and the Employee**

Assistant Managers play a variety of roles across communities, depending on everything from the community size and leadership style to career goals and experience. A diverse panel will discuss their experiences both serving as assistants and developing assistants, offering insight into how assistants can best contribute to their communities and what they need to thrive. This session will delve into topics of interest to professionals in all stages of their careers from aspiring assistants looking to prepare themselves for a new role to veteran managers looking to create an environment where their staff is effective and engaged. Panelists will also discuss handling periods of transitions in leadership roles, including staff changes at the manager or assistant level and the role of Interim Manager.

Discussion will be led by Jennifer Clough, Village Administrator for Lake in the Hills.

Panelists will include:

Paula Hewson, Assistant Village Manager, Schaumburg

Diana Mikula, Assistant Village Manager, Arlington Heights

Jim Norris, Village Manager, Hoffman Estates

Rob Sabo, Assistant City Manager, Highland Park

Sharon Tanner, Assistant Village Manager, Glencoe

Date:	Thursday, November 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	Addresses ICMA Practice Area 1 Staff Effectiveness
Cost:	\$35 for Professional Development Only	
	\$55 if also attending the Metro Manager Luncheon (\$5 discount)	
	Metro Luncheon Topic: <i>Tales from the Springfield Range – What Can We Learn from Outgoing Legislators?</i>	
	Members in Transition – receive complimentary registration	
RSVP:	Online Registration (no credit card required): https://www.ilcma.org/?p=6376	
By Nov. 10	Email registration to Alex Galindo at agalindo@niu.edu	
	Phone in Registration 815-753-5424	

*Cancellations must be made by November 10, 2017. Any cancellations after that date will require full payment.
Payment not received by event date will be invoiced with a \$5 invoicing fee.*

DOWNSTATE CITY/COUNTY MANAGEMENT ASSOCIATION

STERLING, IL
November 30 & December 1
FALL MEETING

Thursday, November 30

- 6:00 p.m. **Social Hour** **Smoked on 3rd - Bar Area**
(Cash Bar) 14 E. 3rd Street, Sterling, IL 61081
- 6:30 p.m. **Dinner** **Smoked on 3rd**
14 E. 3rd Street, Sterling, IL 61081
- 8:00 p.m. **Brew 'N' View** **Sterling Theater "All the Queen's Horses" – A documentary**
about Rita Crundwell
402 Locust Street, Sterling, IL 61081

Friday, December 1 - Champs Banquet Venue, 9 E. 3rd Street, Sterling, IL

- 8:00 a.m. **Breakfast & Welcome by Mayor Charles "Skip" Lee**
- 8:30 – 9:30 a.m. **Storm Water Management Trends**
Speaker: Mark Shubak, Strand Associates
Sterling voters passed a local option sales tax to specifically address storm water issues in the community. Strand developed the City's Storm Water Management Plan and is now engineering the largest projects. Mark will talk about trends in financing storm water and best practices for managing projects.
- 9:30 – 9:45 a.m. **BREAK – Networking/coffee time**
- 9:45 – 11:00 a.m. **Achieving Equitable Outcomes = Organizational and Community Advantage**
Speaker: Mike Van Milligen, City Manager, Dubuque, IA
1. Our country and our communities are becoming more diverse.
2. Women in leadership positions is proving to enhance organizational performance.
How do local government organizations and communities respond to these realities? See what Dubuque, Iowa has decided to do as it strives to be a more Viable, Livable & Equitable community.
- 11:00 – 11:15 a.m. **BREAK– Networking/coffee time**
- 11:15 a.m. – 12:15 p.m. **Council Effectiveness by Jeffrey A. Schott**
Jeff Schott is the Director of the Institute of Public Affairs at the University of Iowa and a former city manager. Since 2006, he has been responsible for delivery of the Institute of Public Affairs' organizational improvement programs, including goal setting, strategic planning council/board effectiveness, training, educational programs, and educational programs and information, public management assistance and staff training, to hundreds of local governments across Iowa.
- 12:15 – 1:00 p.m. **Business meeting and lunch**

Registration Form for Fall Meeting
Downstate City/County Management Association
November 30 & December 1

Name: _____ Title: _____

Jurisdiction: _____

Address: _____

Phone: _____ Email: _____

Registration Fee: \$50 – Includes breakfast and lunch on Friday. Please have your registration in by **Wednesday, Nov. 22, 2017.**

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at Smoked on 3rd – Dinner is on your own/individual pay.

Registration: Please indicate if you would like to sign up for the following: Registration is \$50.

___ Yes, I will attend the Winter Meeting in Sterling on Friday, December 1st.

___ Yes, I will attend the social hour and dinner on Thursday, November 30th
(Dinner is individual pay)

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

___ Yes, I will attend the showing of “All the Queen’s Horses” at the Sterling Theater

Registration Deadline: Wednesday, Nov. 22, 2017

Make check payable to: Downstate City/County Management Association
Center for Governmental Studies
N.I.U.
DeKalb, IL 60115

Fax : 815-753-7278

Questions: 815-753-0923

Cancellations: To receive a full refund, cancellations must be received by Monday, Nov. 27, 2017.
Registrants who do not attend the meeting but have not cancelled, are responsible for the entire fee.
Registrants who have not paid will be billed.

IAMMA/Metro Managers Angel Tree Luncheon

DECEMBER 13th - 11:00am

Harry Caray's Italian Steakhouse

70 Yorktown Shopping Center, Lombard, IL 60148

RSVP by December 8th

Join Us Before for a Speed Coaching Event @ 10:30am

Speed coaching is a quick method of mentoring new professionals and a great way to expand your network. Spots available for both Speed Coaches and Participants!

Questions can be directed to: **Evan Michel** at emichel@vbg.org



IAMMA & Metro Managers
In partnership with the Salvation Army

2017
angel tree
giving 

Angel Tree tags may be obtained at the Metro Manager Luncheon on November 16th, or by contacting **Evan Michel** at emichel@vbg.org

Gifts (unwrapped) must be dropped off at the IAMMA/Metro Managers Luncheon at Harry Caray's in Lombard on December 13th.

SIGN UP FOR EVENT
HERE

FOLLOW US ON:





***Mentor the Future through
Speed Coaching:
A Professional Development
Session for Aspiring
Local Government Leaders
Honor the Future
at the IAMMA/Metro
Holiday Luncheon***



***Brought to you by:
ILCMA Professional
Development Committee***

BRING YOUR ASPIRING LEADERS

Who: Municipal and County Managers/
Administrators, Department Heads,
Senior Staff, Division Managers and
Aspiring Local Government Leaders

What: A chance for aspiring leaders to
connect one-on-one with Municipal and
County Managers/Administrators and
Department Directors

When: Wednesday, December 13, 2017
10:30 am to 11:30 am

This session will be immediately before
the IAMMA/Metro Holiday Luncheon

Where: Harry Caray's in Lombard
70 Yorktown Shopping Center
Lombard, IL

Why: In the spirit of building the leadership
bench, we know that networking
opportunities provide new ideas and
excitement to advance the careers of
emerging leaders

Cost: \$30 per person for the Speed Coaching
and Luncheon

RSVP: By Friday, Dec. 8th by going to:
<https://2017angeltreeluncheon.eventbrite.com>

Registration 10:15 am

Speed Coaching 10:30 to 11:30 am

*Participants will have the opportunity to
network with City/County Managers and
Administrators in a fun yet time-sensitive format!*

Bring Business Cards!

IAMMA/Metro Holiday Luncheon 11:30 am

**Attendance for both the Speed Coaching
and Luncheon will be \$30!**



How to Make the Most out of Speed Coaching....and have fun doing it!

Congratulations on your decision to join in the fun of the Speed Coaching and Networking Lunch for Aspiring Government Leaders.

You will be engaging with local government leaders from various disciplines across the Chicago Metropolitan area. Here are a few suggestions to help you get the most out of this lively, fast-paced opportunity to expand your network and develop professional connections:

1. Arrive on time for the event so you can receive instructions, pick up resources and informally mingle prior to the speed coaching.
2. You'll participate in 10-minute coaching sessions. Come with a playful spirit; this is intended to be a high-level, low-risk way to get acquainted.
3. Think about what you'd like to give and take from the 10-minute sessions. This is intended to be a high energy, low-risk way to get acquainted.
 - Pick one or two items from a particular session.
 - Make up your own ideas or questions.
 - Just be yourself.
 - If you don't click with someone, no worries; you'll move onto someone else soon.

***** FOR ASPIRING LOCAL GOVERNMENT LEADERS, YOU MIGHT THINK ABOUT...**

- Hopes you'd like to realize in your career.
- Some career issue you'd like to get different perspectives about.
- Feedback about options you're considering.
- Connections for volunteer coaches to help you make to advance your interests.
- Gratitude for the opportunity to personally meet and learn.
- Something that you found useful from the exchange.

***** FOR LEADERS/COACHES, YOU MIGHT THINK ABOUT...**

- Your understanding of what's important to the person you are speed coaching.
 - Some options that you think he or she may wish to consider.
 - A brief story or experience that may be relevant.
 - A vision or action that you invite them to embrace.
 - People, resources or education that you think might be useful to them.
4. **BRING YOUR BUSINESS CARDS!!!** There is no pressure for further discussion, just opportunities!
 5. At the end of the event, there will be a short feedback session to share the great connections made during the event. Feel free to share—we all want to learn!

Tips adapted from Cal-ICMA Coaching Program

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Village of Westchester, Village Manager

Westchester, IL (pop. 16,824) - The Village of Westchester is located approximately 15 miles from downtown Chicago. Westchester is an ideal place to live, play, work and conduct business. Westchester provides convenient access to the greater Chicagoland area and is a hub of vehicular, air, rail, and public transportation. Westchester is within minutes of I-290, I-294, and I-90. O'Hare is only minutes away and Midway Airport is approximately 15 miles away. Westchester works cooperatively with its business community to maintain and enhance its tax and employment base, while also seeking to preserve and protect its residential neighborhoods.

The Village Manager will lead the Village's 87 full-time employees by providing a full range of municipal services to Westchester residents. Departments include Police, Fire, Public Works, Finance, Community/Economic Development, and Administration. The Village Manager is appointed by the Mayor and the six-member Board of Trustees. The most recent Village Manager served the community for eight years. Candidates must possess excellent oral and written skills and a strong background in public finance. Candidates must also have demonstrated success in leading municipal operations with a collaborative, team-oriented style. The position requires a bachelor's degree in public policy, public administration, planning, business or a related field. A master's degree or other advanced degree is strongly desired along with 5-7 years increasingly responsible experience in municipal management. Candidates must possess excellent interpersonal skills. Salary is dependent on qualifications and experience. An excellent benefits package is also included.

Candidates should apply by 5:00pm on November 27, 2017 with résumé, cover letter, and contact information for five professional references to West Central Municipal Conference, 2000 5th Avenue River Grove, IL 60171; ATTN: Executive Search Program. phone (708)453-9100 fax (708)453-1301.

Email: rpell@westcook.org

Equal Opportunity Employer.

Village of Orland Park, Senior Planner/Project Manager

The Village of Orland Park a dynamic and progressive community of approximately 57,000 residents is a regional destination in the south suburbs and ranks #5 in total retail sales out of all of the Chicagoland Communities (excluding Chicago). In addition, Orland Park has received a number of accolades including: ranked as one of the Best Places to Live by Chicago Magazine (2013), named Village of the Year by the Home Builders Association of Greater Chicago (2014) and the 9750 on the Park Transit Oriented Development was named Best Building by the Congress for New Urbanism, Illinois Chapter.

Our Development Services Department seeks a Senior Planner/Project Manager to join our team and initiate and carry out complex comprehensive planning studies related to economic development, transportation, historical preservation, land use, and environmental issues; perform research, collect and analyze data, utilizing forecasting techniques when necessary; provide technical and professional recommendations in solving present and future development problems; answer inquiries related to land development and complete other special planning functions. This position will also coordinate with related project participants regarding the timely review, approval and completion of new development or re-development projects.

In addition, this position researches, collects, reorganizes and analyzes information pertaining to updating ordinances; obtains input from staff, residents and officials relating to ordinance revisions, recommends revisions to the Village Board; prepares reports and graphics. Applies for and follows through on grants.

Advises on the need for plans, plan content, and other policies, advises on the employment of planning and economic development consultants; coordinates the work of consultants, as assigned or as may be required.

Advises citizens, developers, and officials regarding code requirements; schedules petitioners for Plan Commission,

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Development Services Committee, and Village Board meetings; maintains records of the Plan Commission including case files, agendas, and minutes; conducts orientation sessions for the new members of the Plan Commission.

Makes verbal and graphic presentations to the Village Board, Plan Commission, and Advisory Board; serves in advisory role to parking and traffic; assists with federal, state, and local programs; reviews plans and reports of others; attends staff and committee meetings; attends seminars, workshops, and conferences, in order to maintain professional skills.

Keeps the Director of Development Services and Assistant Director/Transportation Engineering Manager advised of proposed program goals, budget, goal attainment, and problems encountered on comprehensive planning and economic development issues.

Recommends architectural and design guidelines for commercial and industrial projects and reviews architectural design standards.

Performs other duties as assigned which may include providing direction and leadership to some full-time and part-time staff.

This position requires a Bachelor's Degree in urban planning, public administration, or related fields. A Master's degree is highly preferred along with a minimum of five years of progressive urban planning or economic development responsibility in a governmental or consulting environment. AICP certification is preferred.

The salary range for this position is \$74,817 - \$84,864 depending on qualifications. This full-time position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes medical, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with options through Nationwide, ICMA-RC, Mass Mutual, or AXA Advisors are also available. The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates may download a resume and/or complete an online application by visiting our career portal at www.orlandpark.org/jobs.



For projects on a tight budget, the variety of color and size with brick gives walls a pleasing visual depth while maintaining costs. When paired with metal accents, brick lends itself to today's fashionable urban, industrial aesthetic and is popular with young professionals seeking apartment living in an urban environment.

More than the style of the day, brick bridges the past, present and future.

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Village of Mahomet, Finance & Human Resource Director

The Village of Mahomet (pop. 8,400), is seeking a highly motivated public finance and human resource leader to serve as its next Finance and Human Resource Director. The position will be responsible for activities related to financial matters including professional accounting, payroll, debt management and administration, budgeting, forecasting, auditing, financial planning, risk management and human resource functions.

The Village is seeking a self-motivated, results-oriented finance professional with a minimum of 5 years of progressively responsible experience in financial services, investment, budget development, or closely related field is required. Experience in fund accounting, a thorough knowledge of the laws and policies governing municipalities, human resources, and working with LOCIS financial software is highly desired. The successful candidate will be able to effectively communicate and work collaboratively in a dynamic fast paced environment with fellow employees, elected officials, and the public-at-large. A Bachelor's degree in Accounting, Finance, Business, Public Administration or closely related field is required. A Master's Degree or higher-level certification such as a CPA, MBA, or CPFO is a plus.

The Finance and HR Director is a member of the senior leadership team and has one accounting assistant. This is an appointment by the Village President and reports to the Village Administrator.

Mahomet is a charming village with an ideal location between Bloomington-Normal, Champaign-Urbana and Decatur. Mahomet is one of the fastest growing community in Central Illinois. Mahomet is a non-home rule Village operating under a President/Trustee form of government. The Village has 35 full time employees, along with seasonal and part-time positions. The Village delivers a full range of municipal services with an FY 2017-2018 budget of \$15.5M.

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The salary range for this position is \$60,320-\$69,992, based on qualifications and experience, plus an excellent benefit package.

Interested parties can view the full position profile and job description thru the Village's website under employment opportunities - <http://mahomet-il.gov>. Please send cover letter, resume, salary history, employment application and minimum of five work-related professional references to Village of Mahomet, Jeanne Schacht, HR Director. PO Box 259, Mahomet, IL or email to jschacht@mahomet-il.gov. Applications will be accepted until position is filled.

Jo Daviess County, Grants Administrator/PCOM

Jo Daviess County has a full-time opening for a Grants Administrator/Program Compliance Oversight Monitor (PCOM). This is a new position which provides leadership and direction for County programs funded by federal, state or local grants and plays a critical role ensuring that all grants meet requirements of the Grant Accountability and Transparency Act (GATA) and all other State requirements and Federal Uniform Guidance codified at 2 CFR 200.

This position is appointed by the County Grants Administration and Oversight Committee and reports to the County Administrator. The starting salary for the position is \$44,116 plus a full County benefit package. Interested and qualified candidates should email a completed Jo Daviess County general job application, resume, cover letter and three (3) professional references to countyadministrator@jodaviess.org or mail to Jo Daviess County Administrator, 330 N. Bench Street, Galena, IL 61036. Applications will be accepted until November 17, 2017. Additional job requirement information is available at www.jodaviess.org/jobs. Jo Daviess County is an Equal Opportunity Employer (EOE).

Village of Huntley, Development Engineer

The Village of Huntley, IL (Pop. 26,632) is seeking an individual to serve as the Development Engineer. The Development Services Department is responsible for land use planning, zoning, building inspection, permitting, and property maintenance enforcement.

This position assists the Director of Development Services in project administration, staffing various committees and commissions, building code administration, and responds to customer service issues on behalf of the department. The position is expected to serve as the Acting Director in the absence of the Director of Development Services. General Duties: This is a mid-level engineering position involving responsibility for the review of civil engineering aspects of building, zoning, and subdivision submittals. The Development Engineer assists in overseeing the daily functions of the building and planning services of the Village, and manages contractual/intergovernmental Building Review and Inspection Services. The position also includes daily interaction with residents and responding to citizen service requests. The Development Engineer will be an integral member of the Village's Development Review Team.

Qualifications (Education & Experience): Graduation from an accredited four year college or university with a Bachelor's Degree in Civil Engineering; considerable experience in civil engineering work with a working knowledge of building, property maintenance, zoning and sign codes. Supervisory experience preferred. A valid driver's license with a good driving record is required.

Compensation: The salary range for this position is \$70,255 - \$99,103 and includes a comprehensive benefits package, including participation in the Illinois Municipal Retirement Fund.

To Apply: Interested candidates are required to complete and submit a Village of Huntley employment application, along with a resume. Applications can be downloaded from the Village's website at www.huntley.il.us. Completed applications can also be submitted to: Human Resources 10987 Main Street, Huntley, IL 60142 or faxed to (847) 515-5232 or emailed to: humanresources@huntley.il.us. Position open until filled.

Post Offer Requirements: Completion of a pre-employment physical and drug screen, along with a background check is required.



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City of Lockport, Project Engineer (Full-time)

The City of Lockport, a historic Will County community (population 24,839), is seeking interested applicants for the position of a full-time Project Engineer. This position will prepare estimates, coordinate the acquisitions of easements & right-of-ways, construction observation, evaluate city mapping surveys, etc. Qualified candidates should have a Bachelor's Degree in Civil Engineering; at least 5-8 years of experience in capital project design and construction work with a government office or consulting firm; and State of Illinois P.E. registration or Master's degree in engineering, public administration, business administration, construction management or a related field (preferred).

Starting Salary Range: DOQ; Plus benefits package and participation with the IMRF pension fund.

All interested candidates should forward their application/resume to: City of Lockport, Attn: HR Department, 222 E. 9th Street, Lockport, IL 60441; or by email to mhickey@lockport.org. Deadline: until position has been filled. Please review the full job description, available on the City's website (cityoflockport.net), for more information on the position. The City of Lockport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws.

City of Lockport, Program Engineer (Full-time)

The City of Lockport, a historic Will County community (population 24,839), is seeking interested applicants for the position of a full-time Program Engineer. This position will prepare estimates, construction observation, infrastructure project planning and management, provide project status reports, attend pre-construction meetings,

evaluate city mapping surveys, aerial photography and GIS information to plan projects, etc. Qualified candidates should have a Bachelor's Degree in Civil Engineering or Construction Management; at least 6-10 years of experience in capital infrastructure project construction management and/or project management work with a government office or consulting firm; and State of Illinois P.E. registration or Master's degree in engineering, public administration, business administration, construction management or a related field preferred.

Starting Salary Range: DOQ; Plus benefits package and participation with the IMRF pension fund.

All interested candidates should forward their application/resume to: City of Lockport, Attn: HR Department, 222 E. 9th Street, Lockport, IL 60441; or by email to mhickey@lockport.org. Deadline: until position has been filled. Please review the full job description, available on the City's website (cityoflockport.net), for more information on the position. The City of Lockport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws.

Town of Normal, City Manager

Normal, IL (54,264) Normal is a vibrant, progressive city prominently located in Central Illinois. Home to Illinois State University (21,000 students), Normal provides the educational, recreational and cultural amenities typically found in larger metropolitan areas. The Normal Mayor and Town Council are seeking candidates for its City Manager position who have a passion for local government service, an entrepreneurial spirit and a desire to lead a high performing organization. Normal has had two City Managers in the last 50 years with the current City Manager retiring after 30 years of service to the City, 20 as City Manager. Please consider the following with respect to this exciting opportunity:


- Normal is located 125 miles southwest of Chicago and 155 miles northeast of St. Louis and is a featured stop on the Chicago to St. Louis high speed passenger rail corridor. This enviable location provides Normal with unique economic development opportunities. Neighboring Bloomington is the international headquarters for State



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For information contact:
Jim Bilotta
JPBilotta@aquaaamerica.com
815-614-2042

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Farm Insurance, one of the economic engines for the region.

- The Town of Normal is a full-service, home-rule municipality with a AAA bond rating. The Town has 380 full-time employees and a total annual budget of \$110 million. The City Manager appoints the department heads including the Police Chief, Fire Chief, Finance Director, Parks and Recreation Director, Information Technology Director, Library Director, Economic Development Director, City Engineer, Inspections Director, Water Director, Facilities and Energy, Public Works Director and Corporation Counsel.

- Normal has undertaken a nationally-recognized economic development renaissance in its downtown over the last several years. The Town has emphasized public-private partnerships, resulting in a vibrant community center featuring world-class entertainment venues, an eclectic mix of dining and retail establishments, and premier lodging and housing options that are all centrally located in an attractive and inviting environment. Highlighted by a new City Hall/Multimodal Transportation Center, the Children's Discovery Museum, the Marriott Hotel and Conference Center, the Historic Normal Theater art-deco movie house, and a uniquely designed Traffic Circle feature that serves as a public gathering space to anchor concerts and festivals, Uptown Normal is a hub of activity located adjacent to the ISU campus.

City Manager candidates will have demonstrated leadership in the successful administration of municipal operations with a strong emphasis on customer service, teamwork and cooperation. Candidates must possess well developed budget and financial management skills and experience with complex economic development and redevelopment. The successful candidate will have vision, resilience and will exhibit a collaborative, welcoming approach with elected officials, residents, the business community, and employees. The position requires seven to ten years of increasingly responsible senior management experience at least some of which is in the municipal sector and a bachelor's degree in public administration, business administration, finance or related field. An MPA or MBA is highly desirable. Experience in a college/university community is valued. Residency is required within a reasonable time frame. Starting salary range: \$185,000 +/- DOQ with excellent benefits. Apply online with resume, cover letter, and contact information for three professional references by November 10, 2017

to www.GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-4243. www.govhrusa.com/current-positions/recruitment

Village of Northbrook, Assistant to Village Manager

This position provides professional management and project assistance to the Village Manager and Deputy Village Manager/CFO and provides support to all functions of the General Government Department (includes the Village Clerk, Communications Manager and Human Resources). Responsibilities of this position include:

- Serves as the Village ombudsman to hear, investigate and resolve concerns and suggestions of residents and businesses.
- Assists with crafting the Village's public communication messages including drafting the monthly Village newsletter, preparing press releases and preparing time sensitive announcements for public distribution.
- Coordinates the preparation of the annual department budget and assists with the preparation of the Village's five-year capital budget.
- Responds to Freedom of Information Requests and provides backup to the Village Clerk.
- Assists with the negotiation of various Village franchise agreements and collective bargaining agreements.
- Researches, drafts and presents various documents and reports, policies, procedures, resolutions and ordinances.
- Serves as staff liaison to various Village commissions.

To be successful in this position, candidates must be detail oriented and process driven and strong communicators. Applicants should have a Master's degree in public administration, business or related field and a minimum of three years of related experience (or equivalent combination). The starting salary for this exempt position is anticipated to be low to mid \$80s depending upon qualifications with a generous benefit package.

Interested candidates should email a cover letter, and resume to: hr@northbrook.il.us with Assistant to Village Manager in the subject field. Position open until filled.

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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.