

KENTUCKY LEAGUE OF CITIES TWENTY¹⁵ COA CITY OFFICIALS ACADEMY

\$159 for KLC members
\$199 for nonmembers

City Officials Academy in two locations!



January 14-16, 2015 - Bowling Green
Holiday Inn University Plaza
1021 Wilkinson Trace
Bowling Green, KY 42103
270-745-0088
Hotel Rate: \$104

January 21-23, 2015 - Lexington
Embassy Suites
1801 Newtown Pike
Lexington, KY 40511
859-455-5000
Hotel Rate: \$110.95

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 (KLC).

Attendees will also receive a complimentary copy of the 2015 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 17 credit hours through the City Officials Training Center and/or Training Incentive Program (HB 119) credit.

Register at klc.org



Wednesday

(All times are local. Schedule subject to change.)

9:30 a.m. – 12:30 p.m.

Registration

Lunch is on your own.

12:30 p.m. – 12:45 p.m.

Welcome and Overview

Jonathan Steiner, KLC Executive Director/CEO

12:45 p.m. – 1:15 p.m.

Congratulations! You’re Elected, Now What?

Tad Long, KLC Community Development Advisor

1:15 p.m. – 1:45 p.m.

Framework of City Government

J.D. Chaney, KLC Deputy Executive Director

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.

1:45 p.m. – 2:00 p.m.

Break

2:00 p.m. – 3:00 p.m.

Breakout Sessions – The Forms of Government

Mayor-Council	Laura Ross, KLC Managing Counsel for Member Legal Services
Commission	Chris Johnson, KLC Member Legal Services Attorney
Manager	J.D. Chaney, KLC Deputy Executive Director

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

3:00 p.m. – 3:15 p.m.

Break

3:15 p.m. – 3:45 p.m.

Ordinances, Orders and Resolutions

Chris Johnson, KLC Member Legal Services Attorney

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

3:45 p.m. – 4:30 p.m.

Open Records

Laura Ross, KLC Managing Counsel for Member Legal Services

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.

4:30 p.m. – 4:45 p.m.

Break

4:45 p.m. – 5:45 p.m.

Local Government Ethics

Andrea Shindlebower Main, KLC Personnel Services Specialist

Learn the key components of a city’s ethics ordinance. Attendees will discuss complex ethical issues found in local government and determine ethical outcomes. This session will also include information on how to become a certified City of Ethics.

6:00 p.m. – 8:00 p.m.

Networking Reception

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.



Thursday

7:30 a.m. – 8:30 a.m.

Breakfast on your own

(Breakfast buffet provided by host hotel at both locations for overnight guests.)

8:00 a.m. – 8:45 a.m.

Identifying Risks for Cities

Doug Goforth, Deputy Executive Director, KLC Insurance Services
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.

8:45 a.m. – 9:45 a.m.

Kentucky’s Open Meetings Law

J.D. Chaney, KLC Deputy Executive Director

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.

9:45 a.m. – 10:00 a.m.

Break

10:15 a.m. – 11:00 a.m.

Conducting Effective Meetings Through Parliamentary Procedures

Joseph Coleman, KLC Research & Federal Relations Manager

After a brief introduction to meeting protocol, including Roberts Rule of Order, attendees will learn the dos and don’ts of conducting effective city meetings.

11:00 a.m. – 12:00 p.m.

Committees, Commissions and Boards

J.D. Chaney, KLC Deputy Executive Director
Laura Ross, KLC Managing Counsel for Member Legal Services

Every city creates or works with various committees, commissions and boards. This session will cover the many different ways to form and operate these entities, and will also provide a primer on Special Purpose Governmental Entities.

12:00 p.m. – 1:15 p.m.

Lunch and Networking

1:30 p.m. – 3:30 p.m.

Breakout Sessions

Breakout Option 1

Personnel Law for Supervisors - Mayors and Commissioners

Andrea Shindlebower Main, KLC Personnel Services Specialist

Breakout Option 2

Personnel Laws for Councilmembers and Building a Policy Making Team

J.D. Chaney, KLC Deputy Executive Director
Laura Ross, KLC Managing Counsel for Member Legal Services
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. – 4:30 p.m.

Personnel Issues with Uniformed Employees

Stacey Blankenship, Partner, Denton & Keuler LLP
 Jeff Mando, Member, Adams, Stepner, Woltermann & Dusing, PLLC

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

4:30 p.m. – 5:30 p.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 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.

5:30 p.m. – 6:30 p.m.

Municipal Law Jeopardy (Optional)

KLC Member Legal Services 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

7:30 a.m. – 8:30 a.m.

Breakfast on your own

(Breakfast buffet provided by host hotel at both locations for overnight guests.)

8:00 a.m. – 9:00 a.m.

Municipal Taxing Authority

J.D. Chaney, KLC Deputy Executive Director

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

9:00 a.m. – 10:30 a.m.

City Finances: Budgeting, Auditing, Procurement & Contracting

Laura Ross, KLC Managing Counsel for Member Legal Services

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 public purpose spending, city budgets, contracting, procurement and surplus property, as well as audits and financial statements.

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 11:15 a.m.

Municipal Debt (KLC Finance Program)

Temple Juett, KLC Chief Operating Officer/General Counsel
 Joe Lakofka, Vice President, Ross Sinclair & Associates, LLC
 Bryan Skinner, Financial Advisor, Ross Sinclair & Associates, LLC

11:15 a.m. – 11:45 a.m.

Legislative Advocacy 101

J.D. Chaney, KLC Deputy Executive Director

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 2015 session.

11:45 a.m.

Closing Remarks