

MEMORANDUM



TO: CLAY J. PEARSON, CITY MANAGER
FROM: PAMELA ANTIL, ASSISTANT CITY MANAGER
SUBJECT: CITY COUNCIL IN-SERVICE TRAINING
CITY SERVICES OVERVIEW SYLLABUS
DATE: DECEMBER 29, 2007

1/3/08
To: Mayor and City Council Members
Follow-up to Rules Com. recommendation
Clay

As elected officials, the Mayor and City Council have a great responsibility to the citizens of Novi. The public expects responsiveness and accountability, as well as access to the Council to hear their suggestions and concerns. Recognizing that the Mayor and Council are really volunteers who have committed their time and energy to the community – many with full-time jobs, family responsibilities, and other personal and community commitments – it is important that information is provided to each of them so they can better serve the community without impinging on their already limited and precious time.

As a result, the following in-service training was developed to assist the Council in having an understanding of the “business” of local government in which they serve. In many ways, the Mayor and Council are very much like a corporate Board of Directors setting policy and direction for the “CEO” of the community – the City Manager – and his staff to implement through the budget and day-to-day activities. *

As suggested by the Council Rules Committee, the information will be provided by subject area as a voluntary work session just prior to regular City Council meetings from 6-6:45 p.m. Each session will cover a variety of different functions/activities. We will have the directors responsible for the areas put together and present the related subject-matter materials. We suggest that the first session will be held on Tuesday, January 22, 2008 at 6 p.m. in the Council work room and cover the fundamentals of municipal law, leadership roles/responsibilities, and decision making. A draft syllabus of topics is attached for your review. The seven topics provide an overview of the major areas of our public service responsibilities and can be covered over a series of meetings before we get into the next budget deliberations. To ensure that our presentations and materials provide value and are aligned with the needs of the Council, it would be helpful if related questions for each topic be supplied by the Council Members to you in advance, so that we can make sure that those ✓

questions are answered and provided to everybody (often if one person has a question, it is shared by others) in a comfortable environment without attribution to who posed the question. Otherwise, we may have a more challenging time in predicting what Members may have questions about.

We are excited about this new program and hope it is interesting and useful to the Council Members. Please let me know if you'd like to make any changes to the suggested program syllabus that is attached. Pam



**CITY COUNCIL IN-SERVICE WORK SESSIONS
CITY SERVICES OVERVIEW
SYLLABUS**

<u>TOPIC</u>	<u>DATE</u>
1. Leadership Roles & Responsibilities, Ethics, and Municipal Legal Issues Overview of the roles of the City Manager and the Council under the Council-Manager form of Government, Ethics, and decision making. Michigan Open Meetings Act, the Freedom of Information Act, Council Executive Sessions (general overview), and the legal framework for cities.	01.22.08
2. Budget & Finance Overview of the preparation of the annual budget, annual audit, general City financial operations, services, and legal obligations.	02.04.08
3. City Council Meetings and General City Communications This session will cover developing and preparing the agenda, legal meeting notice requirements, parliamentary procedures, and citizen participation, as well as the logistics of the City Council chambers (security and presentations). Also covered will be the City's media and community relations practices.	02.11.08
4. Human Resources/Labor Relations Personnel principles and City policies, an introduction to labor relations and the City's union agreements, and employee training and development.	02.25.08
5. Land Use and Community Development, Planning and Zoning This session will provide an overview of the various issues and law related to planning and zoning, basic planning, the Zoning Board of Appeals, the City Master Plan, and site plan review. How all the process is linked with natural features protections and regulations and economic development.	03.03.08

TOPIC

DATE

6. Public Safety and Emergency Management

03.17.08

Overview of the services provided by the Police and Fire services including fire operations and suppression, medical first response, uniform patrol and traffic, investigations and records, and emergency preparedness.

7. Parks, Open Space, and Cultural Events/Programs

04.07.08

This session will provide an overview of the community's recreational and cultural assets – our parks, programs, and events, as well as our facilities including the ice arena and the senior center and related activities. Also covered will include open space, trails and regional assets and programs.

8. Infrastructure: Maintenance and Construction

04.17.08

This session will give an overview of the development and implementation of the City's Capital Improvement Program, major streets and neighborhood streets programs. Also covered will be an overview of the maintenance program for roads, storm water, and other infrastructure.

* First Budget Work Session is scheduled for 04.19.08

