

City/County Management IN ILLINOIS

Volume 14 No. 5

Strengthening the quality
of local governance through
professional management

DECEMBER
2018



Calendar of Events

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

December 5
Legacy Project 4th Quarter Luncheon
Naperville, IL

December 6
SWICMA Luncheon
Highland, IL

December 12
ILCMA Professional Development
Lombard, IL

December 12
IAMMA/Metro Manager Holiday Luncheon/Angel Tree Program
Lombard, IL

January 25, 2019
ILCMA/CGS/IGFOA Financial Forecast Forum
Lombard, IL

January 26, 2019
SWICMA Winter Dinner
O'Fallon, IL

February 6 – 8, 2019
ILCMA Winter Conference
Normal, IL

Editor's Notice

The ILCMA Secretariat's Office will close from December 24, 2018 thru January 1, 2019. Therefore, there will be no January newsletter.

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**Census
2020**
MAKE SURE ILLINOIS COUNTS.

*Wishing you and yours
Happy Holidays and
a very happy, healthy
New Year!*

Dawn S. Peters and Alex Galindo

President's Column

Dear ILCMA Winter Conference Attendees:

Why did any of us choose Public Administration as a career? A desire to serve the Public? A belief that local government must function in a professional manner?

Regardless, we love our jobs for many reasons especially because no two days are alike. The government/business/public landscape is ever-changing, or better said, shifting in directions we cannot anticipate or control. The ILCMA Winter Conference February 6th-8th in Normal promises to be rich with educational sessions and networking opportunities to help us embrace and manage change. A brief summary of the various Keynotes and educational sessions:

- The Pre-Conference workshop will cover #MeToo in the workplace and programs to encourage openness and acceptance in the workplace;
- Opening Keynote: "The Source Awakens-People and Government" with speaker Doug Smith from the Robert H. Smith Center for the Constitution;
- Opportunity Zones and Business Improvement Districts;
- Building Better Organizations through Best Practices in Human Resources;
- Illinois Solar Initiatives;
- How Local Government is Knocking Down Barriers for Business;
- Tales From the Range-Senior Advisors Share their Knowledge;
- Q and A for Aspiring Managers;
- A field trip to the Normal Fire Department;
- Bond Ratings and the Rating Agencies;

In addition to the above an innovative session idea called "Blow it Up" will be offered with five rapid fire sessions of 15 minutes duration on topics like:

- Infrastructure projects, partnering with other governments;
- Sharing IT services;
- Partnering for economic success;
- Joint Leadership Development Training;
- Saving costs on Mobile Devices;

The closing Keynote is Jennifer Powers with the topic "Oh Shift", on the shifts you can make in your personal and professional life for positive changes that will stick.

Our social events include a welcoming reception on Wednesday evening, yoga on Thursday morning, dinner at the Children's Discovery Museum Thursday evening, an IAMMA social event Thursday evening, and a 5k/1.5m walk Friday morning.

Registration is open! If you are a new manager/administrator or assistant and first-time attendee to the winter conference be sure to take advantage of the free online registrations. There are five free registrations for managers/administrators and five free registrations for assistants/assistant to/management analyst positions. There are also student intern scholarships available. Contact Dawn Peters for more information at dpeters@niu.edu.

I wish to thank the Conference Committee for their excellent work in organizing this event and look forward to seeing everyone at the conference!

Ken Terrinoni

Boone County Administrator and Conference Chair

Who's Who Directory Update

Tim Harr, City Administrator, Edwardsville, has announced his retirement as of December 31. Tim has over 22 years of experience with the city of Edwardsville and 15 years of that was as the Public Works Director. He has served as the administrator since 2014. ILCMA wishes Tim the best in his retirement.

Kathleen Tempesta, Director of Community Services, Schaumburg, has announced her retirement as of January 10, 2019. She started her career as an administrative intern for the city of Highland Park. She served in Northfield for 16 years working her way up from administrative assistant to assistant village manager and was acting village manager for a brief time in 1990-1991. She transitioned to Schaumburg in 2001 where she was Senior Assistant to the Village Manager until 2011 when she became the director of community services. ILCMA wishes Kathleen the best in her retirement.

Erin Knackstedt has been appointed as the new county administrator in Henry County. She was the Aledo city administrator.

Nancy Hill has been appointed as the new Community Development Director for South Elgin. She formerly held the same position in Itasca. Nancy's new contact information is:

Tim Wiberg has been appointed as the new village manager in Brookfield. He was formerly the manager in Lincolnwood. Tim's new contact information is:

Tim Wiberg
Village Manager
Village of Brookfield
8820 Brookfield Avenue
Brookfield, IL 60513
Phone; 708-485-7344
Email: Twiberg@brookfieldil.gov



Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

4th Quarter 2018

Luncheons

Brown Bag (bring your own)

Wednesday, December 5

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.

Are You Ready for the Next Step?

The Prep. The Search. The Message.

The Look. The Results.



Heidi Voorhees and Joellen Cademartori of GovHR USA will join us to help you answer the question - *Are You Ready for the Next Step?* Ms. Voorhees and Ms. Cademartori will cover how to prepare and how to search for your next step. In addition, they will provide you tools to help determine your message and prepare your look, so that you can achieve the results you are seeking.

Ms. Voorhees has more than 30 years' experience in executive recruitment, general management consulting and local government administration and is President of GovHR USA. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. Ms. Voorhees and Ms. Cademartori are co-owners of GovHR USA, a company that provides executive recruiting, management and human resources consulting, and professional development services.

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

www.legacyprojectnow.org

Welcome New Members

Katherine Banik, Forecast5 Analytics
Jordan Berman-Cutler, ComEd Energy Efficiency Program
Bobby Dufkis, Principal, Assurance Agency
Patrick Hayes, General Counsel, Illinois Municipal League
Molly Lunn, ComEd Energy Efficiency Program
Maryann Mileto, Account Executive, Assurance Agency
Steve Nero, SAFEbuilt
Georgia Newcomer, County Administrator,
Stephenson County
Matt Prozaki, Forecast5 Analytics
Marie Trull, SAFEbuilt, LLC



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 been working to develop a simple, inexpensive, durable, and easily identifiable form of recognition, in a manner that encourages and promotes such assistance to 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:

Jim Arndt, Former City Administrator, Effingham
Kathleen Gargano, Village Manager, Hinsdale
Matt Fritz, City Administrator, Coal City
Jim Grabowski, City Manager, Elmhurst
Cara Pavlicek, City Manager, Oak Park

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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.

Commercial Furniture 101

By Raegan Porter, IIDA, LEED AP ID+C, Senior Associate and
Annalise Lyons, Business Development

A common mistake that project managers make is choosing residential over commercial furniture to achieve cost savings. People working in 24/7 facilities - like police and fire stations - need furniture designed to a standard of quality and durability that keeps them fit and ready to respond at a moment's notice. The purchasing process for commercial furniture is the same whether the project is a new facility, renovation or single room.

Is there a difference between Residential furniture and Commercial furniture?

Yes! Research shows that people spend more time at work than eating, sleeping or being with family. A healthy, productive workplace requires furniture built to a much higher standard of durability than the furniture we select for our homes.

Only a few companies sell both residential and commercial furniture. For example, while West Elm stores are everywhere, only West Elm Workspace sells commercial furniture. Another example is La-Z-Boy, which has a commercial furniture line called La-Z-Boy contract furniture or KNU Contract.

The commercial furniture industry is governed by BIFMA (Business & Institutional Furniture Manufacturers Association) that maintains standards for the comfort, safety, and durability of commercial furniture. Residential furniture companies do not have their products tested to meet the BIFMA Standards.

What are the different ways to procure Contract Furniture?

One easy way to buy contract furniture is to consult government purchasing agreements such as those issued by GSA, NJPA, or TCPN. These agreements have been pre-bid so that government agencies can quickly purchase competitively priced furniture. The critical variable is furniture installation which can be easily bid out. If you opt to purchase Contract furniture by bidding your requirements out, remember that this approach is time-consuming and, ultimately, doesn't offer as much control as purchasing through an existing agreement. Also, you could end up working with multiple dealers which could magnify hassles in the long run.



How do I know if I am getting something that is durable?

Commercial furniture should only be bought through dealers or manufacturers' sales representatives. Do not purchase commercial furniture online. Also, reading and understanding warranties is critically important, especially for furniture that will be used in 24/7 facilities operating with multiple shifts of employees. Even if a company's products are designated for commercial or contract use, they may not carry warranties that cover a 24/7, multiple shift facility.

Be sure to look and ask for products that have warranties for heavy use in a multiple shift workplace. If it does not specify "covered under warranty for a 24/7 multi-shift facility", then that product is not covered.

Is there an added benefit in having a designer help?

There are many benefits to having an interior designer assist on furniture projects. Designers understand the whole spectrum of "crazy, little details," and are also trained to keep the big picture in view. For example, a designer will coordinate furniture selection with the electrical plan to ensure that both the furniture and finishes are functional for the electrical capacity of the project. Space finishes are not just about "the look" - they must be functional and durable within the overall context.

High-quality, durable furniture contributes to the culture and productivity of a workplace. The use of commercial furniture that has been tested to meet professional standards helps to protect the health and well-being of people in the workplace. While commercial furniture may be costlier than what can be purchased online or from a residential furniture store, its promise of durability and safety more than justifies the added expense. As the saying goes, "you get what you pay for!"

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It's Still Phat to be Lean

By Mike Behm, Leopardo

I know, but I couldn't help myself. It's one of those words that's not cool to use anymore, but I needed something to grab your attention.

The buzz surrounding Lean is still strong among its practitioners, but the hype has calmed down. As many individuals, organizations and companies love to jump on a popular bandwagon, sincere lack of commitment often causes hot ideas to fade and never truly be implemented. Those of us who have embraced the 2010s version of the Lean movement are finding hope, encouragement and successes. The best part—it's mostly common sense and age-old principles put into action.

When I was introduced to Lean and The Toyota Way about four years ago, something felt very familiar. There were new words like "pull," "gemba" and "Kaizan," but the concepts were far from new. The teachings of Peter Drucker's management practices, W. Edwards Deming's Total Quality Management and Stephen Covey's 7 Habits were resurrected. New teachers like Rod Collins and his thoughts on Wiki Management and John Doerr all seemed to intertwine with these newly-discovered principles. The spirit of Lean is founded in quality supported by respect for people and continuous improvement, which culminates in the elimination of wasteful practices. Some of our old clichés like "plan the work, then work the plan," "haste makes waste" and "quality is job one" really did (and do still) make sense. Somehow, we just lost sight of how easy it is to be effective.

So, what really is Lean (in terms we can all understand)?

1. It's about value defined by our clients, not by us. This may sound simple and logical, so why is it so hard? Often, we get lost focusing on what we think is valuable, without consideration of what is most important to our clients or end users. Imagine how effective we can be if we define the right problem before we try and solve it.

2. It's about leveraging all assets by valuing and respecting the ideas of others. We used to call this synergy. Remember the concept where $1+1=3$ and the old saying that "two heads are better than one?" True collaboration and collective intelligence is hard to argue. A group of diverse, unlike-minded people working together can resolve a problem quicker and better than a single expert working alone. If we can get past the concept that someone who thinks differently than me is not the enemy, then we can



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create powerful teams that develop creative and powerful solutions.

3. It's about identifying, then eliminating waste. Simply put, waste is everything that does not produce value. You must identify before you can eliminate or in Lean language map the value stream. Think about a task you do on a regular basis. If you mapped the process from the first activity to the last, you would probably identify things that don't really help get that task completed and many that add no value and slow things down. It's amazing how much time can be created when we eliminated wasteful practices.

4. It's about keeping things moving. Lean calls this creating flow. You create flow by collaborative planning and using the collective intelligence of all parties to ferret out issues before doing the work. It may sound too logical and overly simple. The Lean philosophy is "go slow to go fast." For some, the first part may be hard to heed. We never seem to have enough time but spending good time does save us from spending bad time as haste makes waste.

5. It's about striving for perfection and knowing that while we can never get there, we should still try to do a little bit better. A lot of small improvements ultimately results in big improvements. People and organizations who believe they have found the ultimate answer or maybe just a good enough solution and don't see the need to keep improving, ultimately become obsolete. Constant improvement and change is necessary. Sears, Blockbuster, Kodak and many others were non-believers. General Eric Shinseki said it best: "If you don't like change, you will like irrelevance even less".

So that's the skinny. Learn something new. Give Lean a chance. You will be happy with the results. And you can take that to the bank!



ILCMA WINTER CONFERENCE

February 6 – 8, 2019 at the Marriott, Normal, IL

[REGISTER ONLINE TODAY!](#)

THEME: Oh Shift!

Wednesday, Feb. 6, 2019

- 1:00 – 4:00 p.m. Pre-Conference Session:
#MeToo in the Work Place
- 6:00 – 7:00 p.m. MIT Reception with Senior Advisors – **NEW!**
- 6:30 – 7:00 p.m. Welcome First Time Attendees, Scholarship Winners, & New to the Profession
- 7:00 – 9:00 p.m. Welcome Reception

Thursday, Feb. 7, 2019

- 6:45 – 7:30 a.m. *Yoga*
- 8:45 – 10:00 a.m. Welcome/Introductions/**Opening Keynote**
The Source Awakens—People and Government
Doug Smith, Vice President, Robert H. Smith Center for the Constitution
- 10:30 – 11:30 p.m. **Concurrent Sessions:**
Session 1: *What are Opportunity Zones and Business Improvement Districts?*
Session 2: *Building Better Organizations: Programs, Policies, and Practices for Everyone*
- 11:30 – 12:45 p.m. **Lunch & ICMA/IML Updates**
- 1:00 – 2:00 p.m. **Concurrent Sessions:**
Session 1: *Illinois Solar – What's Next: A look at the SolSmart Initiative*
Session 2: *Synergies and Strategies: How Local Government is Knocking Down Barriers for Business*
- 2:30 – 4:05 p.m. **Rapid Fire Session on Alternative Service Delivery – NEW!**
- 4:20 – 5:20 p.m. **Concurrent Sessions:**
Session 1: *Q & A for Aspiring Managers/Administrators*
Session 2: *Tales from the Range*
- 6:00 – 8:30 p.m. *Dinner at Children's Museum*
- 8:30 – 11:30 p.m. *IAMMA Social Event*

Friday, Feb. 8, 2019

- 6:30 a.m. *ILCMA 5K Run/1.5M Walk*
- 8:30 – 10:30 a.m. *Field Trip – Normal Fire Station – LEED Certified*
- 9:00 – 10:30 a.m. *Session: Unraveling the Mystery of Municipal Bonds Session*
- 10:45 a.m. – 12:00 p.m. **Closing Keynote – Oh Shift!** By Jennifer Powers

TECHNOLOGY SHOW CASE OFFERED AT EACH BREAK – NEW!

IAMMA/Metro Managers Angel Tree Luncheon

DECEMBER 12th - 11:30am

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: Justyn Miller (jmiller@warrenville.il.us) or Evan Walter (ewalter@burr-ridge.gov)



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Angel Tree tags may be obtained by
contacting Laura Linehan at linehanl@foxlake.org

Gifts (unwrapped) must be dropped off at the
IAMMA/Metro Managers Luncheon at Harry
Caray's in Lombard on December 12th.

SIGN UP FOR EVENT
HERE

FOLLOW US ON:



IAMMA/METRO MANAGERS December Holiday Luncheon

TOPIC: 2018 ICMA Program Excellence Award Recipients

Presentation from Illinois Winners of the 2018
ICMA Excellence Awards Program



**Flossmoor, IL: Connecting Our
Community to Be More Inclusive**

Presented by: Bridget Wachtel, Village Manager

**Mundelein, IL: A Way Out Program:
Lake County Opioid Initiative**

Presented by: John Lobaito, Village Administrator

**Kenilworth, IL: Kenilworth 2023
Infrastructure Improvement Plan**

Presented by: Patrick Brennan, Village Manager

REGISTER AT:

<https://2018-holiday-lunch-ilcma.eventbrite.com>

IML Managers Monthly Column

Form of Government on the Ballot This November: The Results

By Scot Wrighton, City Manager, Streator and IML Managers Committee Member

Among the many referendum issues on November 6 Illinois General Election ballots was the question of whether the city of Danville should adopt the council-manager form (and discard its existing strong mayor/aldermanic form), and whether the city of Streator's council-manager form (in place for more than 30 years) should be retained. The proposed switch to council-manager form in Danville was rejected by voters, but retention of the council-manager form in Streator was approved by voters, with a positive margin of more than 67%.

These referenda outcomes illustrate two axioms of local governance that ICMA has seen played out in many other localities across the country: citizens do not easily embrace fundamental structural change in their local governmental forms, no matter the catalyst; but where the council-manager form has been in place for a long period of time, its efficiency, professionalism, transparency and overall commitment to good governance are, in the vast majority of cases, appreciated and, therefore, retained by local voters.

The city of Freeport, Illinois, adopted the council-manager form in 2017 after three previous attempts to jettison the former strong mayor/aldermanic form had failed. Even the fourth and final referendum passed with only a 53% majority. It could be that the advantages of professional council-manager government are difficult for citizens to understand in the abstract. This may mean that, absent a huge local crisis like the financial scandal in Dixon that resulted in changing to the council-manager form of government on the first attempt, the process of successfully educating local voters on the good governance advantages of the



council-manager form often take several years—and even several referendum attempts, as it did in Freeport. Too often, advocacy for the council-manager form is unduly connected to individuals working in the public realm, or to specific policy debates. This is a bad omen for successful referenda, because the council-manager form is just that—a form of government that is agnostic to government policy and individuals (excepting good governance policies* themselves). If a large and vocal special interest group perceives that the council-manager form will not advance their agenda, then the public education challenges can be even more difficult to overcome, as was the case in Danville.

In Streator, Illinois the advantages of retaining the council-manager form were not abstract or hypothetical. Local citizens remembered what corruption and inefficiencies the city experienced prior to rejecting the commission form of government for the council-manager form in 1986. Five months ahead of the November 2018 Streator referendum, a local group of volunteers formed the “Streator YES” committee. The committee created its own website, printed yard signs, recruited other volunteers, sought out support from ICMA, sponsored two showings of the film “All the Queen’s Horses” – a documentary on Dixon’s financial mismanagement that led to a change in the form of government there, conducted public forums and established a network for responding to citizens’ questions and rebutting misinformation on social media. The Streator YES Committee kept the community focused on what was best for the future of the city, rather than petty grievances for which the proponents of abandoning the council-manager form had sought redress, and they kept the public discussion focused on form of government rather than any municipal policies that are anyway established by the elected governing body, or the views of any specific individuals. These efforts contributed directly to the lopsided vote margin.

The strategies adopted and deployed in Streator for retaining the council-manager form are a useful and instructive model for other communities facing a similar referendum challenge.



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Senior Advisor Column



Hard and Soft

by Greg Bielawski, ILCMA/ICMA Senior Advisor

You have your college degree (s), you know how to prepare a budget and financial plan, you have several years of experience, you are a wizard at social media, you have a certificate in big data and analytics and you are fluent in a foreign language. Great! You have the hard skills employers want. But, do you have the soft skills needed in this ever-changing work environment?

Soft skills; what are they? These are the ones most commonly and frequently mentioned by employers: Communication, Leadership, Creativity, Critical Thinking and Problem Solving, Interpersonal/Relationship Building, Time Management.

It has been my experience that our members and colleagues at all levels sometimes find themselves in trouble because they forget how important these soft skills are. They fail to keep all stakeholders informed in a timely and clear manner. Vision and direction are not clear or articulated widely internally. They forget that engagement and relationship building both internally and externally are critical for success. When new situations arise, they are afraid to look for new answers but rely on the old way of doing things. Or, they make decisions and radical changes without socializing them properly. They try to do too much, too fast and never complete anything. They lack patience and want everything now. They fail to understand, or forget, that in a representative democracy it often takes time for a decision to be made by elected officials. Similarly, they can't understand why their boss doesn't quickly and automatically accept their well-documented and magnificently presented recommendation.

Do you utilize soft skills as effectively as you do your hard skills? Are you effectively building relationships? I suggest that all members reflect on their soft skills. Ask trusted individuals if you think you could use some softening. If so, work on them. It could make your work day less stressful and likely extend your career.



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Cocktails & Conversation

The Legacy Project invites you to
join us for a
casual after hours event
Thursday, December 6th
5:30 - 7:30 pm
at Five Roses Pub
5509 Park Place, Rosemont, IL
All are Welcome!

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ILCMA RENEWS AFFILIATION AGREEMENT WITH THE ALLIANCE FOR INNOVATION

At the November 2018 ILCMA Board meeting the ILCMA Board approved an updated affiliation agreement with the Alliance for Innovation.



Objectives

Both organizations offer services and products to their members which furthers the profession of local government management and service delivery. Through this Operating Agreement, the Alliance and ILCMA will be able to collaboratively connect public service practitioners with learning opportunities, networking events, and research products related to innovations in local government and the culture that facilitates implementation and sustainability.

About the Alliance for Innovation

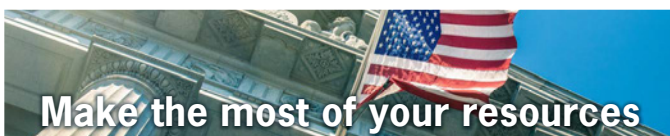
The mission of the Alliance for Innovation is to inspire innovation to advance communities. This is achieved through connecting a community of innovators; fostering an innovation ecosystem that cultivates innovative organizational cultures; and identifying leading and emerging practices and sharing these innovations through learning events, conferences, regional workshops, and data sharing.

A major highlight of the Agreement for ILCMA members includes a special membership discount where new Alliance members that are members of ILCMA will receive a 10% discount on first year membership dues (following the first year of membership, organizations will be invoiced according to the regular Alliance dues structure).

Upcoming Alliance for Innovation Events include:

Keep Calm, Engage On: A Story About Making Public Participation More Accessible: Join us on Thursday, December 13 at 1 PM EST, to hear from the City of Goodyear, Arizona, and to Meet TOM (Topics on the Move), a unique engagement tool deployed in the City of Goodyear, to collect public input where stakeholders are found. Through TOM, they've been making strides to enrich resident engagement by making participation more accessible to its residents through continuous improvements. Find out how they're doing it and get tips and tricks to foster creativity in transforming your city's outreach efforts into more valuable engagement tools. <https://www.regonline.com/registration/Checkin.aspx?EventID=2541807>

Registration for the 2019 Transforming Local Government conference April 9-12, 2019 in Reno, NV is now open! Take advantage of throwback rates until Dec 14, 2018 (additional early bird pricing options will be available after that until mid-February). Registration is available here: <https://www.regonline.com/builder/site/Default.aspx?EventID=2311600>



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Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector January 25, 2019

- 8:00 – 8:45 a.m. **Registration/Continental Breakfast**
- 8:45 – 9:00 a.m. **Welcome and Introductions**
- 9:00 – 10:00 a.m. **Economic & Industry Perspectives**
Rick Mattoon, Senior Economist, Chicago Federal Reserve
- 10:00 – 10:15 a.m. **Break**
- 10:15 a.m. – 12:15 p.m. **Real Estate Perspectives**
Stephen B. Friedman, President, SB Friedman, Moderator
Future Adaptations of Commercial Office Space
Mary Ludgin, Managing Director, Head of Global Research, Heitman Financial
- Future of Housing Trends and the Housing Market in Illinois – demographic waves in region and future of housing**
Ranadip Bose, Senior Vice President, SB Friedman
- Dynamic Trends in the Current and Future Retail Environment**
Keith Lord, President, The Lord Companies, LLC
Michael Mallon, CRX, CCIM, Senior Vice President, Retail Development, Draper and Kramer
- 12:15 – 12:50 p.m. **Lunch**
- 12:50 – 1:20 p.m. **Lunch Keynote – Mark Peterson, Executive Director, Intersect Illinois**
- 1:25 – 2:15 p.m. **Future of Manufacturing and Work Force Development**
Mark Peterson, Moderator
Panelists:
Dr. Laurie Borowicz, President, Kishwaukee College
Jason Anderson, Economic Development Director, City of Rochelle
David Boulay, President, Illinois Manufacturing Extension Center
- 2:15 – 2:30 p.m. **Break**
- 2:30 – 3:30 p.m. **Future Trends in Health and Labor**
Greg Kuhn, Assistant Director, Center for Governmental Studies, Moderator
Ben Gehrt, Attorney, Clark Baird Smith
Mike Wojcik, Senior Vice President/Principal, The Horton Group

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***Mentor the Future through
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A Professional Development
Session for Aspiring
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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 12, 2018
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: \$35 per person for the Speed Coaching
and Luncheon

RSVP: By Friday, Dec. 7th by going to:

<https://2018-holiday-lunch-ilcma.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 \$35!**



ILCMA Memberhip 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.)

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Tim Ridder
Mike Mertens
Diana Dykstra

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timothyridder@hotmail.com
michaelsmertens@yahoo.com
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Value of an Intern

On behalf of the Illinois Association of Municipal Management Assistants (IAMMA) Board of Directors, I would like to take a moment to update you on an exciting internship initiative to promote the local government profession. The program is a new collaborative effort between IAMMA's Next Generation Committee and ILCMA's Communications Committee and is aimed at connecting prospective pre-career MPA students or career-changing professionals to municipal internship experiences throughout Illinois. An internship in local government is a great opportunity for graduate or undergraduate students to learn new skills, increase knowledge and awareness of local government, and engage in relevant real-world experiences while exploring their career interests. To further this initiative, IAMMA and ILCMA members have been actively visiting college campuses to promote the local government profession and available internships to students.

I know we can all agree that enhancing the awareness of local government internships is imperative to the future growth and sustainability of professional local government management. We ask all of you to join us in this effort and consider if an administrative intern is right for your organization. Consider the benefits other municipalities have received, which include, among others:

- Interns perform high-level tasks like event planning, communications outreach, and research at a fraction of the cost
- Interns bring new, innovative ideas and methods to solve the problems of today and tomorrow
- Over 80% of Managers/CAOs reported that they would recommend hiring interns to other managers based on their performance

To learn more about how you can establish a meaningful internship experience within your organization, please see the flyer included in this newsletter.

If you have questions or need additional resources such as sample job descriptions, position announcements or in-basket exercises please contact me or the Co-Chairs of IAMMA's Next-Generation Committee:

Mike Strong
Assistant to the City Manager
strongm@cityoflakeforest.com

Glen Cole
Assistant to the Village Administrator
gcole@lakebluff.org

We appreciate your ongoing support and hope you continue to offer members or your organization the opportunity to engage in IAMMA's programs, services and events.

Andrew Lichterman
President, IAMMA



IS HIRING AN ADMINISTRATIVE INTERN RIGHT FOR YOU?

WHY HIRE AN INTERN

INTERSHIPS BENEFIT THE STUDENTS

Having applicable experience is invaluable to individuals pursuing their MPA and future local government career. Internships provide students a tremendous developmental learning experience in public administration that offers exposure to key aspects of local government administration, organizational structure, and operations.

INTERSHIPS BENEFIT THE ORGANIZATION

Internships offer municipalities the opportunity to vet and assess individuals as potential full-time employees. According to a recent IAMMA Intern Evaluation Survey conducted in 2017, 80% of managers reported they would recommend hiring interns to other managers based on their performance. Interns can also provide organizations greater staff capacity without the expense of a full-time employee.

INTERSHIPS BENEFIT THE PROFESSION

Offering a local government internship opportunity is a great way to promote local government management and introduce students to a multitude of potential career paths that may be pursued in public service. Exposure to the various aspects of a local government organization through internships help inspire our next generation of local government leaders.

HOW TO CREATE AN INTERSHIP

INTERSHIP "BEST PRACTICES"

To help ensure a successful graduate internship where both parties involved benefit, it is recommended that some simple practices be considered:

- **Supervision & Mentoring:** Ensure that interns are offered a supportive direct report who provides tools and guidance for continual learning.
- **Meaningful Work:** Give interns projects that are important to the organization's goals and objectives.
- **Communication:** Reinforce the value of clear communication with government officials, residents and members of the public.
- **Flexibility:** Due to their academic schedules, interns may require more flexibility in deadlines and projects.
- **Integration:** Make the position an integral part of the organization.

HOW CAN AN INTERN HELP YOU

GENERAL DUTIES

Some common graduate intern duties may include event planning and execution, customer service, policy research, writing and outreach to external stakeholders.

SPECIAL PROJECTS

Additionally, interns may help with various other special projects or assignments, including:

- Preparing ordinances and/or resolutions
- Coordinating an RFP/RFQ process
- Serving as a liaison for a Board or Commission
- Leading an internal business process review or reengineering
- Investigating performance management programs

WHAT TO PAY AN INTERN

RECRUITMENT AND COMPENSATION

A majority of managers report successfully recruiting graduate intern candidates directly from Universities. Other successful methods of recruitment may include:

- Posting on the community website
- Advertising in the community newsletter
- Using social media
- Contacting state associations
- Consulting with academic coordinators at higher education level institutions, and with professors or program directors in the field of public administration

Interns typically work 20-24 hours per week at an hourly rate of \$12-\$25 per hour and are retained for two years while they pursue a MPA. If financial resources are constrained, consider other forms of compensation, including paid travel expenses, career development assistance, course credit from graduate program, or a stipend payment.

ARE YOU READY TO START AN INTERNSHIP PROGRAM?

For more resources on how to start an internship in your municipality, please click here to see the ICMA's Internship Toolkit or visit www.iamma.org to get started today.

Based on February, 2017 IAMMA Intern Evaluation Survey prepared by the Center for Governmental Studies



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Jan. 17, 2019 – NIU-Naperville

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ILCMA Members Become ICMA Credentialed Managers

Anne Marie Gaura, MIT, recently received the International City/County Management Association (ICMA)'s Credentialed Manager Candidate designation. He will become an ICMA Credentialed Manager in November 2020.

Interested in Becoming a Credentialed Manager?

The Application Deadlines and Fees are:

- January 3
- April 3
- July 7
- October 2

In addition to the \$75 cost of the Applied Knowledge Assessment, the online application fee is \$50. Paper applications are no longer available.



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Click here to see job listings

<https://www.ilcma.org/jobs/>



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City/County Management in Illinois

A publication of: Illinois City/County Management Association, Illinois Association of Municipal Management Assistants, Metropolitan Managers Association, Downstate City/County Management Association, Southwest Illinois City Management Association, The Legacy Project

This newsletter is published ten times a year by the Secretariat. The deadline for ads or article submission in the newsletter is the 10th of the month prior to each month's issue.

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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.