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Weekly outline**POLI 223: Introduction to Local Government Administration****Dr. Rob Baker and Dr. Jeff Ankrom****Local Government Management Internship Program****Summer 2007—Chippewa Falls and Eau Claire County, Wisconsin****Course Objective**

Over 9 million employees work in local government today including all jurisdictions from counties down to special districts. However, as the most basic link to citizens in our federal system, local governments perform an indispensable role in the delivery of essential government services. Safe and clean streets, housing, parks and recreation facilities and programs, public safety, and utilities are services we count on and come to expect in postmodern America. When these services are present, we hardly notice them, but when they are absent, reduced, or poorly delivered, they become irritatingly obvious.

Across the country, the principal responsibility for delivering these services falls on the shoulders of local government managers, administrators, and department heads. Under the supervision and guidance of city and county councils and mayors, these local administrators attempt to provide the services we need as professionally as possible within the limits of their local resources.

Given this key service delivery function performed by local government, the objective of this course is to help you meld the practical with the theoretical in terms of the administration of local government.

Course Structure

The class will generally meet twice a week in city hall. In the first part of the course, several sessions will be devoted to theoretical issues related to local government administration, and will combine a lecture format with class discussion of the assigned readings. The political environment of local government administration will be the focus. The second part of the course discusses planning methods, covering regional analysis, public finance, intraregional analysis, and project identification and evaluation. The perspective taken will always be practitioner oriented.

Required Texts/Readings

Watson and Hassett, editors. 2003. *Local Government Management: Current Issues and Best Practices*. Armonk, New York: M.E. Sharpe.

Aronson and Schwartz, editors. 2004. *Management Policies in Local Government*

Finance. Washington, DC: International City/County Management Association.

Baker, John R. 2006. "Recruitment to Boards and Commissions in Small Cities: Individual versus Contextual Explanations," *State and Local Government Review*, Vol. 38., No 3: 142-155

Course Requirements

The key assignments and their point values are as follows:

Reading Quizzes 90

Blog Menu**Activities**

Assignments



Forum



Resource:

Messages

No
messag
waitin
Messages

Problem Assignments	130
Budget Analysis	50
Problem Research Paper	70
Midterm Exam	100
Final Exam	100
Participation	<u>60</u>
Total	600

Budget Analysis

Each student is required to obtain a copy of a local government budget, preferably one from their hometown, and conduct an analysis that includes an assessment of at least the following budget components: 1) the classification scheme for both revenues and expenditures, 2) the overall presentation format, 3) the revenue forecasting method, 4) any special features, and 5) any problems or suggested improvements.

Problem Research Paper

Each student will be assigned to a group, and each group will be required to choose a problem, or issue, currently affecting the city of Chippewa Falls or the County of Eau Claire, Wisconsin and prepare a research paper that details the problem's history and the local government's efforts to solve it. The paper should include information such as how the problem emerged, how and when the city first recognized it, and what, if anything has been done to deal with it. Additionally, suggested solutions and prospects for the resolution of the problem should be discussed. Local government documents and records, as well as interviews with appropriate individuals should be used as primary source materials for the paper.

 News forum

27 May 2 June 

I. Overview of Public Administration and Local Government

5/29 A. Intro to the Course Syllabus

B. Managers and Politicians WH 1-3

C. PA at the Local Level

5/31 D. The Structure of Local Government

E. FOCUS: The City Manager Form WH 5-86

3 June 9 June 

II. Dimensions of Local Government Management

6/5 A. Intergovernmental Relations and the Legal
Environment of Cities Handouts

6/7 B. Overview of Public Budgeting and Finance WH
87-140

10 June 16 June 

II. Dimensions of Local Government Management

6/12 C. Budgeting & Productivity WH 141-184; 279- 317

6/14 D. The "Art" of Revenue Forecasting Handouts

17 June 23 June



II. Dimensions of Local Government Management

6/19 E.. Public Personnel Management Issues WH
185-255

6/21 F. Citizen Participation and Involvement WH
389-420 & Baker

24 June 30 June

6/26 **MIDTERM EXAM**

**6-28 read chapters 1 and 2 of
Management Policies in Local Government Finance (MPLGF)
*The Finance Function in Local Government
Fiscal Structure in the Federal System***

your budget analysis

internshp update

628 class outline

1 July 7 July



**7-3 read chapters 3 and 4 of
Management Policies in Local Government Finance (MPLGF)
*Public School Finance
Local Government Expenditures and Revenues***

**7-5 read chapters 5 and 6 of
Management Policies in Local Government Finance (MPLGF)
*Forecasting Local Revenues and Expenditures
Cost Benefit Analysis and Capital Budgets***

school district analysis

power point 7-3

7-5 class outline

location quotient (sheet 1) and input output spreadsheet (sheet 2)

sreadsheet budget example from ch. 6

8 July 14 July



**7-10 read chapters 7 and 8 of
Management Policies in Local Government Finance (MPLGF)
*Budgeting
Financial Reporting, Accounting and Auditing***

**7-12 read chapters 10 and 11 of
Management Policies in Local Government Finance (MPLGF)**

***The Property Tax
General sales, Income and other Nonproperty Taxes***

location quotient calculation

7-10 slides

7-12 class slides

chapter 6 budget tables

budget simulation

15 July 21 July

**7-17 read chapters 12 and 13 of
Management Policies in Local Government Finance (MPLGF)
User Charges and Special districts
Economic Development**

**7-19 read chapters 14 and 17 of
Management Policies in Local Government Finance (MPLGF)
Debt management
Risk Management**

 12-19 power point

 optimal user charge pricing

22 July 28 July

**7-26 read chapters 18 and 19 of
Management Policies in Local Government Finance (MPLGF)
Public Employee Pension Funds
Unions and Collective Bargaining**

**7-28
chapter 13 on Economic development
material originally from 7-19 - dropped**

 Final Version of your journal

 problem research paper

 pension planning

 retirement spreadsheet

 effect of change on retirement

 power point 7-24

 ANKROM EXAM

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