

ICMA PRESS CATALOG



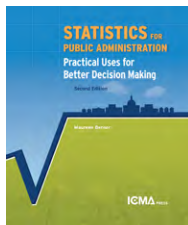
2013 – 2014

ICMA
PRESS

Check out what's new

from

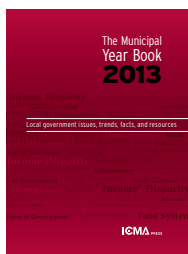
ICMA Press in 2013



PAGE 8

Statistics for Public Administration, Second Edition

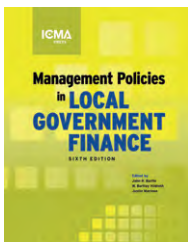
The best applied statistics book available to local government managers and students of the profession, designed to show how statistics can help managers do their jobs better. *Statistics for Public Administration* demonstrates concepts through numerous examples, emphasizing the use of real public safety (fire and police) data on issues important to all local governments. This edition features a full index and new glossary.



PAGE 7

Municipal Yearbook 2013

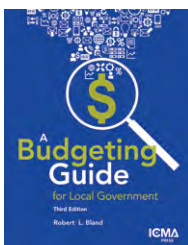
Your authoritative source book for local government data and developments, combining analysis and survey-based research, and highlighting the best practices of local government.



PAGE 6

Management Policies in Local Government Finance, Sixth Edition

Offers managers, CAOs, and up-and-coming chief financial officers a thorough grounding in the principles of financial management.



PAGE 6

A Budgeting Guide for Local Government, Third Edition

Provides a contemporary and strategic perspective on budgeting—as it has evolved from an accounting function to a tool for introducing new management strategies and practices to local government. The additional material on revenue will give students and practitioners alike a firm foundation in the budgeting process and the multiple sources of revenue on which the budget is based.

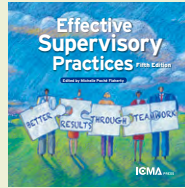


Order online at icma.org/press

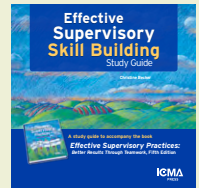
Paired Resources

Effective Supervisory Practices: Better Results through Teamwork, Fifth Edition

Designed for new or experienced local government supervisors, *Effective Supervisory Practices* offers pragmatic recommendations about the day-to-day duties of a supervisor while also addressing the more complex challenges all managers confront as they seek to effectively communicate, motivate, and model ethical decision making and lead a team.



PAGE 6

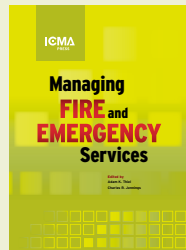


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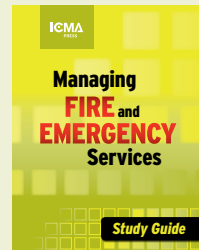
The ***Effective Supervisory Skill Building Study Guide*** provides review questions, worksheets, and learning activities to supplement the concepts and practices covered in the fifth edition of *Effective Supervisory Practices: Better Results Through Teamwork*. Together the study guide and book comprise a “course” designed to help supervisors become more skilled and successful at their jobs.

Managing Fire and Emergency Services, Textbook and Study Guide

Three resources in one—practical reference and textbook for chief officers and local government officials, a textbook for students, and essential reading for those preparing for promotional examinations—*Managing Fire and Emergency Services* illustrates the challenges that today’s fire and emergency managers face and provides leading practices to meet those challenges head-on.



PAGE 10



PAGE 10

Managing Fire and Emergency Services Study Guide is the companion piece to ICMA’s *Managing Fire and Emergency Services* textbook. Together they comprise a self-study course, with the guide designed to help users understand and apply the information presented in the accompanying textbook.





Free e-Newsletters

Leadership Matters

Leadership Matters is a weekly e-newsletter that delivers the latest career opportunities in local government along with news, strategies, best practices, and innovative ideas on the most important local government issues—from ethics to smart growth, emergency management to sustainability. Readers also get

- Cutting-edge research
- Real-life success stories
- Highlights from our Knowledge Network
- Calendar of events.



*The weekly member edition includes Premium content available only to ICMA members.

SmartBrief

ICMA SmartBrief brings you the local government news that really matters. Knowledgeable editors handpick key articles from hundreds of publications, summarize them, and provide direct links to the original sources. In other words, we do all the research and you get the latest news in your in-box or on your handheld device, absolutely free!

- Essential. Only the must-read news for local government professionals around the world. Published in proud partnership between ICMA and SmartBrief, Inc.
- Diverse. Articles chosen from thousands of news sites, blogs, and other sources, delivered straight to your in-box.
- Concise. Every story is summarized by our expert editors and linked to the original source for further reading.



International Insights

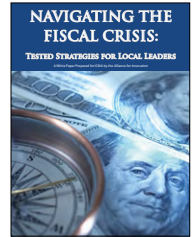
International Insights is a series of knowledge resources from ICMA that provides an inside look at local government, tailored to the interests of the international development community. Delivered periodically via e-mail, it draws on the innovative ideas and leading practices developed and shared by ICMA's members and their network of local government professionals.



White Papers

The ICMA Executive Board directed the organization's Governmental Affairs and Policy Committee (GAPC) to produce annual policy white papers, depending on resources available and the topics that require a managerial perspective. ICMA and the GAPC select key policy issues to which ICMA members bring an important perspective and produce white papers on these issues for general release to ICMA membership, other Big 7 organizations, and the general public.

To see ICMA's list of white papers, visit icma.org/en/icma/priorities/public_policy/policy_papers



How to sign up for our FREE e-newsletters



To sign up to receive any of our e-newsletters, go to

icma.org/interests/signup.

If you already have a user name and password, you can log in and check the box next to the e-newsletter you want to receive. If you have not registered on the website, complete a brief registration form, and then you can select which e-newsletters you want to receive.



Subscriptions



Public Management

Public Management (PM), ICMA's monthly magazine, has been a trusted source of local government management information for more than 90 years. Dedicated exclusively to the public sector practitioner, each issue focuses on local government operations from the real perspective of the chief administrator and other management practitioners. Articles are written by experts in the field, experienced local government professionals, and observers who have firsthand knowledge of the topic they are writing about. Subscriptions to *PM* are included in ICMA membership.

Monthly (11/year) Subscription: Item 42752

U.S. subscription nonmember rate, \$46 per year; other countries subscription nonmember rate, \$155 per year

PM Online gives value-added features to members

Public Management (PM) is the official magazine of ICMA, with a track record of more than 90 years as a trusted resource of local government management information. The *PM* magazine website offers added value to members with these extras:

- Complete current issue online
- *PM Plus Online Extra*—exclusive Web-only articles
- Articles are in the Knowledge Network database and retrievable by keyword, author, or title
- Archive of issues since 2003
- Professional services directory
- 2013 website redesign to be more inviting and interactive

To read the most current issue, visit icma.org/pm.

InFocus: Strategies and Solutions for Local Government Managers

Get the popular local government tool—*InFocus: Strategies and Solutions for Local Government Managers*—delivered to your e-mail in-box six times a year! You receive step-by-step solutions to management challenges, real-life examples of successful local government programs, and proven strategies to develop and implement effective management policies. *InFocus* issues are available for individual purchase, but only subscribers get exclusive, unlimited online access to the searchable 11-year archive of reports that you can download immediately.

Item: 42758

Bimonthly subscription (6 per year) with online archive access, \$119 members, \$149 non members



Coming Soon!

ICMA e-books

ICMA has a long tradition of print publishing and for many years has also offered some publications as PDFs. Now we are venturing into the digital world of e-books that can be read on a number of devices, such as the Kindle, iPad, Nook, or your smartphone—offering the same solid content in a format that suits your preferences.

Stay tuned for the release of ICMA's e-book offerings in summer 2013!

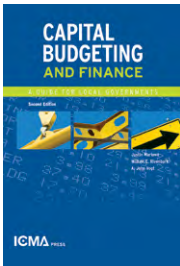




ISBN: 9780873267656
 Item: 43639
 \$72 members,
 \$97 nonmembers
 476 pages
 Hardcover
 2012

Newly Published! A Must Read!
Management Policies in Local Government Finance, Sixth Edition

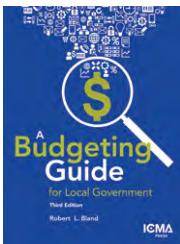
This revised edition of ICMA's classic finance textbook is unlike any other finance management book on the market. *Management Policies in Local Government Finance, Sixth Edition* offers the up-and-coming chief financial officer a thorough grounding in all the principles of financial management and a review of policies, challenges, and practices of contemporary financial management.



ISBN: 9780873261883
 Item: E-43608
 \$79 members,
 \$110 nonmembers
 296 pages
 Downloadable PDF
 2009

Capital Budgeting and Finance: A Guide for Local Governments, Second Edition

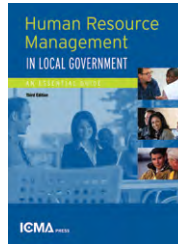
Get practical guidance to develop the essential capital budgeting strategic plan and year-to-year budgets. This edition provides clear guidance to ensure you have "shovel ready" capital improvement plans. It's a must-read for every city manager's and finance staff's bookshelf. This book is also available for purchase online as a PDF, as are individual chapters.



ISBN: 9780873267670
 Item: 43706
 \$69.95 members,
 \$85.95 nonmembers
 343 pages
 Softcover
 2013

ICMA Best Seller
A Budgeting Guide for Local Government, Third Edition

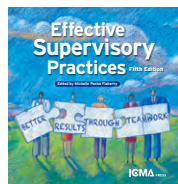
This revised third edition explores the constantly changing world of budgeting in local government. Written with managers, budget directors, and students of the profession in mind, Professor Bob Bland offers a forward-looking, strategic examination of the whys and hows of local government budgeting and breaks new ground by delving more deeply into different approaches to improving local budgeting.



ISBN: 970873261869
 Item: 43250
 \$68 ICMA member,
 \$92 nonmember
 320 pages
 Hardcover
 2009

Human Resource Management in Local Government: An Essential Guide, Third Edition

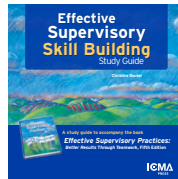
This edition brings local government managers up-to-date on the latest human resources practices for hiring, developing, and rewarding a high-performance workforce. The book includes valuable online supplements.



ISBN: 9780873267748
 Item: 43707
 \$55.95 ICMA member,
 \$69.95 nonmember
 322 pages
 Softcover
 2013

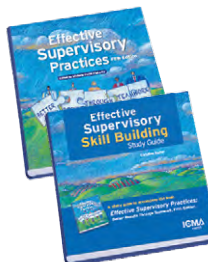
NEW! ICMA Best Seller
Effective Supervisory Practices: Better Results Through Teamwork, Fifth Edition

The newly updated fifth edition is designed for local government supervisors—new or experienced—from the front line to the most senior managers. The leadership strategies explored throughout the book will benefit department directors and public administration executives as much as new or aspiring supervisors for whom a foundation of basics is introduced. This book and its accompanying study guide, *Effective Supervisory Skill Building*, may be used in a variety of ways to support the range of organizational resources available in small towns or large cities and counties.



ISBN: 9780873267779
 Item: 43709
 \$37.95 ICMA member,
 \$49.95 nonmember
 106 pages
 Softcover
 2013

Effective Supervisory Practices Training Course

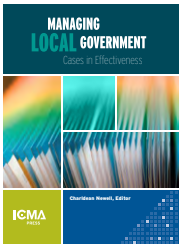


This training course, which consists of the *Effective Supervisory Practices* textbook and its study guide, lets you put together a thought-provoking, high-quality training program for supervisors at all levels.

Order the textbook and study guide together and save \$10!

Item: 43708;
 \$84 ICMA member, \$110 nonmember; 2013





ISBN: 9780873261791
Item: 43545
\$48 member,
\$65 nonmember
200 pages
Softcover
2009

Managing Local Government: Cases in Effectiveness

This book is designed to meet the needs of both practicing managers engaged in professional development and graduate students who aspire to local government careers. Each case study highlights one or more management practices from ICMA's set of 18 practices, and provides the reader with a tool for discussing all sides of an issue and reaching a reasonable course of action to address a particular problem.



ISBN: 0873261437
Item: 43069
\$52 member,
\$70 nonmember
288 pages
Softcover
2004

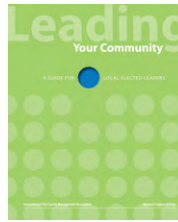
The Effective Local Government Manager, Third Edition

The primary text in many introductory courses on local government and the essential guide for practicing managers assessing new challenges, this edition emphasizes ethics and new-century concepts of leadership including leadership throughout the organization. Each chapter addresses one or more of ICMA's 18 competencies and skills that collectively constitute essential management practices.



Special Package Offer! Effective Local Government Manager and Cases in Effectiveness Set

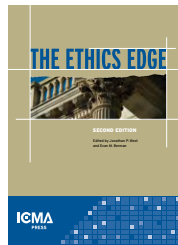
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ISBN: 9780873261838
Item: E-43546
\$29 member,
\$39 nonmember
90 pages,
Downloadable PDF
2008

Leading Your Community

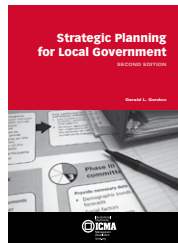
A quick and easy-to-understand introduction to the roles, responsibilities, and relationships of local elected officials, this guide provides a framework to help the newly elected official strengthen his or her effectiveness as an individual leader and as a member of the local leadership team. Special discounts are given when ordering more than one book. Also, this book is available as a downloadable PDF, allowing you to include it in your own materials for local elected officials.



ISBN: 0873267109
Item: 43396
\$48 ICMA member,
\$65 nonmember
236 pages, Softcover
2006

The Ethics Edge, Second Edition

Packed with the best, most current articles on ethics in government, this new edition emphasizes the importance of ethical leadership, gives real-world case studies of ethical dilemmas, and provides the tools to design ethics management policies.



ISBN: 0873261771
Item: E-43305
\$45 ICMA member,
\$61 nonmember
128 pages
2005

Strategic Planning for Local Government, Second Edition

This book outlines the strategic planning process in local government and helps local government leaders anticipate and shape the future of their communities. It covers practical ways of obtaining information, analyzing that information, and developing a vision for the community that can be translated into programs and line items in a budget. This book is offered only as a PDF.

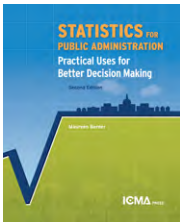
PUBLISHED ANNUALLY

Municipal Year Book 2013

Packed with management trends, research data, salary survey data, and facts on local government that are not available from any other single resource, this annual source book (published each April) puts everything you need to know about local government at your fingertips.

ISBN: 978-0-87326-778-6; Item: 43676; \$120 ICMA member, \$156 nonmember; Hardcover; 2013



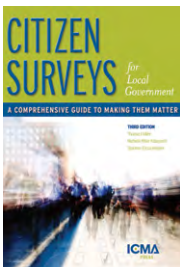


ISBN: 9780873267717
Item: 43308
\$39 ICMA member,
\$55 nonmember
142 pages
Softcover
2013

NEWLY UPDATED!

Statistics for Public Administration: Practical Uses for Better Decision Making, Second Edition

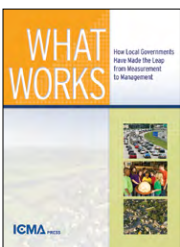
A practical, easy-to-read book that hands you the tools needed to apply statistics to everyday decision making in local government. The second edition focuses on demonstrating how statistics can help you do your job better, rather than on a mastery of statistics. The goal of this book is to make you, as a public administrator, an educated consumer of statistical information—and an effective translator of statistical information. You get the tools you need to design an analysis; gather, analyze and interpret data; present results; and make recommendations.



ISBN: 9780873261494
Item: 43526
\$58 ICMA member,
\$78 nonmember
Softcover
2008

Citizen Surveys for Local Government: A Comprehensive Guide to Making Them Matter

This guide shifts the focus from the one-time survey to the survey as an ongoing tool of good government. You get effective methods for bringing citizen survey results into the government organization and using the information to improve service delivery and overall quality of community life.



ISBN: 9780873261814
Item: 43543
\$68 ICMA member,
\$92 nonmember
200 pages
Softcover
2008

What Works: How Local Governments Have Made the Leap from Measurement to Management

This could very well be one of the most valuable books in your collection — it's packed with more than 70 exclusive case studies featuring successful performance management practices from local governments that belong to ICMA's Center for Performance Measurement (CPM). This information is not available from any other resource.



ISBN: 9780873267182
Item: 43480
\$68 ICMA member,
\$92 nonmember
304 pages
Hardcover
2007

Service Contracting: A Local Government Guide, Second Edition

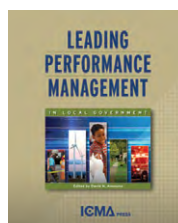
Completely updated and revised, packed with real-world expertise, best practices, and practical tools, this new edition walks you through every phase of service contracting — from start to finish.



ISBN: 0873267095
Item: 43397
\$75 ICMA member,
\$100 nonmember
468 pages
Softcover
2007

Managing Local Government Services

This practical, comprehensive guide meets the new demands in today's world and ensures the best service possible. It includes a valuable collection of more than 65 online supplemental materials.



ISBN: 9780873261784
Item: 43541
\$48 ICMA member,
\$65 nonmember
216 pages
Softcover
2008

Leading Performance Management in Local Government

If you are not content to rest your hopes for change merely on the act of measuring performance or declaring goals in a mission statement, find out how to lead an active strategy to push your organization toward improved performance. This collection of readings on performance measurement and management is packed with strategies and guidance from noted experts on leadership in government.

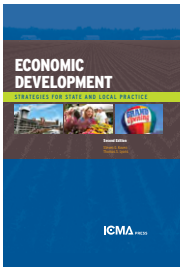




**Award-Winning
Local Planning: Contemporary
Principles and Practice**

Local Planning is an updated version of the popular book, *The Practice of Local Government Planning*, which has been the valued resource for preparing for the AICP exam. This edition helps the reader understand the complexities of planning at the local level and prepare to make decisions in a challenging environment.

ISBN: 9780873261487
Item: 43522
\$79 ICMA member,
\$107 nonmember
528 pages
Hardcover
2009



**Economic Development:
Strategies for State and Local
Practice, Second Edition**

Rather than attempting to present a one-size-fits-all solution or approach that will work for every community, this book analyzes a variety of development techniques and demonstrates the consequences of various development strategies through real-world case studies—so that you are better equipped to assess the environment and make good choices. It has been revised and updated to reflect the enormous changes taking place in the local economy, and includes a new chapter on the planning process.

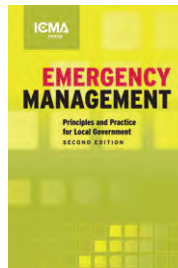
ISBN: 9780873261913
Item: 43614
\$66 ICMA member,
\$89 nonmember
225 pages
Hardcover
2010



**Homeland Security: Best Practices
for Local Government, Second
Edition**

This updated edition is packed with newer contributions and examples that reflect the changes, best practices, lessons learned, and future challenges in homeland security. An excellent overview of the different divisions that address aspects of homeland security, current practices that have been adopted, and new policies that impact local governments.

ISBN: 9780873267601
Item: 43620
\$54 ICMA member,
\$73 nonmember
Softcover
2010

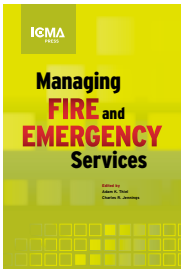


**Emergency Management:
Principles and Practice for Local
Government, Second Edition**

This second edition of ICMA's landmark book is the only comprehensive resource and textbook for state-of-the-art emergency management for local government.

ISBN: 9780873267199
Item: 43482
\$68 ICMA member,
\$92 nonmember
360 pages
Hardcover
2007

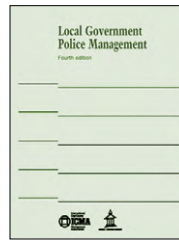




ISBN: 9780873267632
Item: 43636
\$77 ICMA member,
\$97 nonmember
Hardcover
2012

Newly Published!
Managing Fire and Emergency Services

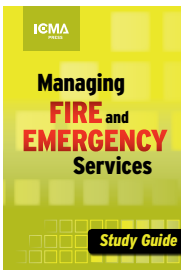
This completely revised and updated edition of *Managing Fire and Rescue Services* reflects the “all-hazards” nature of the services increasingly provided by local fire departments, including fire suppression, emergency medical services, hazardous materials and technical rescue, disaster management, and response to terrorism and weapons of mass destruction.



ISBN: 0873261313
Item: 42833
\$57 ICMA member,
\$77 nonmember
672 pages
Hardcover
2003

Local Government Police Management, Fourth Edition

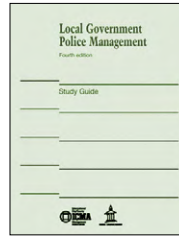
The authoritative police management resource, this text represents the best in the art and science of police management, and includes new coverage of cutting-edge issues, such as terrorism, managing change, and technological innovations.



ISBN: 9780873267687
Item: 43637
\$66 ICMA member,
\$86 nonmember
Softcover
2011

Managing Fire and Emergency Services Study Guide

Based on the new *Managing Fire and Emergency Services* textbook, this study guide provides an overview of fire and rescue service management. Learn more about the specifics of management, understand emerging issues, and hone your management skills. Also serves as a definitive guide for professionals preparing for fire, emergency, or rescue service promotional exams.



Item: 42887
\$46 ICMA member,
\$62 nonmember
392 pages
Softcover

Local Government Police Management Study Guide, Fourth Edition

Written to complement the textbook of the same name, the study guide is a great aid to achieving complete understanding of the material.



Special Package Offer!
Managing Fire and Emergency Services Self-Study Course

Order both the textbook and the study guide together and save \$15!

\$128 USD member,
\$168 USD nonmember



Special Package Offer!

Local Government Police Management, Fourth Edition Self-Study Course

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Item: 42888; \$93 ICMA member,
\$129 nonmember

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Join thousands of your colleagues at ICMA's annual conference for an unparalleled opportunity to acquire new tools and techniques to meet the challenges of local government management today. **It's also the best networking event of the year!**

To register, visit icma.org/conference.

ICMA
99TH ANNUAL CONFERENCE
BOSTON
NEW ENGLAND 
September 22-25, 2013

UPCOMING CONFERENCES

**Boston, Massachusetts/
New England**
September 22-25, 2013

**Charlotte/Mecklenburg County,
North Carolina**
September 14-17, 2014

**Seattle/King County,
Washington**
September 27-30, 2015

Discover ICMA International



ICMA International helps carry out the ICMA mission to create excellence in local governance by developing and fostering professional local government management worldwide. Hundreds of local government professionals have made this happen by working with their international peers to develop appropriate, sustainable approaches to improve service delivery and enhance citizen participation in local government decision making.

To learn about ICMA's work in international development worldwide, visit icma.org/international.

To find out how you could apply your local government management skills in an international environment, contact international@icma.org.

ICMA INTERNATIONAL

Get Cutting Edge Leadership and Management Advice



ICMA program centers help strengthen communities by fostering peer collaboration, collecting and analyzing data, disseminating information, and providing direct technical assistance. The program centers bring an interdisciplinary approach to creating practical solutions to community challenges and emphasize performance and sustainability in their products and services. Specific expertise includes economic development, energy and the environment, livable communities, performance measurement and management, public safety and homeland security, financial planning and budgeting, organizational change, civic engagement, 311 systems and customer service training, and collaborative service delivery.

To learn more about the centers, visit icma.org/programcenters.

ICMA
PROGRAM CENTERS

Are your public safety costs creating an emergency in your community?

The ICMA Center for Public Safety Management Technical Assistance can help your jurisdiction determine how to maintain sustainable service delivery. Our webinars and in-person training opportunities can furnish you with the right questions to ask your police and fire chief or prepare for emergencies.

To learn more, visit icma.org/publicsafety.

ICMA
Center for Public Safety Management



A Public Awareness Campaign



Life, Well Run is a campaign to raise awareness of and appreciation for the value professional local government managers bring to building communities we're proud to call home. Professional managers are vital to making local government services more effective, ethical, and efficient in 27 percent of counties across America, and in more than 59 percent of cities and towns with a population of 2,500 or greater.

To learn more, visit the campaign's official website at LifeWellRun.org.



Connect with your colleagues at the Knowledge Network



The premier professional networking and knowledge-sharing platform for local government.

Join now at icma.org/kn

ICMA 100th ANNIVERSARY 1914 ■ 2014

ICMA celebrates its 100th anniversary in 2014. The celebration will culminate at our Annual Conference in Charlotte/Mecklenburg County, North Carolina. We are also celebrating ICMA's leadership role in the development of the professional local government management profession. This website is your resource for all things ICMA—its history, its members, and celebration resources.

Take a look at ICMA's "First 100 Years" and more at icma.org/anniversary.



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- Improve quality
- Efficiently allocate scarce resources

To learn more about CPM, including actual results achieved by CPM jurisdictions and how to join a regional or special interest consortium, visit icma.org/performance.



The Triple Bottom Line and Local Governments

The Center for Sustainable Communities is ICMA's home for research, outreach, products, and technical assistance focused on effective local government management and sustainability. The Center is the home to a number of funded projects, including the National Brownfields Conference, the Solar America Communities Outreach Partnership, and the Local Government Environmental Assistance Network.

To learn more, visit icma.org/sustainablecommunities.



Good Government Listens. And The National Citizen Survey™ is the Message You Need to Hear



How does your government get citizen feedback on performance, spending priorities, and important initiatives? Developed by ICMA and National Research Center, Inc., The National Citizen Survey™ (The NCS™) is a low-cost citizen survey service for local governments. Tested, flexible, affordable, and efficient, The NCS™ provides you with a representative sample of citizen opinion to help you with program planning, goal setting, budgeting, and performance measurement.

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Leading Organizational Advancement

The ICMA Center for Management Strategies assists local government managers in identifying those leading practices that can address organizational efficiency and effectiveness. The Center delivers quality educational programming and technical assistance to help local governments implement these practices to enhance their delivery of high-quality service products that are valued by the stakeholders in their communities.

For more information on how the Center can assist you, visit icma.org/managementstrategies.



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ICMA (International City/County Management Association) is the professional and educational organization for chief appointed managers, administrators, and assistants in cities, towns, counties, and regional entities throughout the world. Since 1914, ICMA has provided technical and management assistance, training, and information resources to its members and the local government community. ICMA's mission is to create excellence in local governance by developing and fostering professional local government management worldwide.

ICMA Press is a leading publisher of books, reports, survey research, training materials, and other resources used by local government management professionals, municipal and county associations, and colleges and universities. Areas of practice featured in ICMA Publications include planning, finance, budgeting, economic development, human resource management, supervision, fire and rescue services, emergency management, and many others.

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