

Dave Lambert

1188 Player Dr.
Troy, MI 48085

March 17, 2005

TO: Mayor, Council, City Manager, and City Attorney

Thank you for providing me with the opportunity to attend the National League of Cities meeting held November 30 - December 4, 2004 in Indianapolis.

Tuesday, November 30

I attended the Leadership Training Institute (LTI) session entitled "Effective Parliamentary Procedure for Dynamic Council Meetings." Nancy Sylvester, a Certified Professional Parliamentarian and a retired university professor facilitated the session. Nancy is also the author of "Complete Idiot's Guide to Robert's Rules." Ms. Sylvester provided some handy tools for understanding the way that different motions take precedence.

For example, the list below is the precedence of motions under Robert's Rules Newly Revised:

Fix the Time to which to Adjourn
Adjourn
Take a Recess
Raise a Question of Privilege
Call for the Orders of the Day
Lay on the Table
Previous Question
Limit or Extend Limits of Debate
Postpone to a Certain Time
Commit or Refer
Amend an amendment
Amend a motion
Postpone Indefinitely
A Main Motion

If one of these motions is on the floor, then a motion above it in the list may be made. However, a motion below it may not be made.

If you are interested, Nancy has a web site at www.nancysylvester.com .

Wednesday, December 1

In the morning, I attended the LTI session "Leadership in a Diverse Community." The session was "ok" but not what I expected. A better title for the session would be "The Impact of

Perceptions!" The instructor was Claude Hurst, President, C. H. Hurst Associates, Inc., Miami, Florida.

The session was intended to expand the awareness of factors that influence human perceptions and examine how those perceptions influence behavior and actions when interacting with people who are different.

Mr. Hurst stated that we cannot control what others think. We can only control our own behavior and that behavior can and does influence others. In other words: values and biases lead to perceptions...perceptions lead to thoughts...thoughts influence one's own behavior...one's behavior influences other's behavior.

To establish "win-win" interdependent relationships with others, each person should conduct a self-examination that includes:

- What am I telling myself about the situation or person?
- What are my biases and how are they impacting me?
- What are my values and how are they influencing my perceptions?
- If there are differing perceptions, what is influencing the perceptions?
- What assumptions am I making about the situation or person?
- What type of prejudicial thoughts do I have?
- What type of behavior do I want back?
- What behavior, from me, is in my best interest?

In the afternoon, I attended the LTI session, "Evaluating the City Manager," The instructor/facilitator was Julia Novak, Vice-President, Management Partners, Inc., Cincinnati, Ohio. Ms. Novak has over sixteen years of local government management experience, and is also an experienced consultant, trainer and facilitator who has worked with numerous organizations and community groups.

In Ms. Novak's opinion, hiring and evaluating the City Manager is probably the most important role that an elected official must serve. The purpose of the evaluation is to discuss, assess, and summarize the results and performance of the City Manager. It is also a time to clarify expectations regarding the City Manager's performance, set objectives for the upcoming year, and identify actions which can be taken to maintain and/or increase the City Manager's effectiveness.

The most helpful handouts at the session were sample performance evaluation forms. I've provided these materials to John Szerlag.

Most of the evaluations look at the City Manager from the following job dimensions:

- Staff Effectiveness
- Policy Facilitation
- Service Delivery Management
- Strategic Leadership
- Democratic Responsiveness
- Organizational Planning and Management
- Communication
- Integrity

Interpersonal Characteristics and Skills
Organizational Values
Personal Development
Self-Mastery
Leadership

Thursday, December 2

I attended the conference session entitled “The Changing Role of Local Officials: Addressing the Needs of Children, Youth, and Families.” The panel included Bill Bogaard (Mayor, Pasadena, CA), Neil Albert (Deputy Mayor, Washington, DC), Pamela Clark (Director, Bartholomew County Youth Services, IN), and Robbyn Wahby (Education Advisor to the Mayor, St. Louis, MO).

This session stressed that more city officials are finding their roles expanding beyond the traditional arenas of infrastructure, law enforcement, and economic development. In some cities, municipal leadership has worked to improve education and to redefine the role of parks and recreation programs.

Pamela Clark (Bartholomew County Youth Services, IN) made a notable presentation on Community Youth Mapping. In this project, they hired seven teenagers to “map” the entire county to identify resources for youth. Those included opportunities for education and employment. The map also identified obstacles (e.g., transportation) to utilizing these resources.

Friday, December 3

The session, “Avoid Baby-Boom Doom: How to Support an Aging Population” was one of the best features of the conference. The panel included M. Scott Ball (Community Housing Resource Center, Atlanta, GA), Marcie Freeman (Multicultural Coalition on Aging, Boston, MA), Kathryn Lawler (Aging Atlanta, Atlanta, GA), and John Wren (Administration on Aging, Washington, DC).

By the year 2030, 1 in 5 Americans will be termed “elderly” comprising 1/5 of the nation. These aging baby boomers will need specialized housing, transportation and services in their communities. This session discussed ways that city officials can prepare for these changes.

All Councilmembers should have received copies of the handouts from this session.

Saturday, December 4

On Saturday, I attended the conference session, “Turning Trash into Treasures: Infill, Greyfield & Brownfields.” This was a panel discussion that included Michael Quinn (Clifton Gunderson LLP, Indianapolis, IN), Steve Burkholder (Mayor, Lakewood, CO), Ralph McCloud (Mayor Pro Tem, Fort Worth, TX), and Jan Mills (Mayor, West Lafayette, IN).

The session featured information on cities that have experienced dying malls and blighted, vacant lots. In some cities, these facilities are being reincarnated into housing complexes, commercial establishments and recreation areas.

Mayor Burkholder presented one of the most interesting case studies. The City of Lakewood partnered with the private sector to redevelop a mall into a mixed-use development. I've passed the information from this session on to John Szerlag.

Conclusion

I have handouts from several of the sessions I attended. I would be happy to loan out a handout if you are interested.

Finally, I would also like to thank the taxpayers of the City of Troy for providing the revenue that allows their elected officials to attend these types of educational sessions.