



CITY OFFICIALS ACADEMY

Event Location

Embassy Suites Hotel - **SOLD OUT!**
1801 Newtown Pike, Lexington, KY

Room Reservations

Griffin Gate Marriott Resort & Spa
1800 Newtown Pike, Lexington, KY
Ask for KLC rate: \$100 single/double
877-901-6632, 859-231-5100

KENTUCKY LEAGUE OF CITIES TWENTY¹³ COA CITY OFFICIALS ACADEMY

January 16 - 18, 2013

**Register online at klc.org or call 800.876.4552.
\$129 for KLC members, \$199 for nonmembers**

What is the City Officials Academy? It is an intense two-and-a-half-day training packed with practical information to benefit city leaders in doing their jobs. Whether you are newly elected, newly appointed or a seasoned official, you are guaranteed to leave this training with information that will be useful to your work in city government.

Workshops are designed to stretch your thinking about your city's future and your role as a leader. Attendees will enjoy no-nonsense sessions on city finances, personnel, conducting effective meetings, ethics, planning and zoning, taxing and more. Additionally, there are several opportunities to network with peers, participate in small group discussions, ask questions and get to know the staff of the Kentucky League of Cities.

Attendees will also receive a complimentary copy of the 2013 edition of the *City Officials Legal Handbook*, a \$40 value and a "must have" tool of first resort for every Kentucky city.

KLC is here to help city officials succeed. Your citizens depend on you, and you can depend on KLC. Visit klc.org or call 1-800-876-4552 for more information.

Participants are eligible for 15 credit hours through the City Officials Training Center and/or Training Incentive Program (HB 119) credit.

**Wednesday
January 16, 2013**

All times are Eastern Standard Time.

9:30 a.m. – 12:30 p.m.

Registration

Lunch is on your own.

12:30 p.m. – 1:30 p.m.

Welcome and Overview

Mayor Susan Barto, KLC President, City of Lyndon
Jonathan Steiner, KLC Executive Director/CEO

Congrats! You're Elected. Now What?

Tad Long, KLC Community Development Advisor

Framework of City Government

J.D. Chaney, KLC Chief Governmental Affairs Officer

Whether you are in your first term as an elected official or a seasoned city veteran, this session will help you take some time to reflect on the work you do in local government as well as understand the basic functions of a city.

1:30 p.m. – 1:45 p.m.

Break

1:45 p.m. – 2:45 p.m.

Breakout Sessions – The Forms of Government

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|----------------------|---|
| Mayor-Council | Laura Ross, KLC Legal Services Counsel |
| Commission | Andrea Shindlebower Main, KLC Senior Legal Services Analyst |
| Manager | J.D. Chaney, KLC Chief Governmental Affairs Officer |

Learn the powers, roles and responsibilities of the various elected and appointed positions in your form of government.

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 5:00 p.m.

City Finances

Laura Ross, KLC Legal Services Counsel

How city money is spent, budgeted, tracked and accounted for is one of the most important jobs of city officials. This class will provide an overview of legal public purpose spending, city budgets, contracting, procurement, surplus property as well as audits and financial statements.

5:15 p.m. – 7:30 p.m.

Networking Reception

Meet city officials and the KLC staff during this casual hospitality event.

**Thursday
January 17, 2013**

8:00 a.m. – 8:30 a.m.

Identifying Risks for Cities

Ned Wertz, KLC Director of Claims & Underwriting

The safety of citizens and city employees is a top concern for city officials. Get tips on how you can spot potential risks in your own community and how to address issues before they become major problems.

Ask the Member Legal Services Department!

Back by popular demand! The KLC Member Legal Services Department will be available during breaks and lunch to discuss general municipal law questions. Stop by the booth near registration to clarify information presented during classes and get legal information on existing written opinions, regulations, cases, statutes or articles.

8:30 a.m. – 9:15 a.m.

Open Records

Laura Ross, KLC Legal Services Counsel

Learn the scope of the Open Records Act, how it is enforced and what rules and regulations your city should have in place to govern open records requests.

9:15 a.m. – 9:45 a.m.

Ordinances, Orders and Resolutions

Kim Johnson, KLC Legal Services Analyst

This session will provide an overview of how these three important tools can be used by city governments to take action.

Are you new to city government?

Please visit klc.org and provide your preferred contact information so you can stay informed on important municipal legal topics, track what’s happening at the Capitol that may affect your community, and get notifications of training opportunities and member resources that will help you do your job at city hall. Visit klc.org and click on the Newly Elected button on the home page or contact Tammy Penna at 1.800.876.4552 to provide KLC with your contact information.

9:45 a.m. – 10:00 a.m.

Break

10:00 a.m. – 11:00 a.m.

Open Meetings

J.D. Chaney, KLC Chief Governmental Affairs Officer

Attendees will learn about the Open Meetings Act, including how to conduct an open meeting, what exemptions apply and how and when to conduct a closed meeting.

11:00 a.m. – 12:15 p.m.

Conducting Effective Meetings

After a brief introduction to meeting protocol, including Roberts Rule of Order, attendees will learn the dos and don’ts of a city meeting during the very popular Mock City Council Meeting.

12:15 p.m. – 1:15 p.m.

Lunch with KLC

Find out how your city can make the most use of your membership with KLC. Learn about core member services as well as finance and insurance programs. Come with questions!

1:30 p.m. – 3:30 p.m.

Breakout Sessions

Breakout Option 1

Personnel Law for Supervisors - Mayors and Commissioners

Temple Juett, KLC Chief Operating Officer/General Counsel

Breakout Option 2

Personnel Laws for Councilmembers

J.D. Chaney, KLC Chief Governmental Affairs Officer
 Laura Ross, KLC Legal Services Counsel

Building a Policy Making Team

Tad Long, KLC Community Development Advisor

Personnel issues can be one of the most difficult challenges faced by city officials. Learn about your role in personnel decisions as well as important laws and procedures that every city with employees should know to avoid common (and costly) pitfalls.

3:30 p.m. – 3:45 p.m.

Break



3:45 p.m. – 5:00 p.m.

Personnel Issues with Uniformed Employees

Stacey Blankenship, Partner, Denton & Keuler LLP

Designed especially for mayors and other city officials who address police discipline issues in second through sixth class cities, this session will cover the Kentucky Police Officer Bill of Rights (KRS 15.520), citizen complaints and how it works with KRS Chapter 95. Learn how to address discipline matters.

5:00 p.m. – 6:00 p.m.
Optional**Municipal Law Jeopardy for Cities**

KLC Legal Staff

Test your knowledge with a relaxed session that will highlight what you've learned so far. You can also bring your remaining questions for the KLC Legal Department.

**Friday
January 18, 2013**

8:00 a.m. – 8:30 a.m.

Municipal Taxing Authority

J.D. Chaney, KLC Chief Governmental Affairs Officer

This session will cover the basis for city taxing authority and provide an overview of property tax, insurance premium tax, occupational license tax and more.

8:30 a.m. – 9:30 a.m.

Local Government Ethics

Andrea Shindlebower Main, KLC Senior Legal Services Analyst

Learn the key components of a city's ethics ordinance. Attendees will discuss complex ethical issues found in local government and determine ethical outcomes.

9:30 a.m. – 10:15 a.m.

Planning and Zoning

David A. Pike, Attorney at Law/Managing Owner, Pike Legal Group, PLLC

Because planning and zoning decisions can be very far-reaching and long-lasting, they are often some of the most controversial and public decisions made by public officials. Learn the types of land use disputes, how to avoid litigation and about mandatory training for zoning officials and staff.

10:15 a.m. – 10:30 a.m.

COA Survey/Break

10:30 a.m. – 11:00 a.m.

Getting the Most from Your City AttorneyCarrie Wiese, City Attorney, City of Somerset
Laura Ross, KLC Legal Services Counsel

The city attorney serves as the city's chief legal counsel. Do you know what duties your city attorney performs and when you should call him or her? Learn what issues require attention from the city attorney and how you can develop a strong working relationship.

11:00 a.m. – 11:30 a.m.

Advocacy 101

J.D. Chaney, KLC Chief Governmental Affairs Officer

Your job is not limited to only city hall – you have a role in the halls of Frankfort as well. Learn how you can be a strong advocate for your city and what issues are of top priority for the 2013 session.

11:30 a.m.

Closing Remarks