



KLC Training Department

1-800-876-4552

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If you have questions about any training events or would like to register by phone, please contact Lynda Schwendeman at 1-800-876-4552 or lschwendeman@klc.org.



2013 TRAINING EVENTS

The Kentucky League of Cities is the foremost provider of education and training opportunities for city leaders. No one knows cities like we do, and we strive to provide affordable and accessible “nuts and bolts” education to help you do your job at city hall.

What is the City Officials Training Center?

The City Officials Training Center is a voluntary continuing education program administered by KLC. City officials can complete education levels by attending KLC training events and submitting outside training credit from other municipal training. There is no charge to enroll. If you attend a KLC training, your credit is tracked automatically.

Certificate levels in the City Officials Training Center (COTC) are now easier to achieve! Each level still requires 30 hours, but the category requirements have been removed with the exception of one hour of ethics training. Please note: all courses approved for the City Officials Training Center program are also approved for the Training Incentive Program (HB 119).

Level I - Achievement in City Governance

- 29 Hours of Approved Courses
- 1 Hour of Ethics

Level II - Excellence in City Governance

- 29 Hours of Approved Courses
- 1 Hour of Ethics

Level III - Master of City Governance

- 29 Hours of Approved Courses
- 1 Hour of Ethics

Masters Maintenance

- 14 Hours of Approved Courses Completed Annually
- 1 Hour of Ethics Completed Annually

Credits are valid for three years.

Register at klc.org



Cancellation Policy

Full refunds will be issued on cancellations made three days prior to the KLC training event in writing, by email or fax. To keep training costs affordable to all of our members, no refunds can be given after this deadline because of meal and material considerations. Credit card payments will be refunded to the card that made the charge for cancellations made within the time frame. Attendees may also choose to send another representative from their city to use the registration.

Important: Cancellation policies for larger conferences such as the KLC Conference & Expo, City Officials Academy, Kentucky Municipal Environmental Safety & Health Association, Kentucky Municipal Clerks Institute Certification Program and Kentucky Master Municipal Clerks Academy may vary. Please read registration information carefully.

On-site registration opens 30 minutes prior to all trainings.

Temperatures may vary by location. Please dress in layers to control your comfort.



2013 TRAINING EVENTS

How are my City Officials Training Center hours tracked?

If you attend a KLC training event, either your name badge will be scanned upon entry or you will be asked to sign in. Your hours at KLC events are automatically tracked for you. If you attend a city government-related training event not hosted by KLC and would like to receive credit, you can submit an outside credit form (available at klc.org) for consideration for credit. Each level can be achieved with up to 10 hours of approved outside credit.

How will my training achievements be recognized?

An awards ceremony honoring your accomplishments will be held at each KLC Conference & Expo. Please visit klc.org to download the outside credit form or contact Sarah Razor at 1-800-876-4552 for more information.

What is the Training Incentive Program (HB 119)?

House Bill 119 was passed in the 2011 legislative session to permit city governments to provide incentives to officials who obtain training related to the operation of city government. It exempts training incentive payments from the statutory prohibition on changing an elected official's compensation during a term of office and exempts incentive payments for purposes of calculating retirement benefits. This ensures that city officials receive adequate training, and it can help offset the personal cost of time away from their full-time employment.

The Kentucky League of Cities can serve as the administrator of the Training Incentive Program (commonly referred to as HB 119). If your city passes an ordinance to participate, each city official is responsible for submitting the appropriate documentation to KLC who will review training and track credit hours. Cities will receive a report at least once per year that outlines each city official's activity so that incentive pay can be calculated.

City officials can participate in both the City Officials Training Center and the Training Incentive Program (TIP) simultaneously. In fact, if a course has been approved for COTC, it is also approved for TIP credit if KLC is the administrator for your city and you have notified KLC of your participation.

If your city has passed a Training Incentive Program (TIP) ordinance and you would like for KLC to administer it for you, please contact Sarah Razor at 1-800-876-4552. For more information on TIP, please visit klc.org to review a model ordinance, a summary of HB 119 and FAQs.

2013 KLC TRAINING SCHEDULE (ALL TIMES LOCAL)**MARCH****Best Practices in Parliamentary Procedure for City Boards**

Thursday, March 21, 2013 - Richmond

Richmond City Hall
239 West Main Street
Richmond, KY 40475
5:30 p.m. – 7:30 p.m.

Attendees will learn about meeting protocol, Roberts Rules of Order and the dos and don'ts of conducting an effective meeting.

Presenter: Laura Ross, Legal Services Counsel, Kentucky League of Cities and Joseph Coleman, Research and Federal Relations Manager, Kentucky League of Cities

Who should attend: Any elected or appointed city official or city-appointed board or commission member.

Credit: Attendees are eligible for two hours of City Officials Training Center credit and/or Training Incentive Program (House Bill 119) credit.

Registration: \$30 KLC member; \$60 nonmember. Visit klc.org for more information.

Code Enforcement

Thursday, March 28, 2013 - Calvert City

Calvert City - City Hall
861 5th Street
Calvert City, KY 42029
10:00 a.m. – 12:00 p.m.

Are you considering forming a board for city code enforcement or nuisance ordinance enforcement? Do you need guidance on best practices for your code enforcement board? This training will walk you through the statutory code enforcement requirements and procedures. Attendees will receive a copy of the *Local Government Code Enforcement Handbook*.

Presenter: Laura Ross, Legal Services Counsel, Kentucky League of Cities

Who should attend: Any elected or appointed official, staff member and management, code enforcement board members,

board administrators and those with housing, nuisance abatement and other code enforcement responsibilities.

Credit: Attendees are eligible for two hours of City Officials Training Center credit and/or Training Incentive Program (House Bill 119) credit.

Registration: \$30 KLC member; \$60 nonmember. One copy of the *Local Government Code Enforcement Handbook* is included in registration price. Additional copies may be purchased for \$15. Visit klc.org for more information.

Social Media Law

Thursday, March 28, 2013 – Madisonville

Madisonville Community College

Brown Badgett, Sr. Energy and Advanced Technology Center
2000 College Drive
Madisonville, KY 42431
2:00 p.m. – 4:00 p.m.

Facebook, Twitter, LinkedIn, Youtube, Instagram and other new media tools can be a powerful way to engage and inform community members about what's happening at city hall. However, with the benefit comes the responsibility of management. Learn about public records pertaining to social media, using social media in the hiring process, First Amendment rights of employees and other common issues related to social media for cities.

Presenter: David Pike, Attorney and Managing Owner, Pike Legal Group, PLLC and Laura Ross, Legal Services Counsel, Kentucky League of Cities

Who should attend: Any elected or appointed official, staff member and or manager that are involved in city communications, public relations or personnel management.

Credit: Two hours of City Officials Training Center credit and/or Training Incentive Program (House Bill 119) credit.

Registration: \$30 KLC member; \$60 nonmember. Visit klc.org for more information.

2013 KLC TRAINING SCHEDULE (ALL TIMES LOCAL)

APRIL

Planning & Zoning to Meet HB 55 Requirements Training

April 25, 2012 – Manchester

8:30 a.m. – 5:00 p.m.

Manchester City Hall

123 Town Square

Manchester, KY 40962

The Kentucky League of Cities is offering one of our most requested and highest rated community planning seminars. "Planning & Zoning to Meet HB 55 Requirements" educates zoning administrators, planning commissioners, board of appeals members and legislative bodies on the intricacies of the proper way to conduct zoning procedures in your community.

Presenter: David Pike, Attorney and Managing Owner, Pike Legal Group, PLLC

Who should attend: Planning and zoning administrators and staff, commissioners, board of adjustment members and city legislative body members.

Credit: 8 hours of HB 55 credit, City Officials Training Center credit, and/or Training Incentive Program (House Bill 119) credit.

Registration: \$59 KLC members; \$99 nonmembers. Register at klc.org.

Grantwriting 101

April 16, 2013 – Harrodsburg

Mercer County Extension Office

1007 Lexington Road

Harrodsburg, KY 40330

5:30 – 7:30 p.m. ET

Grant Writing 101 is a basic overview of the elements of a grant application. Learn how to describe your project to a funder, what projects are eligible for funding, where to find funding, how to develop a budget and much more - all packed into an intensive two-hour course.

Presenter: Bobbie Bryant, Community Development Advisor, Kentucky League of Cities

Who should attend? Any elected or appointed official, staff member and management.

Credit: 2 hour of City Officials Training Center credit and/or Training Incentive Program (HB 119) credit.

Registration: \$30 for KLC members; \$60 for non-members. Registration includes a copy of the Grantwriting Toolkit. Visit klc.org to register.

MAY

Planning & Zoning to Meet HB 55 Requirements Training

May 21, 2012 – Maysville

8:30 – 5:00 p.m.

Specific location TBD

The Kentucky League of Cities is offering one of our most requested and highest rated community planning seminars. "Planning & Zoning to Meet HB 55 Requirements" educates zoning administrators, planning commissioners, board of appeals members and legislative bodies on the intricacies of the proper way to conduct zoning procedures in your community.

Presenter: David Pike, Attorney and Managing Owner, Pike Legal Group, PLLC

Who should attend: Planning and zoning administrators and staff, commissioners, board of adjustment members and city legislative body members.

Credit: 8 hours of HB 55 credit, City Officials Training Center credit, and/or Training Incentive Program (House Bill 119) credit.

Registration: \$59 KLC members; \$99 nonmembers. Register at klc.org.

2013 KLC TRAINING SCHEDULE (ALL TIMES LOCAL)**MAY (CONT.)****How to Start a Planning and Zoning Board and the Basics of Code Enforcement Boards**

May 7, 2013 - Butler

10:00 a.m. – 3:00 p.m.

Butler Community Center

110 Mill Street

Butler, Kentucky

Get up to speed on the basics of starting a Planning and Zoning Boards and Code Enforcement Board in this jam-packed session. Come with questions!

Presenters: Laura Ross, Legal Services Counsel, Kentucky League of Cities and David Pike, Attorney and Managing Partner, Pike Legal Group, PLLC

Who should attend: Any elected or appointed official, staff member and management, planning and zoning staff, code enforcement board members, board administrators and those with planning and zoning, housing, nuisance abatement and other code enforcement responsibilities.

Credit: Attendees are eligible for four hours of City Officials Training Center and/or Training Incentive Program (House Bill 119) credit hour.

Registration: \$60 KLC Member; \$120 Nonmember. Lunch is included. One copy of the Local Government Code Enforcement Handbook is also included in registration price. Additional copies may be purchased for \$15. Please sign up at klc.org

JUNE**Planning and Zoning to Meet HB 55 Requirements**

Wednesday, June 5 - Jeffersontown

8:30 – 5:00 p.m.

Jeffersontown Police Department Community Room

10410 Taylorsville Rd.

Jeffersontown, KY 40299

The Kentucky League of Cities is offering one of our most requested and highest rated community planning seminars. "Planning & Zoning to Meet HB 55 Requirements" educates zoning administrators, planning commissioners, board of

appeals members and legislative bodies on the intricacies of the proper way to conduct zoning procedures in your community.

Presenter: David Pike, Attorney and Managing Owner, Pike Legal Group, PLLC

Who should attend? Planning and zoning administrators and staff, commissioners, board of adjustment members and city legislative body members

Credit: 8 hours of HB 55 credit, City Officials Training Center credit, and/or Training Incentive Program (House Bill 119) credit.

Registration: \$59 KLC members; \$99 nonmembers. Visit klc.org to sign up.

JULY**Social Media**

July 15, 2013 – Carrollton

2:00 p.m. – 4:00 p.m.

Carrollton City Hall

750 Clay Street

Carrollton, Kentucky 4108

Facebook, Twitter, LinkedIn, Youtube, Instagram and other new media tools can be a powerful way to engage and inform community members about what's happening at city hall. However, with the benefit comes the responsibility of management. Learn about public records pertaining to social media, using social media in the hiring process, First Amendment rights of employees and other common issues related to social media for cities.

Presenter: David Pike, Attorney and Managing Owner, Pike Legal Group, PLLC and Laura Ross, Legal Services Counsel, Kentucky League of Cities

Who should attend: Any elected or appointed official, staff member and or manager that are involved in city communications, public relations or personnel management.

Credit: Two hours of City Officials Training Center credit and/or Training Incentive Program (House Bill 119) credit.

Registration: \$30 KLC member; \$60 nonmember. Please sign up at klc.org after May 15.

LOOKING AHEAD - SAVE THE DATE!

Planning & Zoning: Advanced Topics

August 15, 2013 – Bowling Green

Specific location TBD

8:30 a.m. – 5:00 p.m.

Save the date to join David Pike, Attorney and Managing Owner of Pike Legal Group, for this advanced planning and zoning course that will cover annexation law, recent zoning cases, sign regulation and social media issues. This is the perfect continuing education class for seasoned planning and zoning board members and staff to complete House Bill 55 requirements. Additional information, complete schedule and registration will be available at klc.org after May 15.

Alcohol Beverage Control Summit

August 21-22, 2013 – Louisville

Current alcohol beverage control laws are complex at best and sometimes even contradictory. The Kentucky League of Cities will host the first Alcohol Beverage Control Summit, a training designed specifically for alcohol beverage control administrators and others in city government with related duties. Attendees will discuss recent local option elections and the process of administering the new alcohol beverage control laws. ABC experts will also address licenses and taxes, local ordinances, regulating alcoholic beverage sales, and the role of the local alcohol beverage control administrator. Watch klc.org for registration information after June 1.

Kentucky Municipal Clerks Institute (KMCI)

July 29 – August 2, 2013

Master Municipal Clerks Academy (MMCA)

July 31 – August 2, 2013

Embassy Suites, Lexington

KMCI is designed to enable participants to complete the 120 hours of training in a three-year cycle. Attendees may enter the program any year and complete the educational requirements toward certification in three years.

The Master Municipal Clerks Academy (MMCA) is an advanced continuing education program that prepares

participants to perform more complex municipal duties. It is designed to help municipal clerks, assistant clerks, and other members of the clerk's office build skills, improve the administration of their offices, increase their professionalism and invest in opportunities for professional development.

Additional information, schedule of events and registration will be available at klc.org after May 15, 2013.



2013 KLC Conference & Expo

October 1 – 4, 2013

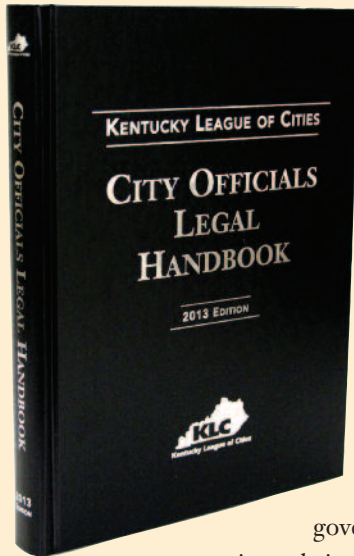
Northern Kentucky Convention Center

Registration, speaker schedule and curriculum will be announced after

June 1. Please visit klc.org for more information.

New training opportunities for city officials are booked frequently throughout the year. Please visit klc.org to view the latest updates and for additional information about earning credit. Contact Sarah Razor at 1-800-876-4552 or srazor@klc.org with questions related to training.

New! '2013 City Officials Legal Handbook'



Some city officials learn the hard way that good intentions are not enough. Lawmakers and courts have created a tangled web of dos and don'ts for elected and appointed officials. Whether you are a mayor, councilmember, city attorney or city clerk, you have to find a way to navigate the legal maze to serve your citizens.

The Kentucky League of Cities (KLC) *City Officials Legal Handbook* provides information on the legal issues that matter most to city officials. While the legal handbook is not intended as legal advice or as a substitute for consultations with your city attorney, it is designed to provide city officials a "source of first resort" in Kentucky municipal law. The handbook is designed for non-attorneys and covers the basics of annexation, incompatible offices, personnel matters, ethics, ordinances, open meeting and open records, public purpose spending, budgeting, auditing, and planning and zoning and more.

Each chapter is written in a narrative form and covers the essential areas of local government law. While this publication is not intended to be a substitute for the advice of an experienced city attorney, it will help you understand the background of a legal problem. The 2013 version includes updates on legislation, case law and attorney general opinions. As with any legal publication, there is always a chance the law will change between updates. Please work closely with your city attorney on legal matters, and contact the KLC Member Legal Services staff with questions about the legal information provided in this handbook.

Cost for KLC Members \$40

Cost for Cornerstone Partners \$40

Cost for Nonmembers \$80

To order, visit klc.org or contact Beth Conover at bconover@klc.org or 1-800-876-4552.

2013 KLC TRAINING SCHEDULE

CITY OFFICIALS TRAINING CENTER
KENTUCKY LEAGUE OF CITIES

HIGHER
EDUCATION
LEAD
GROWTH
ACHIEVE
INSPIRE
LEARNING
DISCOVER
IMAGINE

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