

# City Officials Academy PROGRAM



Training designed to provide information about city government and the part you play in building a better community.



## Lexington

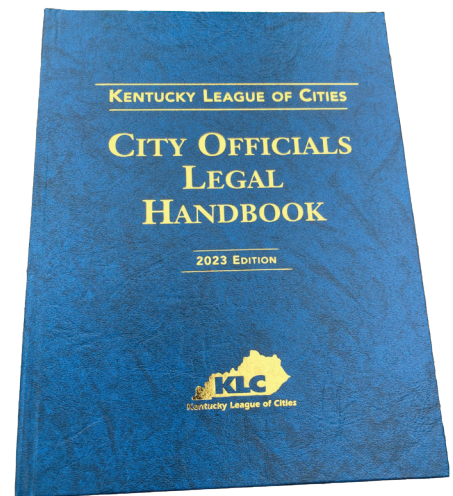
**Jan. 18-20, 2023**

**EMBASSY SUITES  
COLDSTREAM**

### Credit

- Participants are eligible for 19.75 hours of City Officials Training Center credit and/or Training Incentive Program (HB 119) credit.
- The program is approved for 10.75 hours of CLE credit through the Kentucky Bar Association.
- The program qualifies for 4.25 hours of CPA continuing professional education.

Make sure you receive your complimentary copy of the 2023 City Officials Legal Handbook, a \$50 value and a “must-have” tool for every Kentucky city. Additional handbooks are available for sale.



100 East Vine St #800, Lexington, KY 40507  
800.876.4552 | [klc.org](http://klc.org)

@KyLeagueCities

Kentucky League of Cities

KentuckyLeagueOfCities

[KLC.ORG](http://KLC.ORG)



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## ■ TUESDAY

5:30 p.m. - 6:30 p.m.

## ■ WEDNESDAY

7:00 a.m. - 8:30 a.m.

7:30 a.m. - 8:30 a.m.

8:30 a.m. - 8:35 a.m.

8:35 a.m. - 9:00 a.m.

9:00 a.m. - 9:30 a.m.

9:30 a.m. - 9:45 a.m.

9:45 a.m. - 11:00 a.m.

## JAN. 17

**REGISTRATION**

## JAN. 18

**BREAKFAST** (Included for overnight hotel guests)

**REGISTRATION**

**WELCOME REMARKS**

*James D. Chaney, KLC Executive Director|CEO*

*Mayor Jim Hamberg, KLC President, City of Southgate*

**CONGRATULATIONS! YOU'RE ELECTED, NOW WHAT?**

*Tad Long, KLC Community & Economic Development Manager*

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

**FRAMEWORK OF CITY GOVERNMENT**

*James D. Chaney, KLC Executive Director|CEO*

Whether a first-term or seasoned city official, 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.

**BREAK** (Transition to Breakouts)

**BREAKOUT SESSIONS: THE FORMS OF GOVERNMENT**

**Mayor-Council:** *Morgain Patterson, KLC Director of Municipal Law*  
*Megan Griffith, KLC Municipal Law Attorney*

**Commission:** *Chris Johnson, KLC Personnel Services Managing Attorney*

*Michael Simon, KLC Personnel Services Attorney*

**City-Manager:** *James D. Chaney, KLC Executive Director|CEO*

Not all city governments are alike, and your role as a city official can differ depending on which form of government your city operates under. In these breakout sessions, you will learn the powers, roles, and responsibilities of various elected and appointed positions in your respective form of government.



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## WEDNESDAY

11:00 a.m. - 11:15 a.m.

11:15 a.m. - 12:15 p.m.

12:15 p.m. - 1:30 p.m.



1:15 p.m. - 1:30 p.m.

1:30 p.m. - 1:45 p.m.

1:45 p.m. - 2:45 p.m.

2:45 p.m. - 3:30 p.m.

3:30 p.m. - 3:45 p.m.

### BREAK

### CITY GOVERNMENT ETHICS

***Michael Simon, KLC Personnel Services Attorney***

Of course, you want to run an ethical city government, but what does that mean, and how do you address complex ethical issues? This session will help you understand the key components of a city's ethics ordinance, discuss the challenges you could face, and outline how your city can become a Certified City of Ethics.

### LUNCH

**(Sponsored by Bricker & Eckler)**

### KLC TRAINING PROGRAMS OVERVIEW

***Cassie Cooper, KLC Member Education Manager***

KLC is committed to helping you stay on top of the ever-changing world of city government. This session will provide an overview of KLC's training programs, including the City Officials Training Center, House Bill 119 training incentive, clerk certifications, and upcoming training opportunities.

### BREAK

### ORDINANCES, ORDERS, AND RESOLUTIONS

***Megan Griffith, 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.

### CODE ENFORCEMENT

***Morgain Patterson, KLC Director of Municipal Law***

Code enforcement is crucial to your community's health and safety, but there are statutory laws that govern how your city operates. This session will review code enforcement board jurisdiction, city enforcement options, specific language on forms and notices, and much more.

### BREAK



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## WEDNESDAY

3:45 p.m. - 4:45 p.m.

### **KENTUCKY OPEN MEETINGS LAW**

***James D. Chaney, KLC Executive Director/CEO***

Ready to meet with your council or commission members? Are you aware the Open Meetings Act could impact how and when you meet? This session will help you understand the law, including how to conduct open meetings properly, when and how to apply legal exceptions to conduct closed sessions, enforcement methods, and technological compliance issues.

4:45 p.m. - 5:30 p.m.

### **CONDUCTING EFFECTIVE MEETINGS THROUGH PARLIAMENTARY PROCEDURE**

***Joseph Coleman, KLC Research & Federal Relations Manager***

In this session, you 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.

5:30 p.m. - 6:00 p.m.

### **DEPARTMENT FOR LOCAL GOVERNMENT**

***Matt Stephens, General Counsel, Department for Local Government***

The Department for Local Government provides financial help through grants and loan assistance, as well as other support for Kentucky cities. This session will provide information on how the Department for Local Government can help your city.

6:00 p.m. - 7:30 p.m.



### **RECEPTION**

**(Sponsored by Commonwealth Engineers, Inc.)**

### **DINNER ON YOUR OWN**



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## ■ THURSDAY

- 7:00 a.m. - 8:00 a.m.
- 7:30 a.m. - 8:00 a.m.
- 8:00 a.m. - 9:00 a.m.

## JAN. 19

**BREAKFAST** (Included for overnight hotel guests)

**REGISTRATION**

**INSURANCE OVERVIEW**

*Doug Goforth, KLC Deputy Executive Director*

*Greg Partin, KLC Deputy Pool Administrator*

*Suzanne Reed, KLC Director of Underwriting*

*Mark Miller, KLC Director of Claims*

*Jeremy Baird, KLC Director of Agency Operations*

Your member-owned insurance program is here to protect you and your community by helping prevent losses and meet your city’s ever-changing needs. This session will highlight ways to spot potential risks in your community before they become major problems.

- 9:00 a.m. - 10:00 a.m.

**KENTUCKY OPEN RECORDS LAW**

*Megan Griffith, KLC Municipal Law Attorney*

The free and open examination of records maintained by state and local government agencies is in the public’s best interest. In this session, you 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.

- 10:00 a.m. - 10:15 a.m.

**BREAK**

- 10:15 a.m. - 11:15 a.m.

**MINI SESSIONS** – 15 minutes each

These mini sessions highlight key topics for elected and appointed city officials.

[Area Development Districts](#)

*David Duttlinger, Executive Director, Bluegrass Area Development District*

[Transportation Funding](#)

*Bobbi Jo Lewis, Commissioner, Department of Rural and Municipal Aid, Kentucky Transportation Cabinet*

[Alcoholic Beverage Control](#)

*Megan Griffith, KLC Municipal Law Attorney*



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## THURSDAY

11:15 a.m. - 12:00 p.m.

### DISASTER PREPARATION & RESPONSE

***Morgain Patterson, KLC Director of Municipal Law***

From tornadoes to flooding and violent attacks, Kentucky cities have made headlines in recent years. This session will examine necessary processes and procedures to ensure instant and easy communication and connectivity to key players and provide checklists to have in place before a disaster occurs.

12:00 p.m. - 1:15 p.m.



### LUNCH & LEARN: ECONOMIC DEVELOPMENT OVERVIEW (Sponsored by Network Innovation Solutions)

***Tad Long, KLC Community & Economic Development Manager***

***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.

1:15 p.m. - 1:30 p.m.

### BREAK

1:30 p.m. - 2:15 p.m.

### PLANNING AND ZONING

***David Pike, Attorney at Law, Pike Legal Group***

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.

2:15 p.m. - 2:30 p.m.

### BREAK (Transition to Breakouts)

2:30 p.m. - 4:00 p.m.

### PERSONNEL BREAKOUT SESSION

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 official should know to avoid common and costly pitfalls.

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

***Chris Johnson, KLC Personnel Services Managing Attorney***

***Michael Simon, KLC Personnel Services Attorney***

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

***Morgain Patterson, KLC Director of Municipal Law***

***Megan Griffith, KLC Municipal Law Attorney***



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## THURSDAY

4:00 p.m. - 4:15 p.m.

4:15 p.m. - 4:45 p.m.

4:45 p.m. - 5:30 p.m.

### BREAK

### PERSONNEL ISSUES WITH UNIFORMED EMPLOYEES

***Chris Johnson, KLC Personnel Services Managing Attorney***

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.

### BEING AN EFFECTIVE LEGISLATIVE ADVOCATE FOR YOUR CITY

***Bryanna L. Carroll, KLC Director of Public Affairs***

A city official's job is not limited to city hall. You have a role in the Capitol as well. You will learn how to be a strong advocate for your city and what issues are top priorities for cities in the 2023 legislative session.

### DINNER ON YOUR OWN

## ■ FRIDAY

7:00 a.m. - 8:00 a.m.

8:00 a.m. - 9:15 a.m.

9:15 a.m. - 10:15 a.m.

10:15 a.m. - 10:30 a.m.

## JAN. 20

**BREAKFAST** (Included for overnight hotel guests)

### MUNICIPAL TAXING AUTHORITY

***James D. Chaney, KLC Executive Director/CEO***

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

### INTRO TO MUNICIPAL FINANCE & INVESTMENTS

***Robyn Miller, KLC Director of Corporate Law & Financial Services***  
***Steven Pickarski, KLC Financial Services Manager***

When your city is ready to grow and develop, financing that new project is essential. This session will discuss allowable financing structures such as municipal bonds, industrial revenue bonds, and short-term borrowings. Additionally, the session will cover permissible investment options for cities.

### BREAK



# City Officials Academy

COA Schedule *(All times are Eastern Standard Time)*

## FRIDAY

10:30 a.m. - 11:30 a.m.

### CITY FINANCES, PART I: BUDGETS, AUDITS, & FINANCIAL REPORTING

*Morgan 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 session will provide an overview of public purpose spending, budgeting, auditing, and financial reporting requirements.

11:30 a.m. - 12:30 p.m.

### CITY FINANCES, PART II: PROCUREMENT & CONTRACTING

*Megan Griffith, KLC Municipal Law Attorney*

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

12:30 p.m.

### CLOSING REMARKS

*James D. Chaney, KLC Executive Director|CEO*

[KLC.ORG](http://KLC.ORG)

## Thank You, Sponsors!

