

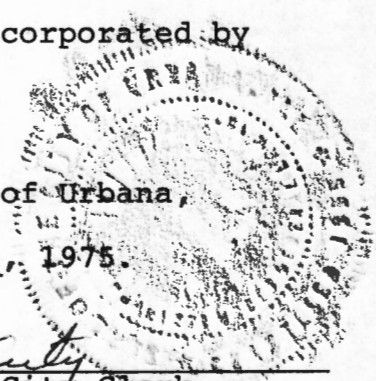
RESOLUTION NO. 2576-R-19

A RESOLUTION APPROVING THE APPLICATION
BY THE EXECUTIVE DEPARTMENT OF THE CITY OF URBANA
TO APPLY FOR INTERGOVERNMENTAL PERSONNEL ACT FUNDING

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
URBANA, ILLINOIS:

That approval is hereby given to the Executive
Department of the City of Urbana, Illinois, to make application
for funding to the Intergovernmental Personnel Act Administration
for a Management Education and Development Program. Summary of
said application is attached hereto and hereby incorporated by
reference.

PASSED by the City Council of the City of Urbana,
Illinois, this 16th day of December, 1975.


Duane Eckerty
Duane Eckerty, City Clerk

APPROVED by the Mayor of the City of Urbana, Illinois,
this 4 day of December, 1975.

Hiram Paley
Hiram Paley, Mayor

Mechanik Bond
25% COTTON FIBER

INTERGOVERNMENTAL PERSONNEL ADMINISTRATION GRANT SUMMARY

Beginning in September of 1975, a Management Education and Development Program was undertaken for the 35 managerial personnel within the City administration. These people are essentially the same as those defined in the collective bargaining process as administrator.

Many of these people are now responsible for administrative duties previously carried out only by department heads. Duties such as budget preparation and administration and personnel evaluations, hiring and firing are now handled by first level and middle management personnel.

At a two-day seminar held October 11 and 12, the participants attempted to define the educational goals and organizational development objective for this management group. On November 10, a six-week course in Management Communications was begun. This initial course, coupled with the two-day seminar has pointed up the need for a comprehensive, long-term program.

The proposed IPA funded program for 1976 is similar to what has already been done. In the grant the money (approximated \$6,000) the City has already spent on the first phase makes up the bulk of the City's matching funds. The grant request is for a Management Education and Development Program which will be tailored to the specific, ongoing needs of the management group of the City of Urbana.

The program will be developed using the Extension Services of the Institute of Labor and Industrial Relations of the University of Illinois. The consultants are the same ones used for Phase I. These consultants have presented five course options to the management group with an agreement to develop other options upon request. The only real program constraints placed by the grant request are that the programs must be relevant to the managing situations and/or the organization's continued development. The five options currently developed are:

1. Executive Leadership Seminar.
2. Management by Objectives Seminar.
3. Skills classes in productivity/budgeting/performance appraisal.
4. Employee Problems and Complaints/Redefining the the Collective Bargaining Relationship.
5. Interpersonal Communications with Management.

Attached is the budget as it is being presented to the IPA with its suggested breakdown of City and Federal dollars.

PROPOSED SPLIT OF COSTS

<u>ITEM</u>	<u>TOTAL</u>	<u>CITY SHARE</u>	<u>FEDERAL SHARE</u>
a. Personnel	\$1827	\$1827	
b. Fringes	none	none	none
c. Travel	\$2502	\$1478	\$1024
d. Equipment	\$2120	\$1620	\$ 500
e. Supplies	\$ 350	\$ 350	
f. Contractual	\$14,280	\$5264	\$9415
g. Construction	none	none	none
h. Other			
i. Total Direct Charges			
j. Indirect Charges			
k. TOTALS	\$21,079	\$10,539	\$10,539

Greenah Bond
75% COST UNDER 2015