



City Officials Academy

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

Credit: 18 hours training credit for KLC's City Official Training Center and/or Training Incentive Program (HB 119), including 1 hour of ethics. Approved for 9 CLE credits through the Kentucky Bar Association.

■ TUESDAY

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

5:00 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. 14

Registration

Welcome Reception

JAN. 15

Breakfast on Your Own

Registration

Welcome Remarks

KLC Executive Director/CEO J.D. Chaney

KLC President & City of Benton Mayor Rita Dotson

Congratulations! You're Elected, Now What?

KLC Community & Economic Development Manager Tad Long

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

KLC Executive Director/CEO J.D. Chaney

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.

Break (Transition to Breakouts)

Breakout Sessions: The Forms of Government

Mayor-Council: *KLC Director of Municipal Law Morgain M. Patterson*

KLC Municipal Law Attorney Megan Griffith

Commission: *KLC Personnel Services Managing Attorney Chris Johnson*

KLC Personnel Services Attorney Michael Simon

City Manager: *KLC Executive Director/CEO J.D. Chaney*

Danville City Manager Earl Coffey

Not all city governments are alike, and your role as a city official can differ depending on your city's form of government. These breakout sessions will provide education on the powers, roles, and responsibilities of various elected and appointed positions in their respective form of government.



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WEDNESDAY

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

Break

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

City Government Ethics

KLC Personnel Services Managing Attorney Chris Johnson

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.

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

Lunch

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

KLC Training Programs Overview

KLC Member Education Manager Amy Carrington Stout

KLC is committed to empowering city officials with high-quality training, education, and networking opportunities, delivered when, where, and how you need them. 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 opportunities.

1:30 p.m. - 2:00 p.m.

Ordinances, Orders, and Resolutions

KLC Municipal Law Attorney Megan Griffith

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

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

Code Enforcement

KLC Director of Municipal Law Morgain M. Patterson

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 everything from code enforcement board jurisdiction to city enforcement options and specific language on forms and notices.

2:30 p.m. - 3:00 p.m.

Alcoholic Beverage Control

KLC Municipal Law Attorney Megan Griffith

An overview of Alcoholic Beverage Control (ABC) regulations and their role in city governance. You will learn key responsibilities in managing ABC laws, including licensing and compliance, to support community safety and economic growth.

3:00 p.m. - 3:15 p.m.

Break



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3:15 p.m. - 4:15 p.m.

Kentucky Open Meetings Law

KLC Executive Director/CEO J.D. Chaney

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 compliance issues caused by technological developments.

4:15 p.m. - 5:00 p.m.

Conducting Effective Meetings Through Parliamentary Procedure

KLC Director of Municipal Law Morgain M. Patterson

In this session, you will gain a foundational understanding of parliamentary law, focusing on Robert's Rules of Order Newly Revised. Learn how to effectively apply parliamentary procedure to enhance productivity, structure, and engagement in city legislative body meetings.

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

Department for Local Government

Department for Local Government General Counsel Matt Stephens

Department for Local Government Commissioner Matt Sawyers

The Department for Local Government provides financial help in the way of 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.

Dinner on Your Own

■ THURSDAY

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

Breakfast on Your Own

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

Registration

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

KLC Insurance Overview

KLC Chief Insurance Officer Greg Partin

KLC Director of Underwriting Suzanne Reed

KLC Director of Claims Mark Miller

KLC Director of Agency Operations Jeremy Baird

KLC Director of Loss Control Aaron Parrish

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.

JAN. 16



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■ THURSDAY

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

Kentucky Open Records Law

KLC Municipal Law Attorney Megan Griffith

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. - 10:45 a.m.

Mini Sessions

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

Area Development Districts (15 min.)

Kentucky Council of Area Development Districts Executive Director Casey Ellis

Transportation Funding (15 min.)

Kentucky Transportation Cabinet Department of Municipal Aid Commissioner Bobbi Jo Lewis

10:45 a.m. - 11:45 a.m.

Disaster Preparation & Response

KLC Director of Municipal Law Morgain M. Patterson

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 communication and connectivity to key players and provide checklists to have in place before a disaster occurs.

11:45 a.m. - 1:00 p.m.

Lunch & Learn: Economic Development Overview

KLC Community & Economic Development Manager Tad Long

Director of the Center for Economic Entrepreneurial Development at Murray State University Chris Wooldridge

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.

1:00 p.m. - 1:30 p.m.

Planning and Zoning for Elected Officials

KLC Director of Municipal Law Morgain M. Patterson

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.



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THURSDAY

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

Break (Transition to Breakouts)

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

Personnel Breakout Sessions

Personnel issues can be some 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 & Commissioners

KLC Personnel Services Managing Attorney Chris Johnson

KLC Personnel Services Attorney Michael Simon

Personnel Law for Councilmembers and Building a Policy-Making Team

KLC Director of Municipal Law Morgain M. Patterson

KLC Municipal Law Attorney Megan Griffith

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

Recruiting and Retaining City Employees

KLC Personnel Services Attorney Michael Simon

In today's competitive job market, attracting and keeping talent in city government requires fresh strategies and innovative approaches. In this session, you will learn recruitment techniques and how to build a workplace culture that results in commitment and longevity.

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

Break

3:45 p.m. - 4:15 p.m.

Personnel Issues with Uniformed Employees

KLC Personnel Services Attorney Michael Simon

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.

4:15 p.m. - 5:00 p.m.

Being an Effective Legislative Advocate for your City

KLC Director of Government Affairs Gracie Kelly

KLC Government Affairs Communications Manager Nick Storm

A city official's job is not limited to city hall. You have a role in the Capitol as well. In this session, you will learn how to be a strong advocate for your city and what issues are top priorities for cities in the 2025 legislative session.

Dinner on Your Own



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FRIDAY

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

Breakfast on Your Own

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

Municipal Taxing Authority

KLC Executive Director/CEO J.D. Chaney

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

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

Intro to Municipal Finance & Investments

KLC Director of Corporate Law & Financial Services Robyn Miller

KLC Financial Services Manager Steven Pickarski

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.

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

Break

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

City Finances, Part I: Budgets, Audits, & Financial Reporting

KLC Director of Municipal Law Morgain M. Patterson

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

KLC Municipal Law Attorney Megan Griffith

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, details on the acquisition and disposition of municipal property, and provide some best practice tips on how to handle surplus property.

12:30 p.m.

Closing Remarks

KLC Executive Director/CEO J.D. Chaney

Lunch on your own