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MRL BULLETIN

MARCH—APRIL 2002



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MRL Bulletins 2002

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March/April 2002

1 ABANDONED PROPERTY-MAINE

032845704

"Frequently Asked Questions About Abandoned Property." (*Maine Townsman*, January 2002, p. 19+.)

2 ARBITRATION

035046904

How Arbitration Works. Elkouri & Elkouri. 5th Edition. Marlin M. Volz and Edward P. Groggin, co-editors.

Washington, D.C., BNA Books, 1997. 1233p.

Hallmark publication in the field of labor arbitration.

R331.15 E43hb 1997

3 BROWNFIELDS

029714707

Brownfields: Redeveloping Environmentally distressed properties. Harold J. Rafson and Robert N. Rafson.

New York, NY, McGraw-Hill, 1999. 567p.

Aims to present the viewpoints of all parties involved and address the question of what is necessary to get the job done.

R363.73966 B819

4 BROWNFIELDS

032844681

"How Many Brownfields Are There? Building an Industrial Legacy Database." Nancey Green Leigh and Sarah L. Coffin.

(*Journal of Urban Technology*, v. 7, No. 3, December 2000, p. 1-18.)

See also following article "Internet Technology as an aid to Neighborhood and Brownfields Development".

5 BROWNFIELDS

033965196

Promoting More Equitable Brownfield Redevelopment: Promising Approaches for Land Banks and Other Community Land Development Entities. Nancey Green Leigh.

Cambridge, MA, Lincoln Institute of Land Policy, 2000. 47p. (Lincoln Institute of Land Policy Working Paper).

Focuses on identifying promising approaches for improving the redevelopment prospect of the least marketable brownfield site typically found in depressed urban neighborhoods.

R363.73966 L533p

6 BUSINESS DISTRICTS-RESIDENTIAL

032845712

"Having a Longer View on Downtown Living." Eugenie Ladner Birch.

(*Journal of the American Planning Association*, v. 68, no.1, Winter 2002, p. 5+.)

This article presents statistical evidence regarding downtown housing for 45 cities and outlines the approaches many have employed to capture these housing units.

7 CITY COUNCILS

032844947

How To Be An Effective City Council member. Tina. Hansen.

(*Western City*, December 1997, p. 7+.)

Certain skills are essential for effective elected leaders, including clear communication, respect for one's colleagues, listening, making tough decisions and more.

8 CITY-COUNTY CONSOLIDATION-JACKSONVILLE

032844665

"Quandaries of Pragmatic Reform: A Reassessment of the Jacksonville Experience.

Bert E. Swanson.

(*State and Local Government Review*, Fall 2000, p. 227+.)

9 CITY-COUNTY CONSOLIDATION-LOUISVILLE

032627193

"Metropolitan Consolidation Versus Metropolitan Governance in Louisville." H. V.

Savitch and Ronald K. Vogel.

(*State and Local Government Review*, Fall 2000, p. 198+.)

10 CITY PLANNING

020981826

New Urbanism: Comprehensive Report & Best Practice Guide. Written and Edited by the Staff of New Urban News with Special Contributors. 2nd Edition expanded and completely updated.

Ithaca, NY, New Urban Publications, 2001. 1v. (vp).

Designed to help specialists broaden their knowledge of community design and for use as a resource for both novices and veterans of the New Urbanism.

R720.103 K159n 2000

11 COLLECTIONS

032844830

"Online Advertising As An Alternative Revenue Source." Dana Edberg, Fritz Grupe, and James Drake.

(*Government Finance Review*, December 2001, p. 36+.)

Although the potential revenue from online advertising is significant, it also raises a host of legal, ethical, and administrative issues.

12 COLLECTIVE BARGAINING-MUNICIPAL EMPLOYEES

032845324

Collective Bargaining in Local Government. Evelina R. Moulder.

Washington, D. C., International City/County Management Association, 2000. 65p.

(Special date issue no. 1).

Covers the overall management of collective bargaining within local government with regard to negotiations, contingency plans in the event of a work stoppage, management rights clauses and employee grievance. Arranged alphabetically by state, then by city. Detroit is not included in this study.

R331.89 M86c

13 COMMUNITY ASSOCIATIONS

032845894

"Neighborhood Associations." Kathryn Stratos.

(*IQ Report*, v. 33, no. 11, November 2001, Entire Issue).

This report examines how several communities have created, supported, and used neighborhood associations to enhance the quality of local decision-making.

14 COMMUNITY DEVELOPMENT

033962979

The Civic Index: Measuring Your Community's Civic Health. National Civic League.

2nd Edition. Denver, CO, National Civic League, 1999. 127p.

This self-evaluation tool offers the key framework to examine a community's civic infrastructure and measure key indicators and benchworks.

R361.8 C499

15 DETROIT-POPULATION

032845779

2000 Census Subcommunity Profile for the City of Detroit Information and Research Services United Way Community Services.

Michigan Metropolitan Information Center, Center for Urban Studies, Detroit, MI, Research Services, 2001. 84p.

R312.09774 T93 DESK For Use In Library Only

16 EMPLOYEES-MOTIVATION OF, TAMPA, FL

031138432

Employee Incentive. The Innovation Groups, 1998? 386p. (Research Packet [Innovation Group]).

Reports on the actions of a consortium of cities, counties and private companies working together to improve innovation in the local government workplace.

R658.3142 E55 Model Programs (DESK)

17 EMPLOYEES-RIGHTS

032844350

"Defining Free Speech Protections for Public Employees." Stefanie A. Lindquist and Stephen L. Wasby.

(*Review of Public Personnel Administration*, v. 22, no. 1, Spring 2002, p. 63+.)

It is interesting to encounter a case in which the court upholds the employee's right to free speech even when the statements at issue are not made from public consumption but rather stem from internal reports prepared by the employee as part of his job requirements.

18 FAIR EMPLOYMENT PRACTICES

032846702

"The Fair Labor Standards Act." Ken Smith.

(*Current Municipal Problems*, v. 28, no. 1, 2001, p. 1+.)

This chapter examines major provisions of the FLSA and discusses their application to municipal governments.

19 FIRE DEPARTMENT

035019851

Fire Department Strategic Planning: Creating Future Excellence. Mark Wallace.

Saddle Brook, NJ, Fire Engineering, 1998. 319p.

Outlines 12 steps necessary for the Fire Department Strategic Planning Process.

R363.377 W155f

20 FIRE FIGHTERS

035019869

Command and Control of Fires and Emergencies. Vincent Dunn.

Saddle Brook, NJ, Fire Engineering, 1999. 293p.

An operational blueprint for fireground managers in the urban environment.

R363.375 D922c

21 FIRE PROTECTION

032843881

"Setting Community Standards of Response Coverage for Fire Services." Steward Gary.

(*Western City*, October 2001, p. 11+.)

A national coalition of local government agencies has taken a prominent role in opposing a National Fire Protection Association (NFPA) proposed standard 1710, related to minimum staffing requirements and response time for fire companies.

22 GOAL SETTING

032777741

The Mission Statement Book: 310 Corporate Mission Statements from America's Top Companies. Jeffrey Abrahams.

Berkeley, CA, Ten Speed Press, 1999. 486p.

Suggestions on the characteristics and processes of producing outstanding mission statements.

R658.4012 A159m 1999

23 GOVERNMENT REORGANIZATION

032844517

"The Political Theory of Reinvention. Linda DeLeon and Robert B. Denhardt.

(*Public Administration Review (PAR)*, March/April 2000, p. 89+.)

This examines the implications of the self-interest assumption, which entails a rejection of democratic citizenship, civic engagement, and the public interest, broadly conceived.

24 HOTELS-TAX INCENTIVES

032846009

"Tax-Exempt Hotel Financing: A Primer For Finance Officers." Thomas Hazinski and Mark Laubacher.

(*Government Finance Review*, February 2002, p. 32+.)

Because of the limited availability of conventional financing for full-service convention center headquarters hotels, many governments are turning to the tax-exempt bond market to finance their projects.

25 INFORMATION SYSTEMS

032844673

"Dashboards and Scorecards; Executive Information Systems (=EIS) for the Public Sector. Leo Youghong and Rowan Miranda.

(*Government Finance Review*, December 2001, p. 14+.)

This article describes the concept of EIS, identifies the features and functions of leading products and discusses how EIS can promote strategic management in the public sector.

26 INTERGOVERNMENTAL RELATIONS

032845720

"Intergovernmental Cooperation on ERP Systems." Kathleen A. Hall.

(*Government Finance Review*, December 2001, p. 6+.)

This article describes the joint procurement and implementation of an ERP solution by three Nebraska governments: Douglas County, the City of Omaha, and the Omaha/Douglas Public Building Commission.

27 LEADERSHIP

032844525

"The Changing Local Government Organization: New Leadership Roles. Ed Daley.

(*Virginia Review*, March/April 1999, p. 49+.)

Public administrators face a future that requires greater anticipatory skills and quicker response to changing need than present capacity demonstration.

28 LEADERSHIP

032844921

"Leadership: Awakening the Best in People (Do We Measure Up As Leaders?)" Carl H. Neu, Jr.

(*Illinois Municipal Review*, April 1999, p. 5+.)

Effective leaders and stewards at the city and hometown level must learn, exhibit and master seven attributes.

29 LEADERSHIP

029040327

Rules & Tools For Leaders. Perry M. Smith.

Garden City Park, NY, Avery Publishing Group, 1998. 290p.

A no-nonsense private course that you can attend over and over again.

R658.4092 S656r

30 MANAGEMENT

029487015

Essential Manager's Manual. Robert Heller and Tim Hindle.

1st American Edition. New York, NY, DK Publishing 1998, 864p.

Covers all the skills, one needs, from motivating and delegating to negotiating and presenting.

R658.4 H367e

31 MANAGEMENT

029551356

First, Break All The Rules: What the World's Greatest Managers Do Differently.

Marcus Buckingham and Curt Coffman.

New York, NY, Simon and Schuster, Inc., 1999. 272p.

The best managers break all the conventional rules. See how in this in-depth study of great managers across a wide variety of situations.

R658.409 B856f

32 MANAGEMENT

030647912

Flawed Advice and the Management Trap: How Managers Can Know They're Getting Good Advice and When They're Not. Chris Argyris.

Oxford, NY, Oxford University Press, 2000. 262p.

Examines why most professional advice on non-routine issues continues to fail.

Whereas, a theory of effective action leads to specific predictions that can be tested in real life.

R658.4012 A797f

33 MASTER PLAN

031168850

Workbook for Preparing or Updating a Master Plan and/or Preparing a Growth Management Plan. Prepared for the Michigan Society of Planning Officials by Planning & Zoning Center. Mark A. Eidelson and others.

1st edition. Lansing, MI, Planning and Zoning Center. 1997. (vp).

Designed for use by planning Commissioners for use in preparing or updating a master or comprehensive plan or for preparing a growth management plan. Contains checklists, worksheets, tables, charts, and procedures.

R333.73 W892

34 MUNICIPAL OFFICIALS

029642742

Commissioner's Little Handbook: A Portable Guide for Local Government Advisory Broad Members. Len Wood.

2nd Edition. Rancho Palos Verdes, CA, Len Wood & Associates, 2000. 140p.

Intended as an orientation manual as well as a quick reference source for experienced members.

R352.74321 W85c 2000

35 MUNICIPAL OFFICIALS

029642734

Elected Officials Little Handbook: A Portable Guide for Local Government Legislators.

Len Wood.

2nd Edition. Rancho Palos Verdes, CA, Training Shoppe, 2000. 176p.

A quick reference guide to over eighty important governing board topics. Includes questionnaires and checklists that can be used for personal improvement and team building.

R320.80973 W85e 2000

36 MUNICIPAL SERVICES-EVALUATION

031169320

Does Your Government Measure Up?: Basic Tool For Local Officials and Citizens.

William D. Coplin and Carol Dwyer.

1st Edition. Syracuse, NY, Community Benchmarks Program, Maxwell School of Citizenship and Public Affairs, Syracuse University, 2000. 145p.

An indispensable tool for improving local government. The bare essentials in the area of finance, public works, park and recreation, police assessment, building code, emergency medical services, Web site development and personnel necessary for good government are introduced.

R352.3214 C792d

37 NEIGHBORHOOD REDEVELOPMENT

034249772

Neighborhood Initiatives. Innovation Groups.

Tampa, Fl, Innovation Groups, (199?) v.p.

Illustrates how local government is bringing neighborhoods and city hall together by involving citizens in the decision-making process regarding their neighborhood needs.

R307.3363 N3154 Model Program DESK

38 NEIGHBORHOOD REDEVELOPMENT

032993564

Neighborhood Recovery: Reinvestment Policy for the New Hometown. John Kromer.

New Brunswick, NJ, Rutgers University Press, 2000. 262p.

Describes how a blending of public-sector leadership and community initiative can produce successful and lasting results.

R307.3416 K921n

39 NEIGHBORHOODS-PLANNING-CHICAGO, IL

032685282

Neighborhood Planning and Community-Based Development: The Potential and Limits of Grassroots Action. William Peterman.

Thousand Oak, CA, Sage Publications, 2000. 191p. (Cities and Planning Series).

Explores both the limitations and the successes of grassroots efforts in neighborhood planning. Argues that the neighborhood should not be the sole focus as a unit of analysis and context for the solution of urban problems.

R307.33621 P442n

40 NEIGHBORHOODS PLANNING-SEATTLE, WASHINGTON
028505759

Common Place: Toward Neighborhood and Regional Design. Douglas Kelbaugh.
Seattle, Washington, University of Washington Press, 1997. 334p.
Offers strategies for reclaiming and improving our neighborhoods and cities, which today are increasingly dominated by fear and disintegration and the automobile.
R307.768 K271c

41 ORGANIZATION CHANGE
033545964

Making Change Happen One Person At A Time: Assessing Change Capacity Within Your Organization. Charles H. Bishops Jr.
New York, NY, AMACOM Publications, 2000. 260p.
A blueprint for making change a reality based on a workplace-tested process.
R658.406 B541m

42 PARKS
032846231

Parks and Economic Development. John L. Compton.
Chicago, IL, American Planning Association, 2001. 74p.
The author knows the economic development benefits of parks and open space, and has developed and enhanced techniques to measure them.
R710.1 A512p

43 PATRONAGE
032845985

"Is Patronage Dead?" David K. Hamilton.
(*Review of Public Personnel Administration*, v. 22, no. 1, Spring 2002, p. 3+.)
The author recommends that staffing systems be designed around a public service orientation to strike a balance between patronage and merit.

44 PERFORMANCE APPRAISAL
033970956

Abolishing Performance Appraisals: Why They Backfire and What To Do Instead. Tom Coen and Mary Jenkins.
1st Edition. San Francisco, CA, Berrett-Koehler Publishers, 2000. 338p.
Offers practical suggestions on how to replace performance appraisals with more progressive approaches to feedback and development.
R658.3125 C651a

45 PERFORMANCE APPRAISAL
028744531

Powerful Performance Appraisals: How To Set Expectations and Work Together To Improve Performance. Karen McKirchy.
Franklin, NJ, Career Press, 1998, 127p. R658.3125 M217p

46 PERFORMANCE MEASUREMENT

030629357

Beyond Data: Current Uses Of Comparative Performance Measurement In Local Government. Lydia Bjornlund.

Washington, D.C., ICMA, (1999?) 129p.

Aims to assist local government and citizens understand how comparative performance measurement data can be used to improve service delivery.

R352.14 B557b

47 PERFORMANCE MEASUREMENT

034253428

Comparative Performance Measurement. Elaine Morley and others.

Washington, D.C., Urban Institute Press, 2001. 112p.

CPM can be used to improve the management and operations of a particular agency of function, to improve policy and resource allocation decisions and to communicate to the public what is being accomplished and what community needs should be addressed.

R658.4013 M827c

48 PERFORMANCE STANDARDS

028514040

Managing Employee Performance Problems. Neville C. Tompkins.

Menlo Park, CA, Crisp Publications Inc, 1997, 152p.

Intended to be a practical document for the line or staff manager to consider when facing deterioration of job performance by an employee.

R658.3045 T593m

49 POLICE

027155317

Policing Urban America. Geoffrey P. Alpert and Roger G. Dunham.

3rd Edition. Prospect Heights, IL, Waveland Press, 1997. 294p.

Authors combine research and practical experience to explain how to balance the dual role-enforcer and protector-performed by police in and ever-changing society.

R363.20973 A456p 1997

50 POLICE-COMPLAINTS

032844368

Early Warning Systems: Responding To The Problem Police Officer. Samuel Walker and others.

Washington, D.C., National Institute of Justice, July 2001. 17 pages. (Research in brief)

<http://www.ncjrs.org/txtfiles1/nij/188565.txt>

VF Police Complaints

51 POLITICAL ETHICS

032699580

Ethical Standards In The Public Sector: A Guide For Government Lawyers, Clients, and Public Officials. Patricia E. Salkin, Editor.

Chicago, IL, Section of State and Local Government Law, American Bar Association, 1999. 319p.

R174.3 E84

52 POVERTY

033654881

What Government Can Do: Dealing With Poverty and Inequality. Benjamin I. Page and James R. Simmons.

Chicago, IL, University of Chicago Press, 2000. 409p. (American Politics and Political Economy)

Argues the government can and should deal with poverty and inequality based on what it actually does and how well it does it.

R362.58 P141w

53 PRIVATIZATION-NEW YORK CITY

0328466223

"Competition and Choice in New York City Social Services." E.S. Savas.

(*Public Administration Review*, January/February 2002, v. 62, no. 1, p. 82+.)

Privatization is intended to improve public service by introducing competition and choice. Does it work?

54 PRODUCTIVITY

032844038

"High-Performance Government." Anton Gardner and others.

(*Public Management (PM)*, November 2001, p. 10+.)

According to a survey by the Gallup Management Journal 26 percent of all employees are actively engaged in their work. What would it be like if we could increase their number?

55 PROJECT MANAGEMENT

0335073957

The Complete Idiot's Guide to Project Management. Sunny and Kim Baker.

2nd Edition. Indianapolis, IN, Alpha Books, 2000. 404p.

Step-by-step guide to every phase of the project planning process.

R658.404 B177c 2000

56 PUBLIC ADMINISTRATION

03264984

"Political Conflict, Fiscal Stress, and Administrative Turnover in American Cities.

Richard C. Feiock and others.

(*State and Local Government Review*, v. 33, no. 2, Spring 2001, p. 101+.)

Because turnover can affect service delivery and fiscal management, understanding the reasons why managers exit their positions has import for both practitioners and scholars.

57 PUBLIC ADMINISTRATION

033498727

The Pursuit of Significance: Strategies for Managerial Success In Public Organizations. Robert B. Denhardt.

Prospect Heights, IL, Waveland Press, 1993. 300p.

Outlines the revolution in public management in which managers are transforming hierarchical bureaucracies into organizations driven by a commitment to common purpose by concerns for serving the public promptly and well, by empowerment and shared leadership and by dedication to public service.

R351 D414p

58 PUBLIC RELATIONS

031170188

Marketing Your Jurisdiction: Research Packet.

Richmond, VA, Innovation Groups, 2000? (v.p.). (Research Packet[Innovation Groups])

Includes municipal marketing plans produced by a variety of city and county jurisdictions.

R352.748 M341 Model Program (DESK)

59 RECRUITING OF EMPLOYEES

034254897

Recruiting and Selecting Local Government Employees: Programs and Practices.

Evelina Moulder.

Washington, D.C., International City/County Management Association, 2001. 62p. (Special Data Issue 2000, No. 5).

R352.65 M86r

60 RECRUITING OF EMPLOYEES

032623473

"Recruiting Key Management Personnel." Heather Renschler.

(*IQ Report*, v. 33, no. 3, March 2001, Entire Issue.)

This report includes resources available to help local government entities in their search for qualified candidates and suggest ways to stimulate potential candidates' interest in the position while providing for interim management.

61 STRATEGIC PLANNING

032771942

Strategic Planning and Quality of Life.

Richmond, VA, Innovation Groups, (199?). 1v. (v.p.). (Research Packet[Innovation Groups]).

Examples of strategic plan and quality of life plan from a variety of municipalities.

R307.1216 S998 Model Programs (DESK)

62 SUPERVISION OF EMPLOYEES

028227958

The First-Time Manager. Fourth Edition. Loren B. Becker.

New York, NY, American Management Association, 1997. 211p.

Filled with expert information on all the basics of the job, from managing time and stress to motivating and counseling employees.

R658.320 B412f 1997

63 SUPERVISION OF EMPLOYEES

028785252

How To Supervise People: Techniques For Getting Results Through Others. Donald P. Ladew.

Franklin Lakes, NJ, Career Press, 1998. 127p.

A step-by-step guide to the proven secrets of inspiring others to perform with pride, of delegating effectively and watching productivity climb.

R658.302 L124h

64 SUPERVISION OF EMPLOYEES

034041005

The 21st Century Supervisor: Nine Essential Skills For Frontline Leaders. Brad Humphrey and Jeff Stokes.

San Francisco, CA, Jossey-Bass/Pfeiffer, 2000. 332p.

Proposes that by encouraging supervisors to develop the nine skills presented, organizations will transform supervisors into professional leaders and will realize greater results and long-term success.

R658.302 H884t

65 URBAN TRANSPORTATION

032621873

Large City Technical Exchange and Assistance Program. New York, NY, Rudin Center for Transportation Policy and Management.

Robert F. Wagner Graduate School of Public Service, New York University, 2000. 183p.

Case studies on inter-jurisdiction coordination in traffic management, interagency sharing fiber optic networks and facilitating high-volume pedestrian activity.

R388.4 L323

66 WATER & SEWERAGE

032845373

"Stormwater Management." Wyatt Green.

(*IQ Report*, v. 33, no. 10, October 2001, Entire Issue.)

This report provides a broad guide to the EPA permit process as well as sources of additional information and funding for local governments.

67 XML

032844939

"Extensible Markup Language: (=XML) A New Technology Tool for the Public Sector." Ken Smith and others.

(*Government Finance Review*, December 2001, p. 20+)

This article explains what XML is and how it works, and discusses its use in seven governmental applications.