



**KLC**

# virtual CITY OFFICIALS ACADEMY

**JANUARY 19-21, 2021**

The City Officials Academy is an intense multi-day training packed with practical information to help city leaders do their jobs. Newly elected and experienced city officials will enjoy sessions on conducting meetings, city finances, personnel issues, legal requirements, ethics, taxes, legislative advocacy, and much more! Plus, you will still have the opportunity to meet your peers, ask questions and get to know the KLC staff.

Attendees will be mailed a complimentary copy of the 2021 edition of the City Officials Legal Handbook, a \$50 value, and “must-have” tool of first resort for every Kentucky city. Additional handbooks are available for sale.

Participants are eligible for 21.25 hours of City Officials Training Center credit and/or Training Incentive Program (HB 119) credit. The program also qualifies for 12 hours of CLE credit with the Kentucky Bar Association and 5 hours of CPE credit with the Kentucky Board of Accountancy.

**Your citizens depend on you and you can depend on KLC!**

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# CITY OFFICIALS ACADEMY

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**TUESDAY // JANUARY 19**

*(All times listed are in Eastern Standard Time.)*

9:00 a.m. – 9:15 a.m.

## **Welcome Remarks**

J.D. Chaney, KLC Executive Director/CEO  
Troy Rudder, KLC President and Mayor of London

9:15 a.m. – 9:45 a.m.

## **Congratulations! You're Elected, Now What?**

Tad Long, Community & Economic Development Manager

Turning your campaign promises into reality is never as easy as it appears. This session will give you a road map to making things happen and meeting expectations!

## **5 Minute Break**

9:50 a.m. – 10:20 a.m.

## **Framework of City Government**

J.D. Chaney, KLC Executive Director/CEO

Whether you are in your first term as an elected official or a seasoned city veteran, this session will help you reflect on your role as a city official, understand the basic functions of cities, and learn how city government relates to state, federal, and county governments.

## **5 Minute Break**

10:25 a.m. – 11:55 a.m.

## **The Forms of Government**

Mayor-Council - Morgain Patterson, KLC Director of Municipal Law  
Commission - Chris Johnson, KLC Municipal Law Attorney  
Manager - J.D. Chaney, KLC Executive Director/CEO

During this breakout session, participants will learn the powers, roles and responsibilities of various elected and appointed positions in your specific form of government.

## **5 Minute Break**

12:00 p.m. – 12:45 p.m.

## **Ordinances, Orders & Resolutions**

Chris Johnson, KLC Municipal Law Attorney

This session will provide a statutory overview of the tools that city governments can use to take action and resolve important municipal issues.

12:45 p.m. - 1:45 p.m.

## **Lunch**

1:45 p.m. – 2:15 p.m.

## **Code Enforcement**

Morgain Patterson, KLC Director of Municipal Law

This session will address the statutory law for code enforcement officers in Kentucky. Topics to be covered include the jurisdiction of code enforcement boards, options for cities in enforcement, specific language on forms and notice provisions, and much more.

## **5 Minute Break**

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2:20 p.m. – 3:20 p.m.

## **Kentucky Open Meetings Law**

J.D. Chaney, KLC Executive Director/CEO

In this session, attendees will learn about the Open Meetings Act, including how to properly conduct open meetings, when and how to apply legal exceptions to conduct closed sessions, enforcement methods, and compliance issues caused by developments in technology.

## **5 Minute Break**

3:25 p.m. – 4:10 p.m.

## **Conducting Effective Meetings Through Parliamentary Procedure**

Joseph Coleman, KLC Research & Federal Relations Manager

In this session, attendees will learn the basics of parliamentary law, specifically Robert's Rules of Order Newly Revised, and how to properly use parliamentary procedure to increase effectiveness and participation in city legislative body meetings.

## **5 Minute Break**

4:15 p.m. – 5:45 p.m.

## **Mini Sessions**

Area Development Districts - Tony Wilder, Executive Director, Kentucky Council of Area Development Districts

Transportation Funding - Jim Gray, Secretary, Kentucky Transportation Cabinet  
Bobbi Jo Lewis, Department of Rural and Municipal Aid Commissioner, Kentucky Transportation Cabinet

Alcoholic Beverage Control - Chris Johnson, KLC Municipal Law Attorney

During these mini sessions, participants will be provided with a brief overview of what you need to know as an elected or appointed city official concerning these important topics.

5:45 p.m. – 6:30 p.m.

## **Meet and Greet for Newly Elected Officials (Optional)**

J.D. Chaney, KLC Executive Director/CEO

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## WEDNESDAY // JANUARY 20

9:00 a.m. – 10:30 a.m.

### **Personnel Law Overview**

Personnel issues can be one of the most difficult challenges faced by city officials. In these sessions, you will learn about your role in personnel decisions, as well as important laws and procedures that every city should know to avoid common (and costly) pitfalls.

#### **Personnel Law for Supervisors: Mayors and Commissioners**

Andrea Shindlebower Main, KLC Personnel Services Manager

Justin Hocking, KLC Personnel Services Attorney

#### **Personnel Law for Councilmembers and Building a Policy-Making Team**

Morgain Patterson, KLC Director of Municipal Law and Training

Chris Johnson, KLC Municipal Law Attorney

### **5 Minute Break**

10:35 a.m. – 11:05 a.m.

### **Personnel Issues with Uniformed Employees**

J.D. Chaney, KLC Executive Director/CEO

This session will address police officer and firefighter disciplinary issues in home rule class cities, including the Police Officer Bill of Rights, civil service for uniformed employees, and hearing procedures under KRS Chapter 95.

### **5 Minute Break**

11:10 a.m. – 12:10 p.m.

### **Kentucky Open Records Law**

Andrea Shindlebower Main, KLC Personnel Services Manager

In this session, attendees will 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.

12:10 p.m. - 1:10 p.m.

### **Lunch**

1:10 p.m. – 2:10 p.m.

### **City Government Ethics**

Andrea Shindlebower Main, KLC Personnel Services Manager

In this session, attendees will learn the key components of a city's ethics ordinance, discuss complex ethical issues found in local government and determine ethical outcomes. In addition, this session will include information on how to become a Certified City of Ethics.

### **5 Minute Break**

2:15 p.m. – 3:00 p.m.

### **Social Media and the First Amendment**

Morgain Patterson, KLC Director of Municipal Law

Facebook, Twitter, Reddit, Instagram and other social media platforms are great ways to engage with the community, but what can an elected official do when a citizen responds negatively? Are there First Amendment implications? Are these public forums? Can you just delete a message you don't agree with? This session will discuss how to handle these issues, what can and can't be done, and much more.

### **5 Minute Break**

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3:05 p.m. – 3:35 p.m.

## **Attracting the Right Talent**

Jeremy Baird, Director of Agency Operations

How does your city's employee benefits stack up against neighboring cities? This session will discuss the different options cities have to obtain employee benefits, what KLC's research says is the norm, and how to be the most attractive when trying to recruit and retain city employees.

## **5 Minute Break**

3:40 p.m. – 4:25 p.m.

## **Planning & Zoning Overview**

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

Planning and zoning decisions can have an impact far beyond the term of any one elected official and can be very controversial in local communities. This session will provide an overview of the common land use disputes, discuss how to avoid litigation and detail the mandatory education for zoning officials and staff.

## **5 Minute Break**

4:30 p.m. – 5:30 p.m.

## **KLC Insurance Overview: Working Together to Protect Your City**

Doug Goforth, KLC Deputy Executive Director

Suzanne Reed, KLC Director of Underwriting

Greg Partin, Director of Loss Control

Mark Miller, KLC Director of Claims

Congratulations, you have been elected! You and your city are going to be sued. This session will provide information about how your member-owned insurance program is here to protect you, both by helping to prevent losses and by meeting the ever-changing needs of your city.

5:30 p.m. – 6:30 p.m.

## **Q&A with Legal Staff - Optional**

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## THURSDAY // JANUARY 21

9:00 a.m. – 9:45 a.m.

### **Economic Development Overview**

Tad Long, Community & Economic Development Manager  
Bobbie Bryant, Community & Economic Development Advisor  
Chris Wooldridge, Director of the Center for Economic and Entrepreneurial Development,  
Murray State University

Cities face unique struggles when trying to maintain and promote economic growth and development. This session will address these struggles and discuss various programs and partnerships that can help cities succeed.

### **5 Minute Break**

9:50 a.m. – 10:50 a.m.

### **Working with City Officials (Panel of Appointed Officials)**

Moderator: Chris Johnson, KLC Municipal Law Attorney  
City Clerk - Kathy Walker, City Clerk, City of Nicholasville  
City Manager - Derrick Hall, City Manager, City of Hazard  
City Attorney - Allen Wilson, City Attorney, City of Cadiz

Appointed officials play a major role in a city's day-to-day business. This facilitated panel discussion will highlight the responsibilities of appointed officials and discuss how elected and appointed officials interact on a daily basis.

### **5 Minute Break**

10:55 a.m. – 11:25 a.m.

### **Municipal Liability**

Claire Parsons, Attorney, Adams Law, PLLC

Municipal liability can be complex and may be something you have never had to think about before. A city and its city officials, however, can be held responsible for constitutional rights violations, negligence, discrimination, harassment, etc. During this session, you will learn the importance of proper city policies and how to avoid liability.

### **5 Minute Break**

11:30 a.m. – 12:45 p.m.

### **Municipal Taxing Authority**

J.D. Chaney, KLC Executive Director/CEO

During this session, attendees will learn about the various revenue options for cities, including property taxes, insurance premium taxes, occupational taxes and user fees.

### **Lunch**

12:45 p.m. - 1:45 p.m.

1:45 p.m. – 2:45 p.m.

### **City Finances Part 1 (Budgets, Audits & Financial Reporting)**

Morgain Patterson, KLC Director of Municipal Law

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, budgeting, auditing and financial reporting requirements.

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2:45 p.m. – 3:45 p.m.

## **City Finances Part 2 (Procurement & Contracting)**

Morgain Patterson, KLC Director of Municipal Law

Procurement is a vital tool for elected city officials and is part of the process that keeps cities up and running. It also directly impacts the lives of citizens. This session will provide an overview of procurement, the acquisition of municipal property, disposition of municipal property and also provide some best practice tips on how to handle surplus property.

### **5 Minute Break**

3:50 p.m. – 4:35 p.m.

## **Finance and Investment Programs**

Robyn Miller, KLC Director of Corporate Law & Finance

Steven Pickarski, KLC Municipal Finance Analyst

This session will present city officials with the options available to finance projects through municipal bonds and how municipal bonds can be used to preserve cash reserves for future rainy-day needs. This session will also cover how recently enacted legislation (HB 69) expands a city's investment options to potentially provide new revenue streams.

### **5 Minute Break**

4:40 p.m. – 5:10 p.m.

## **Being an Effective Legislative Advocate for Your City**

Bryanna Carroll, KLC Director of Public Affairs

Your job is not limited to city hall - you have a role in the halls of Frankfort as well. In this session, you will learn how to be a strong advocate for your city and what issues are a top priority for the 2021 legislative session.

### **5 Minute Break**

5:15 p.m. – 5:45 p.m.

## **Member Services/Education Overview**

Terri Johnson, KLC Member Relations Manager

Cassie Cooper, KLC Member Education Manager

This session will provide an overview of KLC's many member service resources and awards programs, as well as education programs, including the City Officials Training Center, the Clerk's Institute and certifications, the House Bill 119 training incentive, and upcoming education opportunities.

5:45 p.m.

## **Closing Remarks and Trivia Giveaway**

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