JUNE 2019

City/County Management

INILLINOIS

Volume 14 No. 10

Strengthening the quality of local governance through professional management



Calendar of Events

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



June 5 **Legacy Luncheon**Naperville, IL

June 5 – 7 **ILCMA Summer Conference**Eagle Ridge in Galena, IL

June 13 **SWICMA Luncheon**Glen Carbon, IL

August 8 – 9 **Downstate Meeting**Carbondale, IL

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Membership Dues Notices

For those of you who have not yet renewed, membership dues notices will be arriving in your mailboxes in the near future. The Secretariat's office hopes to have new directories out to members by mid-September. Your timely response in returning your dues is much appreciated and will facilitate us meeting this goal.

Thank you for your support and the opportunity to serve you!



Important Notice – No Newsletter in July

Due to the ILCMA Summer Conference, City/County Management in Illinois will not be published in July. August 1 is the next publication date.

President's Column

As June arrives, I am hopeful the rain can stop, and we can get to some summer weather! It has been an interesting and rewarding couple of years for me serving as President of Metro Managers in 2017-2018 and ILCMA President in 2018-2019. I have learned a great deal from our members, our corporate partners and our outstanding ILCMA leaders at the Center for Governmental Studies at NIU. This past year has been productive, and we have made progress on several initiatives prioritized in our Strategic Plan. I am very grateful for our Board Officers and Committee Chairs who have volunteered their time and resources to strengthen our State Association. I would like to thank Nancy Hill, Director of Community Development in South Elgin, for her contributions to the Board over the last three years. I would also like to thank Peggy Halik, Assistant Village Manager in Woodridge, who has served the Board as Membership Services Committee Chair for the past two years. Kevin Barr, Village Manager, Clarendon Hills, served as the Metro President representative and has been nominated, along with Peggy Halik, to serve as ILCMA Board directors for a three-year term. Thank you to all the ILCMA Affiliate Presidents who served the Board this year. They are Grant Litteken (SWICMA), Andrew Lictherman (IAMMA), Scott Smith (Downstate), Scott Hartmann (IACA), and Robin Ellis (Legacy).

We received very sad news that our ILCMA Board Vice-President and Boone County Administrator Ken Terrinoni recently suffered a stroke and is recovering but unable to work. Please keep Ken and his family in your prayers.

I am hopeful you procrastinators sign up for the Summer Conference at Eagle Ridge this week. Our numbers are down over last year at this point. Don't miss out on a great opportunity to invest in your professional development and network with leaders in our profession.

Mike Cassady President, ILCMA Village Manager, Mt. Prospect



Illinois State Treasurer's Office and Northern Illinois University Collaborate to offer a Local Government Seminar

CGS is collaborating with the Illinois State Treasurer's office to present a free seminar to local government officials on Tuesday, June 25, in the NIU Holmes Student Center Heritage Room (2nd floor), 340 Carroll Avenue, DeKalb. The seminar runs from 9:30 am-1 pm (check-in, 8:30 am). Registration is limited to only 65 municipal representatives so make sure to reserve your spot today. Registration closes at noon, Friday, June 21. Attendees will learn about investments and policy, PCI compliance when accepting credit cards, how to benefit from two of the Illinois State Treasurer's financial products, ePAY and the Illinois Funds, and other IL State Treasurer programs your constituents should know more about. The event will offer CPE/CEU credits to attendees. Continental breakfast will be provided. Access the full agenda.









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Welcome New Members

William Baker, Fire Chief/EMA Director, Village of Buffalo Grove

Brian Gregory, City Manager, City of Sycamore James Keim, Village Administrator, Village of Antioch Scott Koeppel, County Administrator, Kendall County Gavin Morgan, Township Manager, Oak Park Township Jeremiah Muhammad, Student,

Illinois Institute of Technology

Shauna Musselman, Assistant County Administrator, Peoria County

Adam Orton, City Treasurer/Assistant to the City Manager, City of Sycamore

Max Slankard, Public Works Director, Village of Skokie Mary Smith, Baecore Group

Kelly Turner, Baecore Group

Laura Williamson, Public Works Director, City of Beloit



ILCMA is proud to announce the launch of ILCMA Connect on March 4. ILCMA Connect is an enhanced member benefit that is a powerful network to connect colleagues from across the state of Illinois to exchange knowledge and share solutions.

ILCMA Connect, which automatically enrolls all ILCMA voting members, students, and cooperating members, is a cloud-based, private online community. ILCMA has started off with one general community for launch, which includes an open forum for general discussion. The potential exists for affiliate associations to have their own specialty community, so look for this new feature soon.

ILCMA members will receive an email with a subscription notification. In addition to being able to chat with colleagues, members will be able to participate in discussions; access a library of resources specific to communities; and post images, videos and documents to share with others.

ILCMA Connect access is tied to ILCMA corporate membership. Members will be able to join communities, update individual profiles and manage the frequency of community notifications. To learn more and join the discussion, please visit the ILCMA Connect website.

Call for ILCMA Committee Volunteers

Have you wanted to get more involved with ILCMA, but just haven't gotten around to it? Well, now's your chance as the following 2019-2020 Committees need members:

ILCMA Conference Committee

Chair - Pres Elect - Ken Terrinoni, Boone County Co-Chair - Vice President - Drew Irvin, Lake Bluff

The Conference Committee shall plan and organize the summer and winter conferences. The Conference Committee shall be divided into two subcommittees in order to divide the labor of planning the conferences. The Committee makeup shall be as follows: two representatives from each affiliate (one to serve on the Summer Conference Subcommittee and one to serve on the Winter Conference Subcommittee) and a representative from the host cities for the summer and winter conference when appropriate. There should also be geographic representation on each of the Subcommittees.

Summer Conference Committee – Joint Conference

ILCMA/WCMA at The Abbey, Lake Geneva on June 24 – 26, 2020

2019-20 Conference Chair – Ken Terrinoni, County Administrator, Boone County

The Summer Conference Subcommittee shall plan and organize the principal annual Association conference held in June, which includes the Annual Business Meeting.

Winter Conference Committee – Marriott, Normal, IL on Feb. 5 - 7, 2020

2019-20 Chair – Drew Irvin, Village Administrator, Lake Bluff The Winter Conference Subcommittee shall plan and organize the Association conference held in February.

Professional Development Committee

2018-20 Chair - Sharon Tanner, Assistant Village Manager, Glencoe

The Professional Development and Education Committee shall provide information and guidelines to further the continuing education of its members. In addition, the committee assists ILCMA members in achieving continuing education goals for their respective organizations and in periodically reassessing the professional development and continuing education goals of the ILCMA membership. There shall be a commitment to the ICMA credentialing program so members are able to achieve professional development goals. The committee is in need of representation from all affiliates as well as the general membership.



Membership Services Committee

2019-21 Chair – Rich Keehner, Village Manager, Villa Park The Membership Services Committee shall evaluate current services and provide recommendations on additional member services. The committee shall be responsible for facilitating a survey of the membership every two years. Over the past few years the committee has also focused on diversity initiatives, membership development, and recruitment.

Communications Committee (Promote the Profession) 2018-20 Chair – Joan Walls, Deputy City Manager, Champaign

The Communications Committee shall coordinate activities to promote the local government management profession to cities, villages, counties, and townships throughout the state. The committee shall also coordinate activities and provide information about the profession to educational institutions.

Committee on Professional Conduct (based on vacancy per term requirements and regional representation) 2019-21 Chair – Mark Franz, Village Manager, Glen Ellyn The Committee on Professional Conduct is responsible for:

- Serving as a fact-finding committee to review ICMA ethics complaints or questions involving Illinois members
- Developing and carrying out education and training activities to promote the highest ethical standards of conduct
- Serving as the primary liaison with the ICMA Committee on Professional Conduct

If you are interested in serving on any of the above committees, please contact Dawn S. Peters by June 18, 2019 at dpeters@niu.edu or call her at 815-753-0923.





Cocktails & Conversation

The Legacy Project invites you to join us for a casual after hours event
Thursday, June 13th
4:30 - 6:30 pm
at Preservation Bread and Wine
513 South Third St, Geneva, IL
All are Welcome!

Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT

2nd Quarter 2019 Luncheons Brown Bag (bring your own)

Wednesday, June 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.



Weathering the Scorn

Whether it is the flood of FOIA requests received by staff, insults and criticism hailing down from citizens, or staff that is drowning from the demands of one resident, these situations make getting the rest of government business done seem impossible.

Mallory Milluzzi, partner at Klein, Thorpe & Jenkins, will lead a discussion of how best to "weather the scorn". This session will provide tips, tools and best practices regarding how to manage difficult FOIA requests and requestors or difficult citizens in general. In addition, this session will provide advice as to what to avoid when faced with difficult individuals, especially in situations where emotions run high. Please come ready to share your experiences, questions and/or solutions!

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

www.legacyprojectnow.org

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.

Learn How To Improve Your Plan Metrics

By AXA Equitable

If you have plan metrics that don't measure up to your standards, work with your financial professional to identify steps you can take to improve plan performance and prioritize them by importance based on your plan objective list. There are a number of strategies your financial professional can introduce to help you improve the health of your plan, but you may choose to implement just one or two at a time based on cost or administrative complexity. As part of your annual health check, you can use plan metrics to evaluate the success of strategies implemented in prior years.

Two strategies you may want to discuss with your financial professional to improve plan metrics are participant education and plan design changes.

Participant education

Educating your employees about the importance of saving early for retirement and calculating their retirement savings needs can help drive more successful savings behavior. You may also want to target specific groups of employees (e.g., those who are nearing retirement or who have a high rate of defaulted loans or hardship distributions) to provide financial wellness information specific to their needs or stage of life. Providing investment education can also help ensure that participants are adequately diversified for their age group, risk tolerance, and personal investment goals.

Plan design changes

Plan design can have a significant impact on participation rates, savings rates, and plan leakage. Here are examples of plan features that can improve plan health metrics. Your financial professional and plan design expert can help explain the plan features available to you, provide projections of the potential impact on your plan, and identify the funding and administrative costs.

Automatic enrollment: You can automatically enroll employees in the plan as soon as they become eligible, taking the enrollment decision and action steps out of their hands, if your goal is to increase your plan participation rate. Automatic escalation: You can add a plan feature allowing participants to automatically increase their deferral rate each year by certain increments. You can also design your plan to apply automatic deferral increases to automatically enrolled participants to gradually increase their savings rates above the automatic enrollment default rate.

Matching formula: You may be able to increase the amount your employees defer into the plan by requiring a larger

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deferral rate for a full matching contribution. For example, if you currently provide a match of 100% on deferrals up to 4% of compensation, consider adjusting your formula to match 50% on deferrals up to 8% of compensation. This formula change wouldn't cost you any more to fund but may incent employees to make a larger contribution to qualify for the full match.

Distribution options: In some cases, allowing loans or hardship distributions may make employees more comfortable saving a portion of their salary in the retirement plan because they know they can access that money if they need it. However, some plans find that narrowing these options (e.g., limiting loans and hardships to one per year) can reduce premature depletion of retirement assets.

Summary

Conducting a plan health review is necessary to make certain that your retirement plan is serving your business needs and promoting retirement readiness among your employees. Work with your financial professional to understand your plan health metrics and to benchmark your plan against plans for similar businesses to make sure you are meeting industry norms. If you don't have the results you want, consult with your financial professional about how plan design changes or targeted education could impact the health of your plan.

Please be advised that this document is not intended as legal or tax advice. Accordingly, any tax information provided in this document is not intended or written to be used, and cannot be used, by any taxpayer for the purpose of avoiding penalties that may be imposed on the taxpayer. The tax information was written to support the promotion or marketing of the transaction(s) or matter(s) addressed and you should seek advice based on your particular circumstances from an independent tax advisor.

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.

Beyond 21st Century IDEA

The federal government has taken the first step to legally require agencies to reach constituents online. With the passage of the 21st Century Integrated Digital Experience Act (21st Century IDEA), government is starting to catch up to where citizens are recognizing that technology is critical for strengthening relationships with its citizens and delivering services.

21st Century IDEA marks an important moment for the digital transformation for federal government, but also sets an important precedent for all levels. By setting a number of government-wide standards for online access and capabilities, including a consistent and searchable website for each agency, a digital format for all applications and forms, and accelerated use of electronic signatures, 21st Century IDEA is replacing a patchwork of digital practices with some uniformity and accountability. Those qualities will be essential for building a digital framework that can meet the needs of an evolving public and engage constituents and governments to work better together.

Building that firm digital foundation is critical, and will require that agencies achieve a baseline level of online access if they haven't already. But the long-overdue IDEA Act leaves off where the really exciting changes can and should begin.

In the private sector today, no company would be satisfied with simply having a website with some baseline capabilities. Every constituent is also a consumer, and consumers are experiencing a service revolution. Anyone can order groceries, pay their bills or schedule appointments from their couch or on the go by simply opening an app on their phone. There's no reason government agencies can't start to deliver that kind of excellent customer experience, too.

Innovative governments are beginning to adopt unified platforms for government – a linked set of software programs that work together and communicate with each other to amplify the benefits of digital government. While 21st Century IDEA aims to bring government organizations into the present, these platforms are the future. With the cooperation of constituents who have opted in to sharing their data, platforms can empower governments to apply analytics to civic engagement, using past interactions with specific topics to direct relevant information to constituents.



Learn more at granicus.com



Bringing government solutions together in a unified platform is the way to unleash in the public sector the kind of transformation we've witnessed in private industry after private industry.

The opportunities for deploying integrated online services to better serve constituents is limitless. Government organizations can achieve so much more than they do now, safely and securely delivering high quality government services with the precision and efficiency of the digital age.

This goes beyond just federal agencies. The potential benefits of government organizations at every level adopting a unified platform are staggering. It's in every government's best interest that they first work to meet the requirements of 21st Century IDEA, then surpass them. Because citizens interact more frequently at the local level, there is a greater opportunity for innovative state and municipal government organizations to leverage platform technology to strengthen their bonds with their constituents, engage more people in their local communities, and spend less all at the same time.

21st Century IDEA is the low hanging fruit of digital government. For minimal upfront cost, providing baseline digital services offers significant value to all. Now we must look forward and commit to dramatically expand the digital footprint of governments at every level so that services delivered by governments rise to the level of the services people have come to expect in their everyday life that save time, money and hassle. All of us who work for the public good should strive to meet and exceed those expectations.

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Is Your Data Ready to Work for You?

By Robert Davis

Businesses are collecting more and more data each day and using it to make decisions. Local government is no different. But that data cannot serve its intended purpose if it is not of high quality. We consider data of high quality if it is ready and able to meet user needs, whether that is performing a workflow or for decision-making. So, how can we know that data is ready to work for us when we need it? In this article, we will explore how MGP has supported members of the GIS Consortium in measuring GIS utility data quality and its readiness to support Public Works activities.

Know your business processes

The first thing to consider is what business processes are important to your organization or department. What essential operations require high quality data? What workflows could use improvements by having better data? What activities would you like to do in the future but cannot do today because of the state of your data? In our example, let's say a community wants to analyze water main life expectancy to budget future replacement expenses.

Measure the quality of your data

Understanding the quality of the data needed to perform this analysis is the next step. There are many dimensions of data quality. Timeliness – is the data up-to-date? Completeness – is the data comprehensive and are all necessary aspects accounted for? Accuracy – does the data truly represent what's in the real world? Integrity – does the data comply with the standards and rules?

We measure timeliness as the time between when a water main was installed in the ground and when that main is represented in GIS. Completeness measures the amount of the necessary and required attribution that is populated such as diameter, install date, or material. Accuracy measures if water mains represented in GIS are in the correct spatial location in the real world. Is the water main on the correct side of a street? Integrity measures how the GIS utility data meets the network modeling standards. Are the mains snapped to valves and tees according to the standard?



Different data quality measures will have different impacts on business processes. Back to our example, timeliness and completeness are factors that will impact the ability to perform a water main life expectancy analysis. We need to have the latest water main data in GIS and have all of the relevant attribution populated, specifically install date. Conversely, if a community wants to better support their hydrant flushing activities by locating hydrants through GIS, timeliness and accuracy are going to be the most important whereas the attribution completeness is not critical for this business process.

Is your data ready?

Identify the business processes you want to perform and decide what level of data quality is acceptable for those business processes. Is 70% completeness going to provide trustworthy results after performing the water main life expectancy analysis? Is a timeliness score of 18 months going to give you confidence in the analysis?

If those data quality scores are not going to bring confidence in the results, the next step is to increase the quality of data in the categories that need it. Maybe process improvements need to be made or a team of stakeholders need to be assembled to populate missing or incorrect information. If resources are not available to work on the data, then putting the project on hold might be the right thing to do. Through this method, your organization can get into alignment on what is most important, understand the state of your data, and prioritize projects according to the readiness of the data so your data can work for you.

Mark your calendar and come join us!

Madison County Community Development, St. Clair County Community Development and the Illinois Environmental Protection Agency (IEPA) INVITE YOU to attend a **free** brownfields resources workshop.

The workshop is being presented by the Technical Assistance to Brownfields (TAB) Program at Kansas State University and is designed to assist communities in identifying the resources and opportunities available to resolve environmental and redevelopment issues often associated with brownfields properties.

Reuse and redevelopment of abandoned, idled, or underutilized real property (a.k.a. brownfields) are both a challenge and an opportunity. Putting these sites back into productive use can serve as a catalyst for local

For more information, please contact:

James Arnold, Madison Cty Community Dvpt.

jparnold@co.madison.il.us ph: 618-296-4247

Christine Anderson, St. Clair Cty Community Dvpt. canderson@co.st-clair.il.us ph: 618-825-3218

Jenessa Conner, IEPA Jenessa.N.Conner@illinois.gov

Margaret Renas, TAB mrenas@delta-institute.org ph: 312-651-4335







Resources for Revitalizing your Community

August 6, 2019 9:15 am to 2:30 pm

Shrine Restaurant & Banquet
Center
442 South DeMazenod Drive
Belleville, IL 62223

Who Should Attend?

Local and regional government officials, economic and community development organizations, not-forprofit entities, community groups, real estate developers, commercial real estate brokers, lenders and others working to promote economic development in the East Metro area.

For online registration and workshop materials, go to

http://www.ksutab.org/education/workshops

If you need assistance with your
registration, contact Sheree Walsh,
chsr@ksu.edu, 785-532-6519

Attendance is free, lunch will be provided, but *registration is required*.

This event is made possible with funding provided by U.S. EPA.







The Vermilion County, IL Health Department in partnership with the States of Illinois and Indiana invite YOU to attend:

Resources for Revitalizing Your Community

June 4, 2019, 8:30 am to 4:00 pm Central Time

Danville Area Community College, Auditorium 2000 E. Main St., Danville, IL 61832 MARK YOUR CALENDAR AND COME JOIN US!

Reuse and redevelopment of abandoned, idled, or underutilized real property (a.k.a. brownfields) are both a challenge and an opportunity. Putting these sites back into productive use can serve as a catalyst for local economic revitalization.

Then: Former Garment Factory







The free brownfields resources workshop is being presented by the Technical Assistance to Brownfields (TAB) Program at Kansas State University in partnership with the Illinois Environmental Protection Agency (IEPA) and Indiana Brownfields Program (IBP). The workshop is designed to assist communities in identifying the resources and opportunities available to resolve environmental and redevelopment issues often associated with brownfields properties.

Who should attend? Local and regional government officials, economic and community development organizations, not-for-profit entities, community groups, real estate developers, commercial real estate brokers, lenders and others working to promote economic development in eastern Illinois and western Indiana.

> For online registration and workshop materials, go to www.ksutab.org/education/workshops

If you need assistance with your registration, contact Sheree Walsh, chsr@ksu.edu, 785-532-6519

Attendance is free, lunch will be provided but registration is required.

For more information, please contact:

Doug Toole

Vermilion County Health Dept. dtoole@vchd.org 217-431-2262, ext. 243

Vermilion County **Health Department**





maggiejessie@ksu.edu 785-532-0782

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This event is made possible with funding provided by U.S. EPA

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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 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:

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







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IAMMA LEADERSHIP 2019-20

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Hadley Skeffington Vos - President

Deputy Village Manager - Village of Niles

Jack Linehan - President-Elect

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Management Analyst - Elk Grove Village

Liaison to Conference Committee

Evan Michel - Director At Large

Assistant to the Village Manager - Village of Buffalo

Grove

Liaison to S & A Committee

Sam Barghi - Director At Large

Public Works Management Analyst - Village of Carol

Stream

Liaison to Communications Committee

Glen Cole - Director At Large / Secretary

Assistant to the Village Administrator- Village of Lake

Bluff

Liaison to Next Gen Committee

John Scopelliti - Intern Representative

Administrative Intern-Village of Lake Bluff

Center for Governmental Studies of Northern Illinois University

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Assistant Director NIU CGS

Alex Galindo - Center for Govt. Studies

Program Assistant NIU CGS

Committee Chairs

Conference Committee

Laura Linehan - Co-Chair

Assistant to the Village Administrator - Village of Fox Lake

Joe Carey-Co-Chair

Assistant Village Manager - Village of Carol Stream

Next Generation

Heather McFarland-Co-Chair

Management Analyst - Village of Lincolnwood

MikeStrong - Co-Chair

Assistant to the City Manager-City of Lake Forest

Service and Activities

Caitlin Humrickhouse - Co-Chair

Consulting Manager Baker Tilly

Kirstin Hinds - Co-Chair

Community Development Intern-Village of Wood

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Philip Love - Co-Chair

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Dan Peck-Co-Chair

Business Development - Tria Architecture Inc.

Programming

Ana Lucía Elizárraga - Co-Chair

Management Analyst, Village of Niles

Trevor Bosack - Co-Chair

Assistant to the Village Administrator - Village of Woodridge





Opening Keynote: Dr. Bruce Moeller Leadership During Crisis - Isn't Everyday a Bit Challenging?

Join us on Thursday, June 6th to explores the challenges of leading communities in our typical day-in / dayout 'crisis mode' – through lessons drawn from responding to national disasters. Based on personal experiences dealing with large-scale incidents, **Dr. Bruce Moeller** will share how he transplanted secrets learned in the field to become more effective while serving as a city manager. This presentation offers insights and anecdotes designed to strengthen your city's leadership team – helping them to be more effective & resilient in managing the everyday, and extraordinary, in the life of a city manager.



Stay for the Networking...

Social events will include:

- ♦ Wednesday Morning-Golf at Eagle Ridge 9 or 18 holes
- ♦ Wednesday Evening-Western BBQ at Ehrler's Ranch in Galena
- Thursday Evening—ILCMA Awards Dinner followed by a Taste of Nightlife in Downtown Galena

For more details and to register for golf, visit ilcma.org/conferences

Details:

ILCMA 2019 Summer Conference June 5-7, 2019 Eagle Ridge Resort & Spa Galena, Illinois ilcma.org/conferences/

IML Managers Monthly Column

Preparing Your Newly Elected Officials

Tim Gleason, City Manager - City of Bloomington

The April municipal elections are over, so now what? For some cities and towns, the elections may have meant a new day with wholesale changes to the elected body. Others may not be seeing much of a difference with incumbents keeping seats or a mix of existing and new council/board members making up the legislative body with some new thoughts and ideas. Regardless of the results, a comprehensive onboarding even now can be key to a successful start and hopefully lead to a longer term positive working relationship between the elected, the manager or administrator and staff.

Simply put, campaigns can sometimes be messy affairs with opinions shared about government that are sometimes accurate but often are not or, at the very least, don't paint the full picture for a particular issue. While not always, it also is often the case that candidates are introduced to city government through the prism of media reports, complaints from unhappy residents or singular issues that may have driven them to candidacy. Onboarding can give you a chance to reset the conversation, if necessary. and, sometimes, simply provide "the rest of the story."

With a little planning, the process can allow you to provide a first look for some into the ways your departments operate, spotlight municipal success stories or opportunities and to publicly identify areas of concern to get those items "on the radar". You can also define preferred communications methods; while direct contact with department directors is fine and sometimes necessary, it is often most efficient for the elected body to pose questions to the city manager as the group's singular employee. It is the manager that is responsible for making sure that staff is responsive, and it is important that he or she be knowledgeable of what's being asked in order to make sure that things move forward as they should.

Finally, onboarding does not have to take a lot of time. As an example, following the 2019 municipal elections, the City of Bloomington scheduled a special public meeting for four hours on the first Saturday after elected officials were sworn in to kickoff this process. For the first hour and a half, department directors were given a few minutes to introduce themselves both personally (educational background, spouses, children, hobbies, etc.) and professionally (areas



of responsibility, current issues) and to answer questions face-to-face. The assumption may be that that only the professional or work- related should matter, but I'd argue that allowing staff to share those personal details - if they are willing - can be important to building the kind of work relationship you want with your governing board and can "humanize" staff in the eyes of a sometimes jaded public. After a short break, the meeting hit the road. Attendees loaded upon an accessible public transit bus and for the next hour traveled to city facilities, priority project sites and areas of the community that were experiencing problems or that will need attention. Again, the goal was not just to showcase the "good stuff," but also to show areas that may need some attention as plans are made and budgets for coming years are finalized. Also, sometimes actually seeing a particular location and having a chance to discuss it onsite can mean more than simply having a discussion in your council chambers.

Ultimately the goal here was not to cover all issues but to hopefully plant the seeds for future one-off conversations down the road, conversations that we've already seen start to happen between elected officials and staff members. Regardless of your method, whether or not you take the time on the front end with a newly seated elected group to talk about the issues before you and how you all want things to work can set the stage for future success or, possibly, almost certainly guarantee failure.



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ILCMA Memberhip Responsibilites 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 hi-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.)

Tim Ridder	timothyridder@hotmail.com	309-236-0929
Austin Edmondson	aedmondson4@roadrunner.com	901 299-6967
Darin Girdler	dgirdler@gmail.com	618-971-8276
Joe LaMargo	jlamargo1@gmail.com	708-277-3209
Dawn Wucki-Rossbach	dwrmpa@gmail.com	847-525-6081
John Marquart	jmarquart6@charter.net	906-396-1035









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ILCMA Members Receive ICMA Credentialed Manager Designation:

Paula Hewson, Schaumburg, IL

Kelsey Lock, Effingham, IL

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- January 3
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- July 7
- October 2

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Texas, Utah, Virginia, Washington, Wisconsin

The following webinar topics were the highest rated in a poll of leaders across the ICMA State Association Coaching Partners and sponsoring professional associations. We recruit top presenters across the U.S.

Register now. Advance registration is required for each webinar. Simply click on the links below. Even if you can't attend a live session, register so that you'll receive an email when the digital recording is available. You also will find the registration links at https://icma.org/coachingwebinars.

Webinar Topic [link takes you to free registration]	Date and Time
Ethics in Action	Wednesday, April 10
When it's your duty to say "no"	11a.m12:30 p.m. PT (2-3:30 p.m. ET)
Retooling Workplace Culture to Thrive in 21st Century	Thursday, May 16
	10:00 – 11:30 a.m. PT (1:30-3 p.m. ET)
Encouraging Inclusive Communities	Wednesday, June 12
	9:30 – 11 a.m. PT (12:30-2:00 p.m. ET)
Grappling with Gnarly Issues (opioids, homelessness, etc.)	Wednesday, September 11
how local government can help	10 a.m11:30 a.m. PT (1-2:30 p.m. ET)
Promoting Trust in a Divisive World	Thursday, October 10
	11:00 a.m12:30 PT (2-3:30 p.m. ET)
Having Difficult Conversations in Your Organization and	Thursday, November 14
Beyond	9:30 -11 a.m. PT (12:30-2:00 p.m. ET)

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

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

Tap additional resources to thrive in local government. Check out 1-1 Coaching, Talent Development, Career Compass articles, and other resources at https://icma.org/icma-coaching-program.

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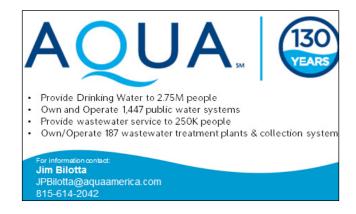
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