



# ICMA Fellow Workplan

## **ABOUT FREEPORT**

FREEPORT, Illinois is situated 30 minutes west of Rockford and 90 Minutes from downtown Chicago. It is a community of just over 25,000 with a growing downtown and amenities not typically found in a community of this size. It has an active park system, with the oldest community theater in the state with the historical Winneshiek Theater and national recognized arts program within the community college. Freeport offers a wealth of recreational activities, including 5 city parks, a thriving Art Museum, three 18 hole golf courses, and it encompasses a large system of bike paths. There are three Microbreweries and a winery within 15 minutes' drive from the city. The City also hosts numerous festivals and holiday events, including a wine festival, Music on Chicago featuring local bands and bands from Rockford and Chicago, Paint the Port, Brewfest, Cruise Night to name a few.

Freeport is experiencing a high level of revitalization with the adoption of the City Manager form of government in 2016 and a change in the economic development organization with the creation of the Greater Freeport Partnership that supports the community.

## **THE GOVERNMENT**

The City of Freeport works under the Council Manager form of government with 190 employees and a combine budget of \$48 million. The city has 8 aldermen elected from 7 wards and one at large the Mayor and the Clerk are also elected position. Freeport is a full-service City that offers fulltime fire and police, public works, planning zoning and neighborhood development.

## **OUR PURPOSE**

The city of Freeport seeks to provide a compelling and comprehensive work experience for an ICMA Local Government Management Fellow interested in pursuing a career in municipal government. Our goal is to engage the ICMA Fellow in meaningful projects that will prepare him/her for a successful career in professional local government management, expose him/her to innovative and cutting-edge ideas & best practices, and allow him/her to use their talents and abilities to benefit the City and the community in lasting ways. The senior executive management team of Freeport is committed to advancing the profession by helping to prepare the next generation of local government managers for leadership and success.

## **THE FELLOW'S POSITION**

The Management Fellow will be a crucial member of the City Manager's Office and will serve as an assistant to the City Manager. The Fellow will be expected to contribute high-level work product as if they were a seasoned local government professional. Part of the work the fellow will perform is serving as the main contact person for the upcoming Census. The fellow will also work to establish a plan for flood mitigation and relocation of residencies to include a Public Relations campaign. At the end of the first year, the fellow will develop a work plan for their second year. The City of Freeport has been

identified as an under-reporting community for the Census and is faced with the possibility of losing home rule if the Census drops below 25,000. The Fellow will be responsible for identifying tools and methods to increase reporting to include public relations campaign, establishing Census working groups and work with community leaders to increase reporting. Additionally, the City has an economically disadvantaged neighborhood that exists within a flood way. This area has seen an increase in the number of 100-year floods over the last five years. The City has begun to take on an aggressive approach to identify and work with relocation of the residents and businesses in this area. The Fellow will be responsible identify grants, resources and other methods to help with the relocation. They will also work with the Housing Authority to relocate the HUD housing in this area. This work includes high level meetings with community leaders, Housing Authority, attorneys, bond counsel, City Council executive sessions, residents, the Planning and Zoning Commission, and others. These are just the two main projects the fellow will be responsible for. Other issues and assignments will be made throughout the two-year tenure.

The Management Fellowship at the City of Freeport will last two years and may lead into filling one of the department head billets that may come open during their time at the city due to retirement

If the fellow meets expectations, it is expected that the fellow can be offered promotion to Management Analyst or a department head depending on the City's budget situation. This opportunity at the City of Freeport has the potential to offer the perfect training ground to the individual looking to embark on a career in city management because it holds the promise of more than one year in a high functioning, fast-paced work environment. The Management Fellow candidate should also be evaluating whether he or she wishes to stay at the City of Freeport beyond the typical one-year fellowship.

#### **FREEPORT COMMITMENT TO MENTORSHIP**

The ICMA Fellow will be a member of City Manager's Office staff and will be mentored by the City Manager and the Deputy City Manager. both of which are credentialed City Managers. The Fellow will be provided an office in the executive suite with the Mayor, City Manager and Clerk and will have the opportunity to interact on a daily basis with each member of the leadership team.

1. The Fellow will become a member of the Illinois City/County Management Association and the Illinois Assistant Municipal Managers Association and attend various professional development activities including the annual ICMA Conference.
2. The Fellow will have bi-weekly meetings with the Deputy City Manager and have opportunities to shadow the City Manager in meetings with City Department Directors, City Council members, community stakeholders and citizens.

#### **THE FELLOW'S EXPERIENCE**

Freeport will offer a rich and rewarding two-year experience. The ideal candidate will have a passion not just for public service, but for service in the Freeport community. This will be a fast-paced job throughout the period with the upcoming Census and as well as the work for flood mitigation solutions. The second year the fellow will have the ability to address the issues that they have identified and begin building a work plan to implement the proposed solutions.

To achieve the above goals, the Fellow will:

1. Have direct responsibility for coordinating the development and implementation of the Public Relations Plan to engage the community as well as community leaders for the 2020 Census .

2. Analyze budget needs and requests throughout a full-service municipal organization.
3. Work directly for the manager and with other members of the Executive Leadership Team in support of the Mayor and City Council goals.
4. Perform research and information-gathering duties on a wide range of Flood Mitigation and Census best practices and present those to the leadership team as well as the city council.
5. Develop a wide-ranging community engagement plan as well as a communication plan for both the Census and flood mitigation.
6. Perform special projects for the City Manager as required to achieve the goals of these projects