

Calendar of Events

August 5
SWICMA Luncheon
O'Fallon

August 26
Legacy Project
Bartlett

Sept. 2
ILCMA/Metro Professional Development
Hybrid at NIU Naperville & via Zoom

Sept. 8 – 10
ILCMA Summer Conference
Eagle Ridge, Galena

Oct. 3 – 6
ICMA Conference
Portland, OR

To view all upcoming events
[click here](#)

President's Column

As I begin my term as President of our association, I cannot help but be a bit nostalgic looking back upon how much I have gained from ILCMA in my 27 years in Illinois local government. I do not know exactly when I first became an ILCMA member; I just know that ILCMA has always been a part of my professional life here - ever present as a resource for information, learning opportunities, and as a "safe harbor" where colleagues and friends come together to support one another in the meaningful, but often challenging, work of leading local communities.

I want to thank Past President Drew Irvin for his leadership and all officers, board members and committee members who kept our association moving forward during the extraordinary events of 2020-21. They also have set our direction for the future through the development of the ILCMA Strategic Plan for 2021-2024. Everyone's efforts over the past year have been nothing short of amazing.

Our vision under the new Strategic Plan reinforces our commitment to be the preeminent resource for ethical local government best practices, focused on supporting our membership, and seeking opportunities for inclusion. To that end, our members are called to work together to strengthen ILCMA by nourishing partnerships, elevating the membership experience through our programs and services, reinforcing the ethical foundation of local government, enhancing and expanding diversity, equity and inclusion activities, and taking action to ensure the fiscal and leadership stability needed to sustain ILCMA for many years to come.

Local government leaders are optimistic by nature; we rise every day believing that our efforts are going to make things better. ILCMA has always been, and always will be, here to support our aspirations and help us face the challenges that await us. Here's to a new year filled with friendship, common purpose, and hope that we can make tomorrow brighter than today.

Dorothy David, ILCMA President and City Manager, Champaign

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Job Mart

Click here to see job listings



ILCMA Offers Scholarship to ICMA Conference

To encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce they will provide financial assistance to ILCMA members, who are also members of ICMA, wishing to attend their first ICMA conference. ICMA will waive conference registration fees to the annual conference for two ILCMA members. ILCMA will in turn match the dollar amount, which is up to \$720, of those fees to help defray transportation and housing fees. This is an excellent opportunity, particularly for members from communities that do not have the resources to allow their staff to travel to national conferences.

To qualify, applicants must be a full (corporate/voting) member of ILCMA and be attending their first ICMA conference. If you are not an ICMA member, ICMA is offering a "Join, Go, Save 50%" 1st year's dues discount to those who have never belonged to ICMA and is a state scholarship recipient. Individuals can join ICMA using the following code CONF21 if they join online and then register for the 2021 Annual conference- either the live event in Portland or the digital event.

To apply, send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up-to-date resume. Applications are due in the Secretariat office no later than Sept. 1. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating they are entitled to a waiver of the conference registration fee.

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!**



[CLICK HERE FOR INFO](#)

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.

Who's Who Directory Update

Dawn Caldwell, formerly the Assistant Village Manager in Romeoville, has been appointed as the Village Manager in Romeoville.

Jason Bielawski has been named the Village Administrator in Roselle. He was serving as the interim and has been the Assistant Village Administrator for 15 years.

Mike Dropka is the new Village Administrator for the village of Forest View.

Heather McGuire, formerly the Crest Hill City Administrator, is the new St. Charles City Administrator. She started on July 26.

Cara Pavilcek has been appointed as the new Village Manager in Northbrook. She previously served as the Village Manager in Oak Park. She will start her new position in September.

Congratulations to **Riccardo Ginex** who retired in late June. Rick was the Village Manager in Oak Brook. ILCMA will donate \$100 to the ICMA Fund for the Profession in Rick's honor.

Bill Beith has been appointed as the new village administrator of Wonder Lake.

Kevin Timony has been appointed as the new Village Manager in Vernon Hills. He previously served as the Village Administrator in Wauconda.

Welcome New Members

New applications for Full (voting) membership are listed below and will be effective 30 days from the date of this publication unless a written objection is received by ILCMA. Objections should be addressed to the executive director.

Micah Chambers, Graduate Assistant, Hanover Township
Joel Clousing, The 457 Consulting Group
Andrew Ferrini, Assistant Village Administrator,
Village of Indian Head Park

Mary S. Glowacz, Management Analyst, Village of Deerfield
Jennifer Huson, County Administrator, Jackson County
Corey Incandela, Administrative Intern, City of Oswego
Aaron Klima, Interim Village Administrator,
Village of Shorewood

Shannon Malik Jarmusz, Economic Development Manager,
City of Batavia

Ashley Monroe, Assistant Village Manager,
Village of Riverside

Justin Pisellini, The 457 Consulting Group
Tish Powell, Manager of Municipal Sales, Republic Services

Emily Shaw, Administrative Intern, Village of Elk Grove
Derek Sherman, Assistant City Manager, City of Centralia

Ethan Sowl, MPA Student, Northern Illinois University
Emily Spangler, Administrative Intern, Village of Glencoe
Lance Thies, Director of Community and Economic

Development, City of Lockport

Chasity Wells-Armstrong, Village Manager,
Village of Maywood

Daniel Wyskochil, Assistant Director of Information
Technology, Village of Schaumburg

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 **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 info to the Membership Services Committee for review.

[Apply Here](#)





ILCMA Annual Report **July 1, 2021**

Strengthening the Quality of Local Governance through Professional Management

The following represents notable accomplishments from July 2020 to June 2021:

- Achieved a **total membership** of 752 as of April 30, 2021, which is a slight decrease over 2020. Corporate (voting) membership is 434, which is down from 458 in 2020.
- Received contributions of \$90,450 from 66 **corporate partners**. All levels of sponsorship were offered at a 50% discount for 2021 due to COVID and the cancellation of the 2020 Summer and Winter Conferences, so this is down 48% from 2019 – 2020.
- Continued implementation of the 2017 – 2020 **3-year strategic plan**.
- ILCMA had a **fund balance of \$328,679** as of fiscal year end on April 30, 2021; the balance is within established policies and did not increase from the 2020 fund balance.
- Actively supported the **ICMA Coaching program** (approx. 116 members listened to live coaching webinars).
- Held for the first time a **Virtual Winter Conference** on Feb. 3-5 via Zoom with 286 participants, over 200 of which were ILCMA managers/administrators, assistants, and students. This compares with 157 of that cohort that attended the in-person conference in 2020. Hence, ILCMA was able to reach more of our target audience with the virtual platform. For not only this reason, but also for travel concerns in the winter, the ILCMA Board voted to hold virtual winter conferences starting in 2023.
- The **Joint ILCMA/WCMA Summer Conference** at The Abbey on Lake Geneva was canceled due to the COVID-19 pandemic. The joint conference has been rescheduled for June 8 – 10, 2022 at The Abbey. The conference sessions were turned into webinars which were held every other Thursday from 11:30 a.m. – 1 p.m. throughout the summer. **The 2021 Summer Conference** was postponed and will be held Sept. 8 – 10 at Eagle Ridge.
- The **ILCMA Professional Development Committee**, in accordance with public health guidelines limiting in-person gatherings, this past year, offered virtual webinars. The Committee adjusted the typical structure of professional development sessions by shortening program length, decoupling dates from offerings by Metro Managers, and shifting to the lunch hour to serve as a potential for virtual lunch-and-learns. Additionally, ILCMA Executive Director Dawn Peters was able to ensure that recorded sessions for almost all sessions were available for later viewing by participants, to offer increased flexibility. Highlights of the year include:
 - Held a total of eight professional development sessions in online webinar format (Sept. 17, Oct. 14, Oct. 28, Nov. 19, Dec. 16, Mar. 4, Mar. 18, and Apr. 28).
 - Offered relevant and timely content, with sessions that touched on: bias and hate incidents, personal resiliency, onboarding newly elected officials, effective public communications messaging, and economic development during challenging times.
 - Cohosted four programs with other professional organizations (IAMMA, ILGFOA, Metro Managers, and ILGL).
 - Hosted one session as part of the Alliance for Innovation’s Transforming Local Government: Govapalooza virtual conference.
 - Partnered with NIU CGS to sponsor 11th annual **Illinois Financial Forecast Forum** on Jan. 24 (215 registrants).
- The **Membership Services Committee** worked through some important projects to the benefit of our valued members. The committee experienced a successful year accomplishing tasks in key projects including the 2020 membership survey, ILCMA website redesign, launching the ILCMA Connect Listserv, and ILCMA Mentorship

Program. Highlights include:

- ILCMA 2020 Membership survey – ILCMA members completed the 2020 membership survey with a 62% response rate making it the highest in the last 10 years. Surveys are conducted every three years. This multi-page survey is a valuable resource used to make improvements to programs and services which benefit our members. The survey is separated into several different sections, one section concerns the importance and satisfaction of the newsletter which is a significant benefit to our members. ILCMA publishes the newsletter 10 times per year via email with a link to a PDF file. The newsletter has been reorganized over time and has placed ILCMA related articles in the beginning and provides a cleaner look. In the near future, a “Member Spotlight” feature will be added and under consideration is adding a best practices and innovative programs and services feature as well. The following is a summary of survey responses about the newsletter:
 - 95% of respondents rated the newsletter as “Very Important” (52%) or Somewhat Important” (43%).
 - 97% of respondents rated the newsletter as “Excellent” (64%) or “Satisfactory” (33%).
 - 75% of respondents indicated that the current method of delivery and frequency is preferred.
 - 96% of respondents rated content of the newsletter as “Excellent” (48%) or “Satisfactory” (48%).
- ILCMA Website Redesign – Improvements consist of the mission statement being clearly visible at the top of the landing page “Strengthening the quality of local governance through professional management,” two of the most used sections of the website are Job Mart and Calendar of Events links were conspicuously located near the top of the page, and the drop downs were made larger and mid page a carousel is used to rotate through various slides without a need to click on the screen. In the 2020 survey, 96% of respondents rated the website as “Very Important” (66%) or Somewhat Important” (30%) and 96% of respondents rated the website as “Excellent” (55%) or “Satisfactory” (41%).
- ILCMA Connect Listserv – A newly updated ILCMA Connect Listserv was launched so that members can have 24/7 access to their peers. The committee made much progress in this area as the listserv powered by Higher Logic went through review, modification, and launch. The listserv has received positive feedback and is a very useful member benefit. In the 2020 survey 55% of respondents reported that they had engaged with the ILCMA Connect Listserv and 95% of respondents reported they found the platform easy to use. As a corporate member of ILCMA, you are automatically signed up for ILCMA Connect. Since its inception, ILCMA managers, administrators, assistants, and students have engaged in information sharing about several topics ranging from COVID-19 to public art programs to liquor licenses and other topics as well. Take a moment to log in and start looking around. There are many topics and great content to explore and discussions to join. If you have a question, you can start a discussion anytime. On the site, you will find latest discussions, upcoming events, most active members, and even recent shared files. Take a moment and create your profile, upload your photo, and start a discussion today.
- ILCMA Mentorship Program – Another key project the committee worked on is reinstating the mentorship program with added emphasis in ILCMA. If interested take a minute to log into the ILCMA site and visit the Mentor Match Program under Member Resources section. “[Mentor Match](#) is an online tool – including a searchable database – that facilitates the establishment of mentoring relationships. It is user-driven, allowing registered Mentees to search among registered Mentors using specified criteria to find individuals whose experience and expertise match areas in which they wish to be mentored. Likewise, registered Mentors can search for and identify potential Mentees.” A great place to start learning more about the program is the Mentor Match FAQs area. Mentor Matching is a benefit for ILCMA members only and is free of charge!
- ILCMA Member Recruitment/Retention – when alerted by ILCMA Executive Director Dawn, committee members have reached out to personally welcome new members and to contact non-renewal members to discuss the benefits of ILCMA.
- The **Communications Committee** charge is to proactively message about the benefits and innovations of professional local government management and to promote the value of the profession to elected officials,

residents, and the next generation of professional local government leaders. Over the past year, the Committee focused on the following strategies and tactics to achieve this goal:

- Promoting the profession of professional local government management by highlighting its role and value.
- Creating a more inclusive profession by engaging with new and diverse groups.
- Partnering with IAMMA to strengthen relationships with regional public administration programs.
- Deploying new strategies to engage members and prospective members online by facilitating online dialogue and information sharing among membership regarding best practices.
- Highlighting member contributions within their community through various online and print media.

The Communications Committee celebrates many highlights over the past year, including:

- Completion of a Career in Local Government video - Partnered with Vicarious Productions to develop and launch a creative marketing video that highlights different career paths within local government.
- Development of a new Virtual Idea Exchange Program - The new online engagement series allowed for members to engage in virtual networking, information sharing, and fellowship during a year that was void of many in-person social or professional development events. Events were held on Dec. 2, 2020, Mar. 10, 2021, and May 11, 2021. The feedback received on the first two sessions was very positive, and the Committee has been able to crowdsource future topics through evaluations – ensuring topics are relevant and of interest to attendees.

- The **Committee on Professional Conduct** held an interactive virtual session “Living our Code” that featured Martha Perego, ICMA Director of Membership Services and Ethics. The Committee also started the review of the current ILCMA Rules of Procedure for Ethics Violations, which will be considered for approval by the 2021-22 ILCMA Board.
- **Updated the ILCMA By-Laws.** The By-laws for the ILCMA set forth the rules, which govern the operation of our association; they describe the methods for selection of directors, the creation and purpose of committees, the relationship of our affiliate agencies, and the conduct of our meetings. The COVID pandemic created the need for more flexibility regarding setting ILCMA elections under any circumstances (what if a pandemic made the ILCMA cancel its Summer Conference?). ILCMA also wanted to elevate the Diversity, Equity, and Inclusion Task Force to a Standing Committee of the ILCMA.
- The ILCMA Board established the **Ad Hoc Task Force on Diversity and Inclusion** with the goal of identifying and reducing barriers to the participation of minorities, women, and other underrepresented groups in the local government profession and ILCMA. Under the recent ILCMA strategic plan, the Board set a goal to increase minority and women representation in ILCMA membership by 5% and to ensure minority and women representation on the ILCMA Board. To reach this goal, the Task Force created a work plan that addresses both ILCMA and organizational best practices. The ILCMA membership voted on updated bylaws that included the creation of a standing **ILCMA Diversity, Equity, and Inclusion Committee** to implement the ILCMA Work Plan.
- **Found Ways to Connect with our Corporate Partners.** ILCMA corporate partners play an important role in the success of our association. They help us coach our members by providing exceptional educational content and help support our activities. The pandemic placed roadblocks in front of our historic connection points, so ILCMA convened an ILCMA Corporate Partner Ad Hoc Task Force to help us create value for our Corporate Partners. Two new initiatives that came out of the Task Force included e-blasts about partner programs and services to members and asynchronous webinars that will be 30 – 90-minute educational seminars that must cover at least one ICMA Practice Area and feature a case study from a member community. These will be posted on a Partner resource page on the ILCMA website. These webinars can be viewed at a place and time that is convenient for members.
- Continued to effectively support **Managers in Transition (MIT)**.
- Maintained strong **Senior Advisor Program** - Senior Advisors during the year were Greg Bielawski, John Phillips, Steve Carter, Bob Kuntz, and Robin Weaver. Collectively they clocked over 1100 hours, traveled approximately 1358 miles, down 84% from 2019 due to COVID, and made just over 3500 contacts, up 25% over 2019.
- Supported events and activities of **ILCMA affiliates**: Legacy Project, IAMMA, Metro, IACA, Downstate, SWICMA.
- **Renewed contract** with NIU Center for Governmental Studies (CGS) to provide Secretariat Services for ILCMA.
- **Evaluated performance** of ILCMA Executive Director, which was rated as exceptional by the ILCMA Board.
- Maintained a **strong ICMA presence** with ILCMA members serving on several committees and task forces; worked

in close coordination with ICMA Midwest Regional Director Cheryl Hilvert.

- Maintained a strong **partnership with the Alliance for Innovation** to enhance member benefits for both agencies, including participation in Govapalooza.
- Due to COVID-19, the ILCMA Awards Program was postponed and no awards were given for 2019-2020. ILCMA typically has nominations for **Robert B. Morris Lifetime Achievement Awards and ILCMA Service Awards for Service to the Community, Service to the Profession, and Service to the Association.**
- Awarded the **James M. Banovetz Fellowship Award** to Cole Neder, DePaul University SPS, and Brianna Bacigalupo, Northern Illinois University MPA Program.
- In addition to the annual ILCMA contribution to the ICMA Fund for the Profession, ILCMA made contributions in honor of those who retired or passed in 2020:
 - ILCMA contributed \$1000 (\$100 per individual) to the ICMA Fund for Professional Management in honor of **retiring members**: Jim Norris, Ken Terrinoni, Steve Gulden, Tim Gillian, Steve Vinezeano, Lowell Crow, Jeff O'Dell, Dan Reimer, Rich Nahrstadt, Dave Kilbane
- No memorial contributions for 2020-2021

Closing:

Over the past twelve months we all have endeavored to execute the typical and expected myriad services, programs and capital initiatives we manage as local government professionals; we have also had to help steer our communities and organizations through the uncharted waters of this pandemic. Some of us navigated highly charged political issues literally playing out on our streets, town squares and in our city halls. Notwithstanding these difficult experiences, our membership has been highly engaged and committed to our mission. And, while we need to improve the diversity of our membership (I hope we all can strive to keep our trajectory going in the right direction), we are well resourced to complete our objectives.

I am honored and humbled for the opportunity to have served as the ILCMA President for the past year. I was very fortunate to have a phenomenal Executive Board to serve with that included President-Elect Dorothy David, Vice-President Randy Bukas, Secretary/Treasurer Peggy Halik, and our Immediate Past President Ray Rummel. I am forever grateful for the dedication of the members that are doing the hard work at the committee level. These folks, along with our tireless Executive Director Dawn Peters, make our Association stronger so please say “yes” or volunteer when you have the chance.

Again, I thank all of you for your efforts and support. Keep up the great work!

With thanks,
R. Drew Irvin
ILCMA President

ILCMA Announces 2021-2022 Board

The Illinois City/County Management Association (ILCMA) is pleased to announce the election results for new officers and directors.

President

Dorothy David
City Manager, Champaign

President-Elect

Randy Bukas
City Manager, Freeport

Vice-President

Peggy Halik
Assistant Village Administrator, Woodridge

Secretary-Treasurer

Phil Kiraly
City Manager, Glencoe

Immediate Past-President

Drew Irvin
Village Manager, Lake Bluff

Board Members

Kevin Barr – Director at Large
Village Manager, Clarendon Hills

Billy Tyus - Director at large
Assistant City Manager, Bloomington

Kimberly Richardson – Director at Large
Deputy City Manager, Evanston

Joe Carey – Director at large
Assistant Village Manager, Carol Stream

Gary Williams - Downstate
City Manager, Carbondale

Bridget Wachtel - Metro
Village Manager, Flossmoor

Brian Southey - IAMMA
Superintendent of Public Works Administration,
Elk Grove Village

Doug Brimm - SWICMA
City Administrator, Columbia

Kevin Catlin - IACA
County Administrator, Boone County

Paula Schumacher – Legacy Project
Village Administrator, Bartlett

IAMMA Board 2021-2022

President

Brian Southey, Elk Grove Village, Superintendent of
Administration
bsouthey@elkgrove.org
847-734-8067

Past President:

Jack Linehan, Gurnee, Assistant Village Administrator
jlinehan@village.gurnee.il.us
847-599-7514

President Elect

Evan Michel, Buffalo Grove, Assistant to the Village Manager
emichel@vbg.org
847-459-2506

Secretary

Anna Elizarraga, Nilus, Management Analyst
aluciaez@gmail.com
847-357-4246

Treasurer

Sam Barghi, Carol Stream, Management Analyst
sbarghi@carolstream.org
630-871-6273

Directors-at-Large

Glen Cole, Lake Bluff, Assistant to the Village Administrator
gcole@lakebluff.org
847-283-6889

Trevor Bosack, Woodridge, Assistant to the Village
Administrator
tbosack@vil.woodridge.il.us
630-719-4709

Karleen Gernady (Intern Representative), Elk Grove Village,
Administrative Intern
Kgernady@elkgrove.org
847-977-2457

Legacy Project Board

2021-2022

President

Mysi Hall, Communications and Human Resources
Generalist
GovHR USA/GovTemps USA
Office: 847-380-3169
Cell: 937-546-6281
Email: mhall@govhrusa.com

President Elect

Kathy Thake, Assistant to the Village Manager
Village of Niles
Office: 847-588-8006
Email: kmt@vniles.com

Treasurer

Kelly Coyle, Treasurer
Attorney
Clark Baird Smith, LLP
Office: 847-378-7715
Email: kcoyle@cbslawyers.com

Secretary

Jennifer Jones, In-Transition
Cell: 773-726-7617
Email: jjones3008.jj@gmail.com

Past President

Paula Schumacher, Village Administrator
Village of Bartlett
Office: 630-837-0800
Email: pschumacher@vbartlett.org

At Large Board Members

Robin Weaver, Senior Advisor
ICMA
Office: 630-835-6417
Email: rweaver3333@gmail.com

Lori Luther, City Manager
City of Beloit
Office: (608)364-6614
Cell: 608-921-3992
lutherl@beloitwi.gov

Kay Argo, Human Resources Manager
Village of Lemont
Office: 630.257.1552
kargo@lemont.il.us

Denise Joseph, Village of Lincolnwood
Office: 847-745-4703
Email: djoseph@lwd.org

Staff

Dawn Peters
NIU - Center for Governmental Studies
Office: 815-753-0923
Cell: 815-761-8875
Email: dpeters@niu.edu

IACA Board

2020 - 2022

President

Kevin Catlin, County Administrator
Boone County County
1212 Logan Ave., Suite 102, Belvidere, IL 61008
(815) 547-6694
kcatlin@boonecountil.org

Vice President

Vacant

Secretary/Treasurer

Sharon Schallhorn, County Administrator
Bureau County
700 S. Main St., Princeton, IL 61356
815-876-3555
sschallhorn@bureaucounty-il.gov

Past President

Scott Hartman, Deputy County Administrator
McHenry County
2200 North Seminary Avenue, McHenry, IL 60098
815-334-4924
sehartman@co.mchenry.il.us

ILCMA

Dawn Peters, Executive Director, ILCMA
NIU Center for Govt. Studies
148 N. 3rd St., DeKalb, IL 60115
815-753-0923
dpeters@niu.edu

Southwest Illinois City Management Association Board

2020-2022

President

Doug Brimm, City Administrator
City of Columbia
208 S. Rapp Ave., Columbia, IL 62236
618-281-7144 x 122
dbrimm@columbiaillinois.com

Vice President

Tony Funderburg, Village Administrator
Village of Freeburg
14 Southgate Center, Freeburg, IL 62243
618-539-5805
tfunderburg@freeburg.com

Secretary/Treasurer

Ben Schloesser, Village Administrator
Village of Swansea
1444 Boul Avenue, Swansea, IL 62226
bschloesser@swansaeil.org
618.234.0044 Ext. 106

Past President

Grant Litteken, Assistant City Administrator
City of O'Fallon
255 S. Lincoln Ave., O'Fallon, IL 62269
618-624-4500 x 8760 | Fax: 618-624-4508
glitteken@ofallon.org



ILCMA Member Receive ICMA Credentialed Manager Designation:

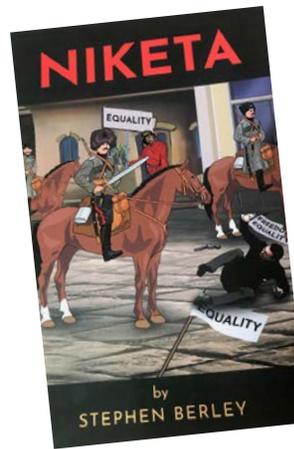
Congratulations to **Christina Burns, Oswego, IL** who earned the ICMA Credentialed Manager distinction.

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.



Stephen Berley, former ILCMA Range Rider, Writes Book about Father

Steve Berley has turned author in his retirement. He recently wrote this book about his father Niketa, who like millions of other immigrants was remarkable. His book deals with why he ran away from his home in Russia in 1913 is when he was 17 and the adventures (with much embellishment) he had before he came to America. It was a time of turmoil in the world and Russia—WW1, the Russian Revolution, and the rise of Communist Russia. He hopes his peers enjoy the book. It can be found on Amazon, Walmart, Barnes & Noble, Books-A-Million, and other sites. Look for *Niketa* by Stephen Berley or Russian Drama/Niketa by Stephen Berley.

CLA Advancing Civic Leadership
Navigating the Future
CIVIC LEADERSHIP
academy
Northern Illinois University

**Thank you to all the 2020-21
CLA participants.**

**Look forward to the 2021-22 lineup
coming in the fall.**

CLA Courses Qualify for ICMA's
Voluntary Credentialing Program

NORTHERN ILLINOIS UNIVERSITY
Center for Governmental Studies
Outreach, Engagement and Regional Development
go.niu.edu/cla

Metro Managers Association Board 2021-2022

President Bridget Wachtel
Village Manager, Flossmoor
2800 Flossmoor Road
Flossmoor, IL 60422
708-798-2300 fax: 708-798-4016
bwachtel@flossmoor.org

First Vice-President Kurt Carroll
Village Administrator, New Lenox
1 Veterans Parkway
New Lenox IL 60451
815-462-6410 fax: 815-462-6449
kcarroll@newlenox.net

Second Vice-President Juliana Maller
Village Manager, Hanover Park
2121 West Lake Street
Hanover Park, IL 60133
630-823-5610 fax: 630-823-5607
jmaller@hpil.org

Secretary/Treasurer Brian Murphy
MIT
11974 Winterberry Lane
Plainfield, IL 60585
815-267-8274
bmurphy868@yahoo.com

Past President Julia Cedillo
Village Manager, LaGrange Park
447 N. Catherine Ave.
LaGrange Park, IL 60526
708-354-0225 fax: 708-354-0241
jcedillo@lagrangepark.org

Board Member Phil Kiraly
Expires: 6-30-2022 Village Manager, Glencoe
675 Village Court
Glencoe, IL 60022
847-461-1101
pkiraly@villageofglencoe.org

Board Member Rudy Espiritu
Expires: 6-30-2023 Village Administrator, Berkeley
5819 Electric Avenue
Berkeley, IL 60163
708-234-2619 fax: 708-449-6189
respiritu@berkeley.il.us

Board Member Brian Townsend
Expires: 6-30-2023 Village Manager, Schaumburg
101 Schaumburg Court
Schaumburg, IL 60193
847-923-2560 fax: 847-923-4700
btownsend@villageofschaumburg.com

Board Member Dane C. Bragg
Expires: 6-30-2023 Village Manager, Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
847-459-2525 fax: 847-459-7906
DBragg@vbg.org

Board Member Brian Mitchell
Expires: 6-30-2023 Village Administrator, Glenwood
One Asselborn Way
Glenwood, IL 60424
708-753-2400
bmitchell@villageofglenwood.com

Board Member Karen Daulton Lange
Expires: 6-30-2024 Village Administrator, Lake Barrington
23860 W. Old Barrington Road
Lake Barrington, IL 60010
847-381-6010 x 101
kdlange@lakebarrington.org

Board Member Stephanie Dawkins
Expires: 6-30-2024 City Administrator, Geneva
22 South First Street
Geneva, IL 60134
630-262-8495
sdawkins@geneva.il.us

Executive Director/ILCMA Dawn S. Peters
Executive Director, ILCMA Secretariat
Center for Governmental Studies
Northern Illinois University
DeKalb, IL 60115
815-753-0923 fax: 815-753-2305
dpeters@niu.edu

New Feature!

Member Spotlight is a new feature in the ILCMA newsletter. In each issue ILCMA will highlight a member so you can get to know each other a little better.

ILCMA Member Spotlight

Kevin Catlin, County Administrator, Boone County



What are the top issues you/your organization are facing?

Boone County is currently trying to develop and implement innovation to fund aging capital assets, such as roofs, patrol vehicles, HVAC system, etc. It is my goal to ensure our capital assets and infrastructure are maintained sufficiently.

What advice have you received that has helped you persevere in your role?

I have learned a long time ago to document, document, document! It has helped me stay organized and prepared to answer any question that come my way. .

What advice do you have for colleagues?

Leave work at work and try to decompress when you are home with your family and/or loved ones.

What book are you reading? Netflix/streaming show are you bingeing?

I love the TV show *This is Us*. I am also a fan of the Chicago trilogy *Chicago PD*, *Chicago Fire*, and *Chicago Med*. I am a doctoral student studying public administration at the University of Illinois at Springfield. I am reading a lot of books related to ethics and public administration that I find quite fascinating.

What are the words you work by (or what is your motto when it comes to the way you approach your career)?

You are my colleague, not my friend. I know this sounds harsh, but we as managers need to ensure there is a clear distinction while at work. This does not mean you cannot be friends outside of work, but our workplace is where public servants serve at the pleasure of our residents and we must do that as effectively as possible without friendships clouting our judgment and decision-making.

Central Illinois Managers Resume In-Person Lunch Meetings

The Central Illinois managers and administrators have resumed their in-person lunch meetings organized by Senior Advisor Steve Carter. The Central Illinois managers met for lunch in Peoria on August 11. The East Central Illinois managers met the following week in Rantoul at their new Rantoul Family Sports Complex, an economic development attraction which includes 18 fields for various sports. Pictured in the photo is Rantoul Administrator Scott Eisenhauer, Director of Sports Operation Ryan Reid and Mahomet Administrator Patrick Brown. In the background the ILCMA logo is featured on their electronic board. Both groups have agreed to meet alternately in-person and on zoom as a transition to all in-person, hopefully in 2022.



ICMA | ethics

ILCMA held an ethics session on June 2 with Martha Perego from ICMA. Many of the questions related to the topic of fund raising. Martha shared this document for ILCMA members.

ICMA Guidance on Fund Raising

ICMA members may actively engage in fundraising for professional association conferences, statewide ballot initiatives, municipal projects, community projects, and personal causes. To avoid an ethical misstep, follow this advice for all fundraising activities:

Public Office is a Public Trust. Tenet 12 of the ICMA Code of Ethics reminds members not to leverage his or her position for personal gain. In keeping with the spirit of the gift guidelines, members should avoid soliciting money if the individual or the individual's organization might view the contribution as a "favor" and expect special treatment from the member in the future. Members should exercise good judgment and refrain from soliciting funds from a business if the business has an issue pending before the organization or it is known that an issue will come before the local government in the near future for action or a decision.

Refrain from asking employees to donate. It is ok for members to provide employees with information about a worthy cause and to give them an opportunity to donate if they so choose. However, directly asking a subordinate to donate may create a situation where employees feel uncomfortable or even coerced into making a donation.

Exercise discretion. Members should feel free to decline to participate in fundraising activities for any cause if they feel it is inappropriate. Some members offer strategic advice on raising funds for certain causes, rather than making direct solicitations.

Comply with the law. Some states and jurisdictions prohibit or otherwise regulate fundraising on public property or during working hours.

continued on next page

When fundraising for local government projects, you can promote transparency in the process by taking these steps:

- Obtain governing body approval for the fund-raising effort
- Provide clear guidance and direction to staff who may be engaged in fund raising
- Publicly announce that a fund-raising campaign is under way and outline the parameters of the campaign in writing
- Regularly report on the sources and amounts of donated funds and services.

For professional association conferences and personal causes, all the general ethical principles apply.

ICMA Code of Ethics Reference:

Tenet 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

GUIDELINES

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

ILCMA PROFESSIONAL DEVELOPMENT
EVENT AND METRO LUNCHEON

NAVIGATING THE NEW NORMAL

PROMOTING POSITIVE MENTAL HEALTH & RESILIENCE

Hybrid Event: Attend in-person luncheon or online
through Zoom

THURSDAY, SEPTEMBER 2, 2021

REGISTRATION AT 11:30 AM, LUNCH AT NOON

PRESENTATION AT APPROXIMATELY 12:30 PM

NIU NAPERVILLE --OR-- ONLINE VIA ZOOM

The stress and anxiety caused by the pandemic has been challenging for everyone, including municipal leaders. It's been difficult to meet the expectations of elected officials, staff, community members, family, and friends.

Join your colleagues and award-winning counselor, business leader, and licensed Clinical Professional Counselor Joyce Marter to learn practical tools and strategies to promote the coping skills, mental wellness, and resilience needed during challenging times.

Joyce infuses each presentation with a sense of humor and a positive attitude. This approach, combined with more than two decades of experience in the field of psychotherapy, has helped drive Joyce's reputation as a talented and sought-after speaker.

Joyce's new book, *The Financial Mindset Fix*, was written to help cultivate mental and spiritual discipline for taking charge of your financial well-being. Books will be available for purchase at the luncheon for those that are interested.

This session will be educational for all senior leaders in your organization. Bring your assistant or department heads!



Register at [ILCMA.org/events/0902](https://www.ilcma.org/events/0902)

In-person registration \$40 / \$20 Student

Zoom Access \$20 / \$10 Student

MIT's are free



The health and safety of Metro Members is of utmost importance; therefore, the following COVID protocols will be followed*: Masks and physical distancing are required for non-vaccinated individuals, and optional for fully vaccinated individuals. Round tables with chairs that will be 3' apart at a minimum. Buffet luncheon will be served by NIU staff that are masked and will have on gloves. All of the silverware is prewrapped, and a box of disposable gloves is placed by the food & beverages. Sanitary stations throughout the facility. All NIU staff will be always masked.

*Protocols may change pending CDC Guidelines.



SUMMER CONFERENCE 2021

ILCMA 2021 Summer Conference registration is now open! We are excited to back in person this September 8th-10th at Eagle Ridge Resort. The ILCMA Conference Committee put together a great conference with informative sessions, great keynotes, and fun social events and networking opportunities! Visit the ILCMA Conference page for conference brochure and registration details: www.ilcma.org/conferences



Opening Keynote:
Michael Kimmel
The Gender and Race Equality Advantage



Closing Keynote:
Heather Younger
Seize the Opportunity:
Reimagining a better Workplace in a Challenging World

Sessions include:

- Smarter, Safer, Resilient Cities – In a Post-Pandemic World
- Financing, Feasibility and Site Selection for Transformative Community Projects
- The Power of Data: Reaching Your Community by Understanding Equity and Inclusion
- PSEBA
- The Great Migration
- Succession Planning – How to do it right
- Criminal Justice Reform - What Happens Next?
- Best Practices in Long Range financial Planning
- Plus much more! See the Brochure for descriptions of all sessions

Plus:

The Professional Development Committee has put together a great Pre-Conference session: “Creating the Organizational ‘Win-Win’ in DEI Learning and Education: Mastering the Art of Transformation”



SEPTEMBER 8-10, 2021

**VISIT
WWW.ILCMA.ORG/CONFERENCES
FOR FULL DETAILS**

ILCMA SUMMER CONFERENCE 2021

ATTENDEE REGISTRATION FORM

Attendee Contact Information

Name: _____

First Name for Badge: _____

Title: _____

Organization: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone _____

Partner/Spouse Name (if registering) _____

Conference Registration

- ILCMA Member Full Conference \$250
- First-time Attendee*(members only) \$175
- Student \$50
- Non-Member \$425
- Member-in-Transition No Fee
- Pre Conference Session \$59
Creating the Organizational "Win-Win" in DEI Learning and Education: Mastering the Art of Transformation

Golf

- Golf 18 holes at the North Course \$100
___ Conventional ___ Scramble
- Golf-9 holes \$65

Social Events

- Wednesday Evening BBQ No Fee
- Legacy Project Thurs AM Walk No Fee
- Downtown Galena Night Life Tour No Fee
- ___ Attending Thursday Dinner? Yes or No No Fee

Guest Meals

- Spouse/Partner Meal package \$100
includes two breakfasts (Thu/Fri) and two dinners (Wed/Thu)
- ___ Kids aged 5-12 meal package \$38
- Spouse/Partner Thursday Dinner \$57
- ___ Kids aged 5-12 Thursday dinner \$16
- Spouse/Partner Breakfast
- ___ Thursday \$22 ___ Friday \$22
- ___ Kids Thurs Breakfast \$11 ___ Kids Fri Breakfast \$11

Registration Total \$ _____

Duty of Care -Please note that by registering, you agree to adhere to the precautions and policies contained herein and acknowledge and understand that you are knowingly and freely assuming all risks related to illness and infectious diseases, such as COVID-19, by attending this event. Further, you understand that refusal to adhere to these policies and abide by these precautions may result in immediate removal from the event and cancellation of the registration, without receiving a refund.

To pay separately for golf or guest meals, mail a separate check payment, fax a separate form with credit card information to 815-753-6900 or email OutreachRegistration@niu.edu. Upon receiving your email an Outreach Registration representative will contact you to process a credit card payment.

Three easy ways to register: EVENT#18054

ON-LINE: <https://www.ilcma.org/conferences>
PHONE: 800-345-9472
FAX: 815-753-6900

MAIL completed registration form and payment to:
Outreach Services Registration Office
Northern Illinois University
DeKalb, IL 60115

Register by September 1st! For a full refund, you must cancel your registration by September 1st. Cancellations made after Sept 1st incur a \$50 fee. Room reservations under the ILCMA room block can be made by contacting Eagle Ridge Resort at 800-892-2269 by **August 9**, let them know you are with ILCMA or use RES ID#6960L0
Questions about the conference? Contact Alex Galindo at agalindo@niu.edu or 815-753-5424

Questions about registration? Contact the registration office OutreachRegistration@niu.edu or 800-345-9472

If registering by Mail/Fax with Credit Card:

circle one: Visa, Mastercard, Discover, American Express

Card Number: _____

Expiration Date: _____

Name on Card: _____

Address: _____

City/State/Zip: _____

Signature _____

cardholder's name and address must be exactly the way it appears on their credit card statement

If registering by Mail with check send completed form with check payable to ILCMA and mail to:

**Outreach Services Registration Office
Northern Illinois University
DeKalb, IL 60115**





Illinois City/County Management Association 815-753-5424 ■ Fax 815-753-7278

ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up for Booth # 416

Count me in! I have indicated three (3) time slots that I can work

Name:

Title:

Address:

Phone:

E-mail:

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, September 23

Friday, September 24

_____ 2:00 pm – 3:30 pm

_____ 10:30 am - 12:00 pm

_____ 3:30 pm - 5:00 pm

_____ 12:00 pm – 1:30 pm

_____ 1:30 pm – 3:00 pm

_____ 3:00 pm – 5:00 pm

Teardown begins at 5 p.m. on Friday.

_____ YES, my mayor is willing to staff the booth with me!

Please respond by September 9th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or e-mail your response to:

Fax: 815-753-7278

Email: dpeters@niu.edu



IS HIRING AN ADMINISTRATIVE INTERN RIGHT FOR YOU?

WHY HIRE AN INTERN

INTERNSHIPS 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.

INTERNSHIPS 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.

INTERNSHIPS 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

INTERNSHIP "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

[Sign up here >>>](#)

LEGACY PROJECT NETWORKING REBOOT

AUGUST 26, 2021

**NETWORKING
WORKSHOP**
at 4:30 pm

**COCKTAILS &
CONVERSATION**
at 5:30 pm

LOCATION
Bartlett Police Training Room
228 S. Main St.
Bartlett

LOCATION
120 Live
120 W. Bartlett Ave.
Bartlett

Feeling a little out of practice talking to people
face to face these days?

We understand! We can all use a “reboot”.

Come to our *Networking Reboot Workshop* and then
put your new skills to work at our post-Workshop
Cocktails and Conversation!

IML Managers Monthly Column



Update on Funding through the American Rescue Plan Act (ARPA) of 2021

On July 22, the State of Illinois announced the opening of its portal for non-entitlement units (NEU) of local government to request funds from the American Rescue Plan Act (ARPA) of 2021.

The announcements and release of this information is partially due to the Illinois Municipal League's (IML) advocacy to expedite the distribution of ARPA funding to NEUs. IML staff has had frequent, including daily, contact with senior administration officials and state agency personnel in an effort to fully and efficiently access these funds, and IML will continue to do so until all funds have been properly distributed to each community.

The portal, which will be maintained by the Illinois Department of Commerce and Economic Opportunity (DCEO), is open now. NEUs must complete the request for funding and submit the required materials through the portal. After the state has actually received the federal funds and after NEUs have submitted their request and the required materials to DCEO, those NEUs should begin to receive their first funding disbursement from the Illinois Department of Revenue (IDOR). There could be a delay of approximately 30 days between when everything has been submitted by the NEU to DCEO and when DCEO has authorized IDOR to make the disbursement; IDOR will make disbursements promptly once authorized by DCEO. IML will be in close contact with these agencies throughout the process, in order to assist if there are any issues that arise.

Crowe, LLP, is providing technical assistance for the distribution of ARPA funds to NEUs. Questions can be submitted to Crowe and DCEO by email at ILARPA@crowe.com or by phone at (217) 862-2730.

Additional information regarding the state's distribution of NEU funding is available on **DCEO's website**.

Entitlement (or metropolitan) units of government, which are communities with a population of more than 50,000 or are the central city of a metropolitan statistical area, are eligible to request their funding directly from the U.S. Department of the Treasury. To submit a request to the Treasury Department, visit their website **via this link**.

The list of entitlement units of government is available **via this link**. If your community is not on this list then you are considered an NEU.

On July 22, U.S. Secretary of Commerce Gina M. Raimondo announced that the U.S. Department of Commerce's Economic Development Administration (EDA) is implementing a series of programs, collectively called Investing in America's Communities, to distribute \$3 billion from ARPA. More information about each program is available in EDA's press release **(available via this link)**.

On July 14, IML Executive Director Brad Cole participated in a call with Treasury Department officials regarding the implementation of their guidance, and the requirements that will be placed on local governments regarding reporting and compliance with Treasury guidelines. The Department's guidance on reporting requirements and compliance is available **via this link**.

As an additional resource, IML has created a fact sheet highlighting the eligible and ineligible uses of ARPA funds. That fact sheet is available **via this link** and is included with IML's ARPA Resource Guide (available via this link).

The Treasury Department is regularly updating their Frequently Asked Questions **(available via this link)** to address various issues regarding their guidance. If your community has additional questions regarding the guidance, those can be submitted to the Treasury Department by email to SLFRP@treasury.gov.

It is recommended that municipal officials consult with their finance officer or treasurer and legal counsel regarding the eligible uses of ARPA funding prior to making any final decisions.

The Treasury Department's website regarding COVID-19 Economic Relief Programs is available **via this link**. The Department's website regarding assistance for state, local and tribal governments is available **via this link**.

If you wish to receive additional updates from the Treasury Department regarding the implementation of ARPA, you may subscribe on the White House's website **via this link**.

IML is posting all of this information and more on its COVID-19 resources page available at iml.org/covid.

The Illinois Municipal League will continue to distribute timely, reliable and pertinent information as it becomes available or on an as-needed basis. Please feel welcome to share these messages with municipal officials and others in your community.

The ICMA logo is displayed in white text on a dark blue rectangular background.A photograph of two women sitting at a desk in an office with a brick wall background. One woman is pointing at a tablet held by the other. The text '2021 COACHING PROGRAM THRIVE IN LOCAL GOVERNMENT' is overlaid in white on the image.

2021 COACHING PROGRAM THRIVE IN LOCAL GOVERNMENT

UPCOMING FREE WEBINARS – Register at icma.org/coachingwebinars

WEDNESDAY, SEPTEMBER 15

Leading Your Community in an Era of Anxiety:
How Do You Make Sure You Hear Them and They Hear You

WEDNESDAY, OCTOBER 20

The Future of Work: Strategies for Adapting to a New Reality

WEDNESDAY, NOVEMBER 17

Growing Your Career: Tips for Redefining Yourself in the Minds of Others

Can't make it to the live webinar?

Register and get an automatic email notice when the recording is available.
icma.org/coachingwebinars

SAVE TIME! SIGN UP FOR ALL THREE WEBINARS AT ONCE! bit.ly/ALLSIX

More Free Coaching Resources at ICMA's Career Center (icma.org/careers)

- Digital archives
- Career Compass monthly advice column
- CoachConnect for one-to-one coach matching
- Live speed coaching events, talent development resources, and more.

Join our list for coaching program updates and more: email coaching@icma.org.

Learn more at icma.org/coaching



ILLINOIS ECONOMIC DEVELOPMENT ASSOCIATION (IEDA)

ILLINOIS' **ECONOMIC DEVELOPMENT** **BASIC COURSE**

REGISTER TODAY!

SEPTEMBER 28TH, OCTOBER 7TH, OCTOBER 14TH,
OCTOBER 21ST, OCTOBER 28TH



continued on the next page

ABOUT THE BASIC COURSE

A Few Good Reasons to Take the Course

- You have less than 5 years of experience in economic development.
- You need to tie together some loose ends in your economic development knowledge.
- You want to take your economic development career to another level by becoming a Certified Economic Developer (CEcD). This Course is a part of that series!

Regular Sessions

The Economic Development Basic Course is a comprehensive training course in which the best of Michigan's practitioners educate participants on the fundamentals of economic development in the following areas. Two hours of training on these sessions is provided per the requirement of the IEDC:

- Business Retention and Expansion
- Community/Neighborhood Development
- Economic Development Ethics
- Economic Development Finance
- Managing an Economic Development Organization
- Marketing/Attraction
- Real Estate Development and Reuse
- Small Business and Entrepreneurship Development
- Strategic Planning
- Workforce Development

The course is accredited by the International Economic Development Council (IEDC). The IEDC is a non-profit membership organization dedicated to helping economic developers do their job more effectively and raising the profile of the profession.

General Information

Dates:

Thursdays on September 28th, October 7th, October 14th, October 21th, October 28th

Tentative Agenda



continued on the next page

Location

Virtual via zoom link. Links will be sent the week prior to the course start date.

Fees

Early bird fee \$500

After August 1st \$595

Payment Policy

Payment must be received in order to attend.

Attendance Policy

Only those attendees who attend all classes will receive a certificate of completion. If an attendee misses more than 10 percent of class time, credit for the course cannot be awarded. No excuses for absence other than illness, family, or other emergencies can be considered. The course director has discretion over specific issues.

Refund Policy:

A full refund will be provided if canceled a month in advance of the class start date. No partial refunds will be provided in any circumstance. Within four weeks of the Start of the Class, only if a medical or personal emergency occurs, credit (not a full refund) will be provided to attend a future Illinois BEDC.

If You Have Already Taken the Basic Course, Please Share This Email With Anyone Whom You Feel Would Benefit From This Course By Using the Forward Button Below

REGISTER TODAY

For more information about the program and a tentative agenda, visit <https://www.bedcillinois.com>.





Share Your Stories with ILCMA

How to Use #ILCMAproud in Social Media

Social Media Hashtag

What is a hashtag?

- This: #
- It's a keyword that relates to what you're writing. It's #searchable #clickable.
- Use it to draw attention, organize, promote.

How do I use a hashtag?

- Put a # in front of a word or phrase
- No spaces, no punctuation, no special characters
- Capitalization only matters for readability (#KnowWhatIMean vs #knowwhatimean)
- Hashtags can be used on Twitter & Facebook. NOT LinkedIn.

Include **#ILCMAproud** in your tweets and other social media posts about ILCMA or your community awards and other recognitions – good news stories!

Facebook

Find ILCMA on Facebook: www.facebook.com/ILCMA1953

- Like and Follow ILCMA's Facebook page for periodic updates
- Friend conference attendees
- Share photos

How to create a simple Facebook post (you must have a Facebook account):

- Open Facebook on your computer or device.
- At the top of the screen, you'll see "What's on your mind?" Tap or click there and type away! Add hashtags like **#ILCMAproud** to your text.

Twitter

Find ILCMA on Twitter: <http://twitter.com/ILCMA>

- Share good news stories #ILCMAproud
- Share photos
- At conferences, follow conference speakers and fellow attendees

How to create a simple Tweet (you must have a Twitter account):

- Open Twitter on your computer or device.
- On a computer: click on the Home button. At the top of the screen you'll see "What's happening?" Click there and start typing (don't forget the hashtags).
- On a mobile device: click on the square with feather icon in the upper right corner. A screen that says "What's happening?" should pop-up. Touch there and start typing (don't forget the hashtags).



2021 COACHING PROGRAM THRIVE IN LOCAL GOVERNMENT

EXPLORE ICMA Coaching at icma.org/coaching

MATCH with CoachConnect and find a Personal coach

ENHANCE your career with Talent Development Resources

PARTICIPATE in ICMA's Coaching Webinars and select from six new webinars every year

BROWSE the Career Compass, ICMA's monthly career advice columns

DISCOVER timeless professional learning with free access to the Coaching Webinar Archives

“ The ICMA Coaching Program offers a suite of tools for local government professionals of all levels and it provides ready made solutions for team and individual professional development sessions. When I was a city manager I paid for opportunities like this! I wish I had known everything that was available free of cost through ICMA's Coaching Program. I can't say enough great things about this suite of coaching tools. ”



CHERYL HILVERT
ICMA MIDWEST REGIONAL DIRECTOR

Learn more at icma.org/coaching

ICMA | coaching program



HIGH PERFORMANCE LEADERSHIP

A 12-week, 4-course mentorship based program with content provided by industry leading executives. This program provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high performance management.

Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program’s National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable “positively deviant” performance and engender positive culture and communication.

Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It’s All About People.

COURSE 1: September 13th – October 8th

- Module 1: Your Leadership Mindset
- Module 2: Your Potential as a Positive Leader
- Module 3: Positive Leadership and Your Team: Empowerment & Engagement
- Module 4: Leadership Rules and Your Oath
- Break Week: October 11th – October 15th

COURSE 2: October 18th – November 12th

- Module 1: The Process of Change: Planning
- Module 2: The Process of Change: Executing
- Module 3: The Process of Change: Sustaining
- Module 4: Leadership Rules and Your Oath

COURSE 3: November 15th – December 10th

- Module 1: Speaking the Language of Business
- Break Week: November 22nd – November 26th
- Module 2: Positive Communications
- Module 3: Mutual Gains Approach

COURSE 4: December 13th – December 17th

- Module 1: It’s All About People
- Graduation: December 17th



“The Professional Development Academy is having a profound impact on the business communication skills and leadership capabilities of those participating – must for anyone looking to maximize their potential and effectiveness as a leader in their organization.”

Dave Kotch, CIO, FMC



ICMA Annual Conference Assistance 2021

Application opens soon!



ICMA Conference Scholarship Recipients 2019

The [ICMA Annual Conference](#) is scheduled for October 3-6 2021, in Portland, Oregon. The 2021 conference will be in person but will also have a full digital option.

Limited resources are a challenge for many ICMA members in their pursuit of gaining the tools they need to better manage their communities. In order to help members experience the difference that the ICMA Annual Conference has made for so many others, ICMA offers the opportunity to apply for conference assistance.

ICMA's Conference Assistance is divided into three application categories:

1. **Early Career Professional** is open to any ICMA member with three years' or fewer experience as a full-time local government employee. There is no minimum salary requirement, although salary might be considered during the evaluation process. (See note under "How to Apply.")
2. **Workplace Diversity** is open to any ICMA member who is female, a minority, or identifies as LGBTQ. It is the applicant's responsibility to demonstrate (through additional information included in a required essay) how their background merits receipt of an equity award and how the local government and the community served will benefit from the individual's conference attendance. There is no minimum salary or tenure cutoff for the Workplace Diversity award, although those factors may be considered during the evaluation process.
3. **Small Community Employee** is open to any member serving in a small community with limited financial resources. Applicants can self-select to apply for this award. There is no

continued on the next page

minimum salary requirement, although salary might be considered during the evaluation process.

Conference Assistance Awards:

- The **top six ranked candidates in each category** will be awarded a Complimentary In Person Registration
- Candidates ranked seven through nine in each category will receive a Complimentary Digital Registration

Conference Assistance Eligibility

To be eligible for any of ICMA's Conference Assistance (Early Career Professional, Workplace Diversity, Small Community Employee), an applicant must:

- Be a member of ICMA at time of application. Visit the [website to join](#).
- Be a full-time local government employee (not a part-time intern).
- Submit a completed application (see below).
- Demonstrate, through a 500-word (or less) essay, an avid interest in a career in local government management.

**Previous in person conference attendance may impact an individual's eligibility for conference assistance.*

Additional Requirements

- Scholarship recipients must submit bio and headshot.

Eligible candidates can submit an application to multiple categories, if they meet the requirements.

Candidates for Conference Assistance Fellowships and Scholarships must be ICMA members at time of application. To apply for membership, contact ICMA's Membership Services Department at 202/962-3680; membership@icma.org, or visit the [website to join](#).

Other Scholarship Opportunities

Stene Academic Scholarship Program | Closes August 20, 2021

Each year, ICMA selects a graduate school student as the recipient of its Edwin O. Stene Academic Scholarship, named in memory of Kansas University Professor Edwin O. Stene. ICMA provides the Stene Scholarship recipient with complimentary registration to its annual conference as well as \$1,500 to be applied toward assisting the student with school-related financial requirements.

continued on the next page

Stene Scholarship Eligibility

Students enrolled by September of the year preceding the annual conference as **full-time** graduate students specializing in local government at a college or university recognized by the Network of Schools of Public Policy, Affairs, and Administration are eligible to apply for the Stene Scholarship. Applicants must have had little or no full-time experience in local government, internships excluded.

Applicants to the Stene Scholarship Program must submit the following:

- A personal essay of 500 words or less that demonstrates the student's interest in local government and includes relevant professional and personal examples.
- A letter of sponsorship from one of the following: department head, dean, or director of a related program in which the applicant is enrolled.
- A letter of recommendation from one of the following: a local government manager, previous employer, or an additional academician.
- Copies of graduate transcript (unofficial transcripts are acceptable).

You cannot apply for this award online. Submit scanned copies of all materials to scholarships@icma.org. By submitting letters of recommendation and transcripts, the applicant certifies these documents are accurate and have not been altered.

ICMA Members in Transition

MITs are granted complimentary registration to the ICMA Annual Conference. There is a limited amount of funds available to provide travel stipends to MIT members. Interested parties should contact Rosalyn Ceasar at rceasar@icma.org or 202/962-3544.

LGHN

LGHN will offer scholarship opportunities to the ICMA Annual Conference. Details will be posted soon!

NACA

Again this year, NACA, the National Association of County Administrators, will offer the J. Thomas Lundy Scholarship to the ICMA Annual Conference. Applicants must be NACA members and also must be first-time conference attendees. We are in the process of updating the J. Thomas Lundy Scholarship application page. Upon completion, that link will be hosted here.

Direct all questions about Conference Assistance to scholarships@icma.org; 202-962-3551.

Spotlight on: BKV Group

Biophilic Patterns for Returning to The Office

Alexander D. Griebel, AIA, NCARB

As we continue to emerge from the pandemic, and with returning to the office full-time on the mind of many communities, it is worth discussing how biophilic patterns can address the vulnerabilities that offices face. Biophilia is the human need for connection with nature on physical, mental, and social levels.

This article is part of a series that BKV Group writes for the ILCMA's newsletter.

In September 2017's ILCMA newsletter, we wrote an article titled "When Your Community Needs You Most: Three Things Every Manager Should Know About Resiliency." In that article we defined resiliency as the ability to withstand and rebound from vulnerabilities. In the August 2020 issue of the ILCMA's newsletter, we wrote an article titled "Biophilic Design – Why It Matters in Government Buildings." This article demonstrated how we, as architects, envision biophilic design as a strategy to emerge from a global pandemic with resilience. The article also discussed the vulnerabilities (behavioral health, post-traumatic stress disorder, and sleep deprivation) that our first responders encounter, and how biophilic patterns have been shown to positively impact their environment.

In 2012, Terrapin Bright Green LLC, wrote an article entitled The Economics of Biophilia: Why Designing with Nature in Mind Makes Financial Sense. Their article makes the financial case for incorporating biophilic patterns into the office environment and identifies the costs of productivity as being a significant vulnerability for workplaces. As such, BKV Group implements biophilic patterns that are aimed at reducing, withstanding, and rebounding from the vulnerability of employee productivity:

(1) Opportunities for Daylighting & Natural Ventilation

Natural light has known benefits for circadian rhythm and sleep quality. In this way, natural light increases feelings of vitality and improves quality of life. Also, natural ventilation increases feelings of vitality and provides employees with a sense of flexibility and control over their work environment. Importantly, as we move beyond the pandemic, opening windows and maximizing natural ventilation reduces the risk of airborne contagions and diseases more effectively than costly, high-maintenance mechanical ventilation systems.



(2) Views to Nature

Views to natural features allow one's mind to shift from directed attention to fascination and contribute to physical and mental well-being. Moreover, views to nature reduce the need for long employee breaks. According to a 2018 study, the presence of greenery increases worker productivity by 6% to 15%. Worryingly however, according to surveys, people spend 90% of their time indoors. This statistic indicates a large disconnect from nature.

(3) Use of Natural Materials and Colors

Natural green, blue, and tan colors reduce stress and improve productivity. They do this by lowering blood pressure and heart rate levels, thereby improving physical and mental responsiveness. In addition, a 2019 study found that the use of wooden materials reduces stress, tension, and fatigue and increases positive emotions and comfortability.

(4) Use of Natural and Symmetrical Patterns

Similar to natural materials and colors, viewing natural shapes and patterns has been shown to reduce stress. This can be attributed to the fact that we, as humans, evolved to have a preference towards these patterns and shapes and are familiar with them. Furthermore, numerous studies have determined that we prefer symmetrical patterns and shapes. In conclusion, with productivity costs being 112 times greater than energy costs in the workplace, municipalities can incorporate biophilic patterns into their workplaces and capitalize on nature's free provisions. Biophilic patterns address the primary causes of deficient productivity: absenteeism, loss of focus, negative mood, and poor health. Furthermore, the return on investment when incorporating biophilic patterns in the workplace is achieved in as little as four months through increased productivity.

Spotlight on: CORE Construction

A Transparent Approach to Complex Capital Improvement Projects

By Libby Myers, Marketing Manager, and Arica Finney, Client Services Manager, CORE Construction

Construction delivery options have developed and transformed over the past several years, providing better ways for local government leaders to complete their capital improvement projects. Each project is different, and it is important that the right delivery method is chosen for your specific project to obtain the best value for taxpayer dollars. Smaller projects often have inherently less risk, less contracts, and faster turnaround, while larger projects can require a longer preconstruction process to research the best use of resources while keeping a project on schedule and within budget.

In the construction industry, a variety of delivery methods can each be grouped into one of two categories:

- Lowest Bid (Design – Bid – Build)
- Qualification Based Selection (QBS) (Construction Manager)

While the Lowest “Hard Bid” method is a more traditional way of procuring the build team, the lack of contractor involvement early in the project can lead to change orders, missed cost savings opportunities, and lack of financial transparency.

A Construction Manager (CM) provides a professional service, managing a project from start to finish by partnering with the Owner and Architect to provide the best value for the project. The CM will competitively bid out the work on the municipality’s behalf (as required by Illinois statute), ensuring that you receive both quality trade work and competitive pricing while maintaining neutrality by not self-performing more than 20% of the work.

CORE has summarized several crucial reasons to consider a Construction Manager (CM) selected on qualifications before planning a complex capital improvement project for your municipality:

TRANSPARENCY

- In a Hard Bid process, the price received is an ambiguous “black box” and does not include itemization of services.
- A Construction Manager provides better checks-and-balances between Owner, Architect, and Contractor. All costs are monitored by the entire team in an open-book and



transparent manner. This provides you with confidence and trust that you are getting the best value for your budget and serving your constituents with integrity.

BUDGET AND SCHEDULE

- Hard Bid projects often have change orders, which not only add cost to the community’s budget but also extends the duration of the project.
- The Construction Management delivery method allows for cost and constructability feedback throughout the design, which helps guide the project to the Best Value, keeping it within budget and on schedule. The contractor then provides a Guaranteed Maximum Price (GMP) and holds all the subcontracts, and therefore the risk. This transfer of risk is good for the owner and the GMP means that there are no change orders unless the owner decides to add scope to the project.

QUALITY

- The method you choose impacts quality. The earlier mentioned transparency is key to ensuring that your project budget is being used responsibly and in a way that ensures quality work. By choosing a contractor based on qualifications and experience, you ensure that the project is built correctly and stands the test of time.

As a leader in your community, you are tasked with the immense responsibility of choosing the right team for your project. It is important that the team you select is given every opportunity to deliver the best value. By choosing a delivery method that selects the team based on qualifications and not lowest cost, you are setting your project up for success from the very beginning to optimize dollars for the needs of the community. A hard-bid contractor gets work by lowest bid, but a construction manager gets work by reputation.

Spotlight on: HR Green

Leveraging Federal Funding To Solve The Digital Divide – A Step-by-Step Guide

As communities begin to envision their post-pandemic normal, a key part of most strategies is developing new approaches to improve broadband services.

The National Telecommunications and Information Agency (NTIA) recently released a new map on June 17 that shows how pervasive the digital divide is in America. Unlike the Federal Communications Commission (FCC) map that relies on incumbent-provided speeds and shows most of America as covered under its current 25 Mbps download and 3 Mbps upload (25/3) speed definition, the NTIA map shows great swaths of America that are not truly receiving services at this level.

IMPROVED FUNDING ALTERNATIVES ARE AVAILABLE TODAY TO START THE JOURNEY

Additional guidance was recently released by the Treasury Department on the interim program rules for the American Rescue Plan Act (ARPA) funding. These grants to counties and communities include broadband as an allowable expense. Many communities are currently deploying these funds to begin the process of creating “shovel-ready” projects that can be quickly deployed to meet unaddressed community needs.

The Treasury Department published clarifying FAQs on July 19 related to the use of ARPA funding to expand broadband services. The full document can be found at <https://home.treasury.gov>. In it, there are several notable clarifications that describe how public agencies might leverage federal relief dollars to drive broadband improvement.

- Step 1: Understand your Eligibility for Funding. The original guidance indicated that funds could be used in areas where “reliable 25/3 speeds were not present.” The new FAQ clarifies that this term is open to interpretation and specifically allows funds for overbuilding of any areas served by DSL (copper) or DOCSIS 2.0 (cable technology). It also clarifies that data is not limited to state/federal maps (which are notoriously inaccurate based on incumbent data and methodology) but can include the results of interviews, surveys, etc.
- Step 2: Quantify Middle Mile Network Needs. The new FAQ clarifies that ARPA funds can be used to establish middle mile networks (connection between local system and internet) if the end goal is to facilitate end-user connectivity. For many areas, this is a barrier to realizing high-speed service to home and businesses.



- Step 3: Create Master Plans to Become Shovel Ready. ARPA funds can be used to develop master plans and feasibility studies related to broadband. Conducting a feasibility study or broadband master plan now arms your community with data you need to move to “shovel ready” status for ARPA or federal broadband stimulus being considered in the current Congress.

Beyond ARPA funding, the Administration is working with Congress to fund \$65 Billion in broadband expansion. Notably, the Administration compared the broadband expansion plan to electrification of the country and pushes not just private sector funding, but also makes broadband grants available to governmental entities and cooperatives.

ENHANCED COMMUNITY TODAY FOR FUNDING TOMORROW?

Following these steps will help communities start to eliminate the Digital Divide. Studying current conditions, creating preliminary designs, associated costs, and financial feasibility will allow you to come to the grant table with “shovel ready” projects and can help to improve your chances of receiving federal funds. Using ARPA money already awarded, you can enhance your ability to position for the incoming flood of federal infrastructure dollars to create lasting change in your community.

Communities that adopt and deploy broadband infrastructure resources to solve connectivity challenges are at a significant advantage to those who merely hope the private sector will work towards the same goals.

Spotlight on: Municipal GIS Partners

Leadership and Technology

By: Ralph Nikischer

A Common Challenge

At one time or another we have all believed in a premise that technology was going to revolutionize the way we operate and solve our problems. A technology's promise of saving time drives our decisions to invest a lot of money, time, and resources. Savvy salespeople will undoubtedly cast a positive and compelling vision of the future where their solution will make staff more efficient and enhance customer service. However, new technology will not solve problems or save time if underlying processes and data are not sound. It is the responsibility of the leader to set up their teams for success, especially with decisions surrounding technology.

The Leader's Role

We often see that after new technology has been implemented, staff is disappointed because the vision they bought into does not materialize. That compelling vision is achievable, but what often gets missed is the critical role of leadership and the commitment from the team to make it happen. The leader's role in technology is critical and cannot be delegated. When we delegate the creation of clarity, we relinquish our ability to effectively check-in and to create accountability.

Leaders begin by casting a vision which enables the organization to be aligned in their decisions around technology. Leaders should next establish clear expectations for their team and get their commitment to those expectations. Getting a team's commitment is best done when they are part of the decision-making process. From there leaders need to reinforce what the team has committed to and check in on progress. This is critically important when the team is faced with challenges. During check-ins, leaders should listen and help the team anticipate challenges, so they are able to remain focused and stay on track.



Success

Technology needs to empower teams and the leader sets the stage for success. Casting a vision, setting expectations, reinforcing those expectations, and checking in with teams are the responsibility of the leader. When these things are done, it allows technology to serve. Technology alone will not solve problems. Technology when implemented through leadership and team commitment can empower local government. What leaders say and how they behave truly permeates throughout their organization and ultimately makes a community flourish.

Spotlight on: Tyler Technologies

5 Key Components of Community Access Software

By Peter Weed, Tyler Technologies

One of the key lessons learned during the COVID-19 pandemic was that resident self-service applications are valuable and popular. Despite city hall closures, access portals allowed residents to pay bills, monitor utilities, apply for permits and licenses, and much more.

And, looking ahead, they will remain a technology priority, according to e.Republic’s survey of local government IT goals. The benefit proposition is simple — residents are seeking convenient, easy access to government services. They don’t want to stand in long lines at city hall or wait on hold to complete business tasks. Functioning as user-friendly, digital front porches, resident access solutions make it simple to connect with city hall 24/7.

Resident access helps:

- Residents save time performing tasks at their convenience from their device of choice.
- Local governments reduce time spent answering phone calls, taking in-person payments, and entering data.

As Scott Borrer, director of finance for the village of Glen Carbon, Illinois, explains, “One of the biggest gains that comes from [resident access] software is it frees staff time and allows them to work in other areas.” To maximize the benefits of resident access, local governments should be asking the following questions when evaluating solutions.

Is the resident-facing interface easy to use?

A successful resident access solution begins with ease of use. The 2020 Government Engagement Across Generations study highlights the importance of usability: “Clear, easy-to-use technology” was a top-ranked way to improve online interactions with local government.

The solution should:

- Be intuitive with easy-to-follow navigation
- Be mobile responsive to allow on-the-go functionality
- Be American Disability Act (ADA) compliant

What is the solution’s payment functionality?

Providing electronic payment methods makes life easier for community members and reduces staff time. A successful access solution also provides a dashboard for all payment tasks, making it easy for residents to find and pay bills.

The solution should:

- Link multiple accounts on one screen
- Accept multiple payment methods
- Support payment automation and scheduling



How does the solution streamline community development tasks?

A resident access solution should eliminate multiple trips to city hall for residents, contractors, and business owners who want to complete community development tasks, such as business license or permit applications.

The solution should:

- Enable completion of permit and licensing applications
- Allow users to schedule inspections
- Provide community members with the ability to upload accompanying documentation

How does the solution support security?

Online security is rightfully top of mind for local governments. Providing both access and security must go hand in hand.

The solution should:

- Support branding to align the look of the self-service access application with the rest of a government’s website. This unified look helps build trustworthiness for visitors.
- Be paired with an electronic bill payment and presentment (EBPP) solution that is compliant with the Payment Card Industry Level 1 Payment Application Data Security Standard (PCI/PA- DSS).

How is the solution integrated with utility billing?

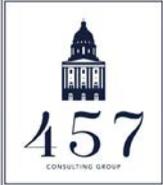
From signing up for service to paying bills, a resident access solution makes it easy for residents to complete tasks and find answers about an account without the need to call a utility provider.

The solution should:

- Support views of historical billing
- Allow residents to track consumption
- Enable residents to schedule services

Providing convenience and efficiency

In the end, a successful resident access solution will help you optimize your operations and better serve your citizens. As Borrer said: “Citizen demands have always been a focal point of local government. It’s important to look for a product you’re confident will help you interact with the public and your customers both at the current moment and in the future.”



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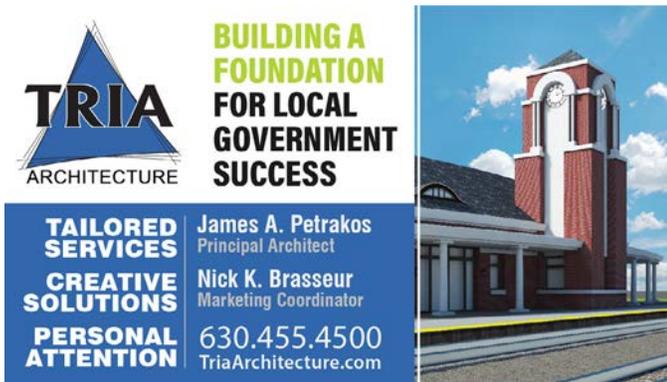
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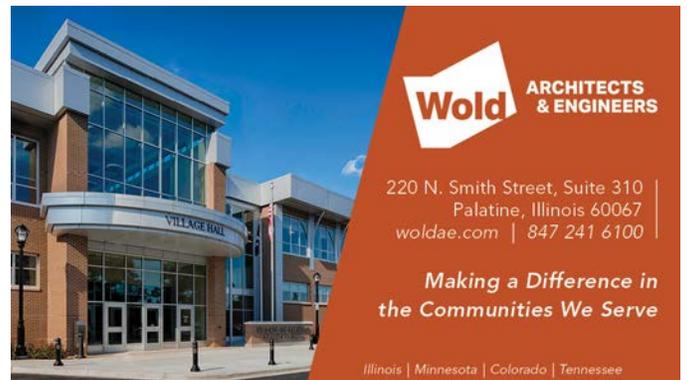
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Executive Director/Editor
Dawn S. Peters
Phone: 815-753-0923
Fax: 815-753-7278
dpeters@niu.edu

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630-462-1876
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John Phillips
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phillipsjohn99@gmail.com

Steven Carter
217-359-1338
stevencarter@sbcglobal.net

Robin Weaver
630-835-6417
rweaver3333@gmail.com

Bob Kuntz
Phone 636-527-9068
kuntzb@charter.net