

# Year End Review

# 2013



INSTITUTE FOR  
LOCAL GOVERNMENT<sup>SM</sup>

*Promoting Good Government at the Local Level*

---

# Our Work in 2013

- Promoting Public Trust and Confidence
- Encouraging Effective, Participatory and Civil Public Meetings
- Supporting and Celebrating Sustainable Communities
- Supporting the Next Generation of Local Agency Leaders

## 2013 By the Numbers—An Overview

- 5 new or updated major publications
- 22 new tipsheets and whitepapers
- 12 free webinars ranging from such topics as California's Open Meeting Laws to creating safe walking and bicycling communities
- 21 statewide conference presentations
- 10 regional meeting presentations
- 24,000 web downloads of information on sustainability, ethics, public engagement and local government
- 140 communications to university professors encouraging use of ILG materials
- 3 new online guides

---

# Mission

The Institute for Local Government promotes good government at the local level with practical, impartial and easy-to-use resources for California communities.

# Vision

The Institute envisions a future in California in which:

- People value their local public institutions;
- Local agencies effectively deliver public services;
- All segments of the community are appropriately engaged in key public decisions; and
- Decision-makers make informed policy choices based on their best sense of the public's interest.

---

# Encouraging Effective, Participatory and Civil Public Meetings

Public meetings are a key place where agency officials receive public input and make decisions. ([www.ca-ilg.org/MeetingResourceCenter](http://www.ca-ilg.org/MeetingResourceCenter))

Because of the importance of meetings in the public agency decision-making process, the Institute added the Meeting Resource Center to its website. Issues covered include:

- A checklist for preparing for public meetings;
- Ways to promote inclusive public participation;
- Techniques for adequately chairing meetings;
- Tips on dealing with difficult situations at meetings;
- The role of rules of procedure and meeting protocols; and
- Suggestions for promoting civility at meetings.

The Institute's Meeting Resource Center includes video interviews of current and former local officials offering their advice on chairing meetings, promoting civility and getting to a group decision.



Former Escondido Mayor, Lori Holt Pfeiler, shared her perspective and tips for effectively managing a meeting.

---

# Promoting Public Trust and Confidence

In 2013, the Institute provided more information to help local officials achieve more transparent, participatory and responsive government. ([www.ca-ilg.org/public-engagement](http://www.ca-ilg.org/public-engagement) and [www.ca-ilg.org/trust](http://www.ca-ilg.org/trust))

## New, updated and expanded resources include:

- Strategies and techniques for engaging the public in the local agency budgeting process;
- Ways to deepen relationships with community-based organizations to reach beyond the usual people who participate in agency decisions;
- Communications strategies for inclusive public engagement activities;
- A free, all-electronic 2013 edition of the Institute's *Ethics Law Basics* publication, which provides free plain-language explanations of California's ethics laws; and
- Six "Everyday Ethics" pieces analyzing legal and ethical issues local officials face.



### Citizenship

The Institute added materials on involving legal permanent residents and new citizens in community life.

The Institute helped hundreds of local officials understand and satisfy California's biennial ethics training requirement (AB 1234).

# Supporting and Celebrating Sustainable Communities

The Institute provided new and updated resources to local officials and staff to help them save energy, reduce greenhouse gas emissions and make their communities healthier places to live and work.

([www.ca-ilg.org/sustainable-communities](http://www.ca-ilg.org/sustainable-communities))

## New, updated and expanded resources include:

- An updated comprehensive set of sustainability best practices along with new resources and case studies in ten sustainability areas;
- A new report celebrating the innovative activities agencies are implementing to reduce California's greenhouse gas emissions and saving energy;
- New content, resources and links to help communities make choices that will create healthier communities; and
- New information and case studies to help local agencies in their efforts to create more prosperous and economically sustainable communities.

The Sustainable Communities Learning Network LinkedIn group includes more than 500 participants. It helps local agency staff and others connect and learn from one another on sustainability-related issues.



San Rafael won the first Beacon Award for meeting greenhouse gas and energy efficiency targets. In addition, more than 30 cities and counties received over 50 Spotlight Awards for their sustainability policy accomplishments.

---

# Supporting the Next Generation of Local Agency Leaders

The Institute continued to expand upon and promote its resources for those new to public service. ([www.ca-ilg.org/new-local-public-service](http://www.ca-ilg.org/new-local-public-service))

## Updated and expanded resources:

- An updated version of its popular “Understanding the Basics of County and City Revenues;”
- Materials on media relations added to the New to Public Service Resource Center; and
- Outreach to academics, encouraging use of Institute materials in university classes.

### Careers in Local Government ([www.ca-ilg.org/ConnectingtheNextGeneration](http://www.ca-ilg.org/ConnectingtheNextGeneration))

In 2013, the Institute published its fourth resource to engage youth in local government. This piece describes career opportunities in local agencies.



([www.ca-ilg.org/cities-counties-schools-partnership](http://www.ca-ilg.org/cities-counties-schools-partnership))

For the Cities Counties Schools Partnership (CCS), 2013 saw the birth of a new website and two online toolkits with a wealth of resources for local agencies on:

- Safe Routes to Schools: How local officials can support safe walking and biking to schools and other neighborhood destinations;
- Community Schools Partnerships: Ways counties, schools and cities can work together to effectively and efficiently deliver services and facilities to children and families.

ILG is honored to staff CCS efforts.



## Thank You Institute Supporters

The Institute's work would not be possible without the generous support of the following organizations:

- The James Irvine Foundation
- The California Endowment
- The California Strategic Growth Council
- The Zellerbach Family Foundation
- Aleshire and Wynder
- Best, Best and Krieger
- Burke, Williams and Sorensen
- California Department of Resources, Recycling and Recovery (CalRecycle)
- California State Association of Counties (CSAC)
- Hanson Bridgett
- Kronick Moscovitz Tiedemann and Girard
- League of California Cities
- Liebert Cassidy Whitmore
- Meyers Nave
- Renne Sloan Holtzman and Sakai
- Richards Watson and Gershon
- Southern California Edison, Southern California Gas Company, San Diego Gas and Electric, Pacific Gas and Electric Company
- Werner-Kohnstann Family fund
- Welcoming America!

ILG is the non-profit 501(c)3 research affiliate of the League of California Cities and the California State Association of Counties.

### Contact ILG

Institute for Local Government  
1400 K Street, Suite 205  
Sacramento, CA 95814

Telephone: (916) 658-8208  
Fax: (916) 444-7535