



2012 Course Manual and Guide

A comprehensive educational program designed to meet the diverse needs, challenges and issues facing Florida's cities and their citizens.

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As of January 2012

*Updates and additions will be available
at www.floridaleagueofcities.com.*

A message from Florida League of Cities President Pat Bates



When I was sworn in as president of the Florida League of Cities (FLC), I established the **FLC University**, which provides training and educational resources for cities.

In addition to our advocacy work, which is a top priority for every president, my priority for this year is education – and building a League educational system that meets the needs of all Florida cities.

The FLC University is Florida-specific, with several different programs to provide training for city officials and city staff. Whether these are regional workshops, one-day summits, workshops with local and regional leagues, online classes or webinars, I believe the right combination of format and topics, as well as plenty of options for taking each of the courses, will ensure that we can all participate.

I am proud that our FLC has partnered with the John Scott Dailey Florida Institute of Government for more than 30 years for training and educational programs that are offered to cities, towns and villages. The Institute will continue to offer its many training programs, technical assistance and research to all of Florida's local governments, and will partner with the FLC University on our new offerings. To be sure that the training and resource programs are in line with member needs, I have also appointed an advisory committee on education and training to provide guidance and oversight for the FLC University. We have the expertise, and we want to share it. Our FLC University will be your first choice when seeking city training and information.

Knowledge is power, as the old saying goes. When we are all armed with the best information, we can best help our communities with problem-solving. So, get ready to learn! I believe the best leaders are lifelong learners. I encourage you and your colleagues to join me in making a commitment to educating ourselves and our staff, in order to then educate and assist our communities and our state.

Sincerely,

A handwritten signature in black ink that reads "Pat Bates". The signature is written in a cursive, flowing style.

Pat Bates, President
Florida League of Cities
Mayor, City of Altamonte Springs

FLC UNIVERSITY

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2012 Regional Summit Series

COURSE 1 – BUILDING A CULTURE OF ETHICS

- Who:** City Officials and City Staff
- What:** A one-day regional seminar on Florida’s ethics laws: understanding and application
- When/Where:** January 27, 2012 • Oakland Park/Jaco Pastorius Community Center
February 17, 2012 • Venice/Venice Community Center
- Cost:** \$30, which will be returned upon recorded attendance (*Lunch included with roundtable networking*)

Each summit will include the following components:

■■■ Building a Culture of Ethics

Does your city have and sustain an ethical culture for its elected officials and staff? Do your citizens know of your city’s commitment and the efforts to ensure an ethical environment? During the summit, ethics experts will discuss the philosophy, structure and sustenance needed to ensure an ethical culture, as well as how to ensure that your citizens are aware of your government’s ethical standards and commitment to transparency.

■■■ Ethics and Open Government Essentials

This session will offer an overview of the statutory ethics requirements governing all municipalities including the gift law, voting conflicts and public meetings laws. Information presented will be based on Florida statutes, attorney general opinions and case law to help attendees develop and maintain consistent ethical practices. Specific points to be addressed include types of public meetings, voting conflicts, abstentions, gifts and working with lobbyists.

■■■ Current and Emerging Issues in Ethics and Open Government

A panel of ethics and open government experts will examine current and emerging ethical issues facing municipalities from different statewide perspectives. The panelists will use their unique experiences and knowledge to discuss current ethics cases, new and proposed changes in laws, and the impact of changes in the political environment on creating a culture of ethics.

■■■ Advice, Liability and Questions

Understanding the liability cities face with ethical and open government questions, officials and city staff need to know the best practices for getting advice, securing legal counsel and acting upon it. This panel features a municipal official, attorney and city manager from each region to share their knowledge and take questions from participants.

For more information, contact Jan Piland at (850) 222-9684 or jpiland@flcities.com or go to www.floridaleagueofcities.com and click on “Events and Training” to obtain the registration form and to view additional training programs offered by the League.

2012 Regional Summit Series

COURSE 2 – REVENUE OPTIONS FOR FLORIDA CITIES

Who: City Officials and City Staff

What: A one-day regional seminar providing detailed information on an array of revenue options

When/Where: January 27, 2012 • Springfield Community Center Auditorium (Bay County)
February 24, 2012 • Altamonte Springs Westmont Center (Seminole County)
March 2, 2012 • Lake Butler Lakeside Community Center (Union County)
March 16, 2012 • Boca Raton Fire and Police Administration Building (Palm Beach County)
March 30, 2012 • Cape Coral Yacht Club Community Park (Lee County)
April 4, 2012 • Pinellas Park City Auditorium (Pinellas County)

Cost: \$30, which will be returned upon recorded attendance (Lunch included with roundtable networking)

The Regional Revenue Summit is geared toward municipal elected officials and staff who wish to fully understand all revenue options available to cities following years of economic contraction and falling property tax values. The class will provide participants with the tools and knowledge to maximize and understand the various non-ad-valorem revenues available to a municipality in Florida.

Do you know all available revenues that a municipality may collect? Do you understand how Florida's Constitution enables and limits the municipal revenue structure? Do you know how far Florida case law allows cities to generate numerous revenue streams under their Home Rule authority?

Do you have, or have you updated, your operating reserve policy now that your city has experienced numerous back-to-back years of shrinking revenue sources? This Revenue Summit will answer those and many other questions by first examining how Article VII of Florida's Constitution establishes taxation parameters among the various levels of Florida government. The property tax and other statutorily authorized municipal taxes will be examined.

Then, the numerous and varied revenues allowed under cities' Home Rule powers will be addressed, followed by a review of state-shared revenues, Local Option Sales Taxes and Local Option Motor Fuel Taxes, including intergovernmental sharing methods. A discussion of cash reserve policies will conclude the summit. Reserves and their related policies have seen substantial dialog over the lengthy economic downturn. Speakers will discuss what amounts are proper, both from a minimum and maximum perspective, and what issues Florida cities are likely to face. This issue is complicated. There are many citizens who want reserves lowered as a form of tax relief, while other citizens seek an adequate amount in the face of the unknown economy.

The use of special assessments by counties and municipalities has grown significantly over the past 20 years in Florida, and there are areas that the vast majority of local governments have barely utilized. The many examples of special benefit, recent case law, methods of apportionments, collection methods, as well as the various pros and cons of different methods of collection, will be discussed. Some view assessments as an excellent method to ensure that everyone who benefits from these services pays their fair share, while others consider it highly regressive to those in lower income groups or unfair to churches and nonprofits. The class will be primarily a lecture format. However, there will be opportunities to delve into various questions from the audience. Speakers will be seasoned experts in the field.

For more information, contact Jan Piland at (850) 222-9684 or jpiland@flcities.com or go to www.floridaleagueofcities.com and click on "Events and Training" to obtain the registration form and to view additional training programs offered by the League.

2012 Regional Summit Series

COURSE 3 – PENSION REFORM – PRACTICAL AND TIMELY RECOMMENDATIONS

DATES: TBA (Spring 2012)

This one-day session will feature plan changes and revisions that cities can enact today to help ease and limit long-term pension obligations and other post-employment benefit (OPEB) obligations.

COURSE 4 – CITIZEN ENGAGEMENT

DATES: TBA (Summer 2012)

Has your city found truly effective ways to engage your citizens on the pressing issues of your community? If you are searching for these tools, this one-day session will give you plenty of take-aways to share back home. With technological changes and the public perception of government at low levels, cities need to receive public input from a variety of sources and learn how to harness public enthusiasm! Also, cities need to help citizens discover the level of government closest to them and plug them into the many ways they can serve (such as youth councils, citizens academies, advisory boards and volunteering).

COURSE 5 – THE FUTURE OF GOVERNANCE IN FLORIDA

DATES: TBA (late Summer 2012)

Sweeping governmental changes have historically followed half- and full-century cycles. Come and find out what Florida's cities, counties, school districts and special districts might face in the future. What will local governments look like? What services will they provide? How will these governments be funded? When are these changes likely to occur? This one-day regional session will feature in-depth discussions of functionality, roles and responsibilities.

For more information, contact Jan Piland at (850) 222-9684 or jpiland@flcities.com or go to www.floridaleagueofcities.com and click on "Events and Training" to obtain the registration form and to view additional training programs offered by the League.

2012 Training Series

ADVOCACY TRAINING

Who: City Officials

What: Advocacy training for municipal officials sponsored by the Florida League of Cities

When/Where: Dates and locations provided upon request by local and regional league

Cost: No charge

Each training course will be customized according to the needs of the local or regional league and can include the following components:

■ ■ ■ Legislative Issues Training

What are the major issues that will have a significant impact on cities in the upcoming year? Find out who the key players are and the impact these issues will have on you and your constituency. Ever been baffled by the plethora of acronyms and legislative terms used by lawmakers? Find out what they mean and more! Whether new or veteran to the legislative process, this overview offers something for everyone.

■ ■ ■ How to be an Effective Advocate

How can you be the best advocate on behalf of your city and citizens? Learn how you can work more effectively with the united voice of other officials advocating before the Florida Legislature on issues impacting Florida's cities. Find out why year-round advocacy on city issues is so important and how you can implement it in your legislative efforts. Understand how to utilize and be part of the strong network provided by the Florida League of Cities. Learn about the League's education, communication and menu of services that will offer you and your city full access to the Florida Legislature and timely information on session activities.

For more information, contact Allison Payne or apayne@flcities.com at (850) 222-9684. Go to www.floridaleagueofcities.com and click on "Events and Training" to view additional training programs offered by the League.

2012 Training Series



SUCCESSFUL CITIZEN ADVISORY BOARDS AND COMMITTEE TRAINING

Who: Advisory Board Members, Elected Officials, Administrators and City Committee Members

What: A half-day seminar providing customized advocacy training for municipal officials sponsored by the Florida League of Cities and the Florida Institute of Government

When/Where: Dates and locations provided upon request by city government

Cost: \$45 per person, which covers a refreshment break, educational materials and speaker costs

■ ■ ■ Overview of the Advisory Board and Committee Training Course

The half-day advisory board and committee trainings are held at a city facility. The goal is to provide this training in various locations throughout Florida to avoid travel costs for our members.

Each training course will be customized according to the advisory board.

Successful Citizen Advisory Boards and Committee Training will cover the following:

- The do's and don'ts of advisory boards;
- How to resolve conflicts; and
- Building relationships with advisory board members.

Participants will learn to channel conflict into constructive cooperation, solve problems, save city dollars, build support and utilize citizen volunteer time productively.

If your city would like to host this on-site advisory board training, contact Jan Piland at jpiland@flcities.com or call (850) 222-9684.

2012 Training Series

INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS (IEMO)

Who: Elected City Officials (newly elected or those with less than one term in office)

What: A three-day forum (Friday through Sunday) providing elected municipal officials with an intensive academic program that will assist them in effectively meeting the requirements of their elected role. The program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. Cosponsored by the Florida League of Cities and the John Scott Dailey Florida Institute of Government, the IEMO has trained more than 2,000 elected officials.

When/Where: January 20-22, 2012 • Hilton University of Florida Conference Center, Gainesville
March 23-25, 2012 • Palm Beach/Broward County TBD
June 22-24, 2012 • Pinellas County TBD
October 19-21, 2012 • Jacksonville/St. Augustine TBD

Cost: \$275, which covers instructional costs, materials, refreshment breaks and lunch on Friday and Sunday.

■ ■ ■ Overview of the IEMO Training Course

The curriculum is divided into six instructional modules, taught in the following sequence:

- Structure and Functions of Municipal Government in Florida
- How to Be an Effective Council Member
- Taxes and Other Sources of Revenue
- Budgeting and Accounting
- Understanding Intergovernmental Relationships
- The Florida Ethics Law and How to Comply with Open Meetings and Open Records Laws

These topics were selected to provide a comprehensive overview of the critical issues that are addressed by municipal government officials. It is suggested that participants review their municipal charter, policies and budget to prepare for the classes. They may want to bring these materials along. Speakers will provide hand-outs and resource material.

Certificate for Completion

A certificate of attendance will be presented within a few weeks of successful completion of the program of study.

Additional Training

Graduates of the IEMO or those elected city officials who have completed one or more terms in office are eligible for the Advanced IEMO (See page 11).

For more information, contact Gail Dennard at gdennard@flcities.com or call (850) 222-9684 or go to www.floridaleagueofcities.com and click on "Events and Training" and click on the Institute for Elected Municipal Officials link for video testimonials or registration instructions.

2012 Training Series

ADVANCED INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS (IEMO)

Who: Graduates of the IEMO or Elected City Officials who have completed one or more terms in office

What: This intensive two-day program, held on a Friday and Saturday, features four classes and two workshop-style lunches. Instructors have been selected for their ability to convey important information in a participatory style.

When/Where: April 27-28, 2012 • Central Florida TBD
October 26-27, 2012 • Central Florida TBD

Cost: \$245, which covers instructional costs, materials, refreshment breaks and two working lunches

■ ■ ■ Overview of the IEMO Training Course

The curriculum is divided into four instructional modules, taught in the following sequence:

- How to Be an Effective Councilmember - Part II
- Understanding Growth Management in Florida's Cities
- Creative Financing for Florida's Municipalities
- Building Your City's Team: Personnel and Labor Issues

Certificate for Completion

A certificate of attendance will be presented within a few weeks of successful completion of the program of study.

For more information, contact Gail Dennard at gdennard@flcities.com or call (850) 222-9684 or go to www.floridaleagueofcities.com and click on "Events and Training" and click on the Institute for Elected Municipal Officials link for video testimonials or registration instructions.

2012 Training Series



LEADERSHIP TRAINING

Who: City Officials (primarily for elected officials and select city staff)

What: A one-day seminar providing leadership training for municipal officials facilitated by Scott Paine, Ph.D., Associate Professor, Communications/Government & World Affairs, University of Tampa

When/Where: Dates and locations provided upon request of a city or local and regional league

Cost: No charge

Each training course will be customized according to the city or local and regional league. The following is only one example of a leadership course offered:

■■■ Overview of Issue Leadership: Frames, Roles and Results!

The day-to-day work in public office is defined largely by agendas set by events, procedures and formal obligations. To a large extent, these defining forces put public officials in a reactive mode, doing what we must in response to what we are given. But the real heart and soul of elective office is initiative, the creative application of our talents and energies to the issues of the day. It is what public officials initiate, with deliberation and purpose, whether in response to a crisis or in response to their own assessment of the challenges and needs of the communities that they serve. The ability to gain the initiative, to move colleagues and constituents, interests and adversaries to engage an issue in common cause, distinguishes a public leader from a public officeholder. This session will provide strategies to help participants develop their optimal leadership skills so they are better able to deal with the challenges and opportunities their communities face.

For more information, contact Gail Dennard at gdennard@flcities.com or call (850) 222-9684 to discuss your specific needs for a customized leadership course.

2012 Training Series



REVENUE ENHANCEMENT TRAINING

Who: City Staff (sometimes elected officials)

What: A full-day review and evaluation of a city's revenue with recommendations for maximizing revenues

When/Where: Dates and locations provided upon request of a city government

Cost: Based on population size, plus basic travel costs

■■■ Overview of the Revenue Enhancement Training Course

The League offers a one-day revenue enhancement training customized for your city. It is conducted by Ken Small, financial technical assistance manager for the Florida League of Cities, who has a statewide reputation for excellence and expertise in this area.

This is a comprehensive, customized review of an individual city's revenue structure, with recommendations for diversifying sources and maximizing revenues. The program is designed specifically to the needs of your city and its officials. This in-depth review includes historical aspects of each revenue, how it works and why it works to ensure that the city is maximizing each revenue to the fullest extent.

If your city would like to host this customized revenue training, contact Ken Small at ksmall@flcities.com or call (850) 222-9684.

2012 Training Series

RISK CONTROL/SAFETY TRAINING PROGRAMS

Who: City Officials and City Staff

What: Risk control/safety training programs sponsored by the Florida League of Cities

When/Where: Dates and locations provided upon request by municipality or local and regional league

Cost: \$85 per hour for FLC members
Training is free to Florida Municipal Insurance Trust members
Nominal fee for materials in classes such as first aid, CPR and OSHA

■ ■ ■ Risk Control Safety/Training Programs

As a support to your existing safety efforts, the Florida League of Cities offers several training programs. Generally, these programs are one to two hours in length, and are supported by multimedia material and handouts.

- Accident Investigation, Accident Analysis and Accident Reporting
- Internal Inspection Program
- Job Safety Analysis (JSA)
- Industrial Hygiene for Municipalities
- Personal Protection Equipment (PPE)
- Confined Space Entry for Municipalities
- Right-To-Know
- Lifting Properly
- Park and Playground
- Fleet Training Program
- Safe Working Conditions (all departments)
- Hazardous Waste Compliance
- Municipal Crime Prevention Program
- Chemical Hazard Communications

For a full listing of safety training programs or for more information on how you can set an appointment for your training program, contact Apryl Cordell at acordell@flcities.com or 1-(800) 445-6248, ext. 1758, or Anita Wick at awick@flcities.com or 1-(800) 445-6248, ext. 1734. See page 19 for online Risk Control Safety Training. Visit <http://insurance.flcities.com/fmitSafetyProgram.aspx> for additional information.

2012 Training Series

MUNICIPAL SAFETY PROGRAM IMPLEMENTATION

Who:	City Officials and City Staff
What:	Risk control/safety training programs sponsored by the Florida League of Cities
When/Where:	Dates and locations provided upon request by municipality or local and regional league
Cost:	\$85 per hour for FLC members Training is free to Florida Municipal Insurance Trust members Nominal fee may apply for materials

As a support to your existing safety efforts, the Florida League of Cities offers several training programs.

■ ■ ■ Municipal Safety Program Implementation

This safety program is a management approach to loss reduction. It is developed to assist governmental entities in the implementation of a formal risk control program. The program addresses the following seven key elements essential to the establishment of a successful risk control effort:

- Management Involvement and Support
- Assignment of Responsibility
- Maintenance of Safe Working Conditions
- Employee Training
- Record keeping and Reporting
- First Aid and Medical Assistance
- Employee Awareness, Acceptance and Participation

This training session is implemented through an orientation program attended by all key employees of your public entity. The safety program provides all the instructional forms and the step-by-step requirements of a solid safety program.

For a full listing of safety training programs or for more information on how you can set an appointment for your training program, contact Apryl Cordell at acordell@flcities.com or 1-(800) 445-6248, ext. 1758 or Anita Wick at awick@flcities.com or 1-(800) 445-6248, ext. 1734. See page 19 for online Risk Control Safety Training. Visit <http://insurance.flcities.com/flmitSafetyProgram.aspx> for additional information. A 30-day notice prior to your date of presentation is requested.

2012 Training Series

FLEET TRAINING PROGRAMS FOR FLORIDA CITIES

- Who:** City Officials and City Staff
- What:** Risk control/safety training programs sponsored by the Florida League of Cities
- When/Where:** Dates and locations provided upon request by municipality or local and regional league
- Cost:** Charges apply, contact the Florida League of Cities Risk Control Department

As a support to your existing safety efforts, the Florida League of Cities offers several training programs.

■ ■ ■ Fleet Training Programs

Motor vehicle accidents can damage more than property. They can also cause personal injury and reflect unfavorably on a public entity's image. The Florida League of Cities Risk Control Department offers a four-hour defensive driving course (DDC4) covering topics based on three key factors in driving: knowledge, skill and decision making.

This presentation covers the following topics:

- Management Involvement and Commitment
- Driver Selection
- Driver Supervision
- Driver Training
- Vehicle Maintenance
- Accident Investigation
- Forecasting (projecting the types and numbers of accidents)

For a full listing of safety training programs or for more information on how you can set an appointment for your training program, contact Apryl Cordell at acordell@flcities.com or 1-(800) 445-6248, ext. 1758, or Anita Wick at awick@flcities.com or 1-(800) 445-6248, ext. 1734. See page 19 for online Risk Control Safety Training. Visit <http://insurance.flcities.com/fmitSafetyProgram.aspx> for additional information. A 30-day notice prior to your date of presentation is requested.

2012 Training Series

TRAINING MODULES FOR LOCAL AND REGIONAL LEAGUES

Who: City Officials (depending upon the topic, also City Staff)

What: Seminars on an array of issues facing Florida's cities (some topics can be taught in 60, 45, 30 or 15 minutes, if needed)

When/Where: These classes are designed for local and regional leagues (they can also be customized for individual cities) – to be taught when and where they are requested

Cost: No charge

Overview of FLC Training Modules for Local/Regional Leagues

In addition to the many resources available to you locally and through your Florida Institute of Government, the FLC University now offers one hour (or less) training modules specifically designed for local and regional league meetings. These modules may be held before or after your regularly scheduled league events and some may be adapted for lunch/dinner sessions with your league.

If there are other training needs expressed by your members, please let us know and we'll design a customized class for you. The classes are as follows:

- | | |
|--|---|
| "The Florida League of Cities and You" | "Ethics Resources for City Officials" |
| "You and Your City Attorney" | "The State of Florida's Cities: Fiscal Trends" |
| "Building a Culture of Ethics" | "Top Ways for Cities to Save Money" |
| "Sunshine Laws for Municipal Officials" | "Special Assessments: A City Primer" |
| "Quasi Judicial Rules for Municipal Officials" | "Think Outside the Box: Partnering to Provide Services" |
| "What Are Other Cities Doing in Economic Development?" | "Charters and Charter Reviews: Best Practices" |
| "Working with Your County EDC" | "Volunteerism: Building It and Sustaining It" |
| "Best Redevelopment Practices" | "Media Relations" |
| "How Your City Can Support International Business Development" | "Growth Management" |
| "Communications Best Practices for City Officials" | "Grant Resources" |
| "Building a Better Floridian: Citizenship Primer" | "Legislative Updates" |
| "Civility, Citizenship and Civics: Why They Matter" | "Parliamentary Procedures" |
| "Growing Tomorrow's Leaders: Youth Councils" | "Local Government Pensions" |
| "City-School Partnerships" | "Collective Bargaining" |

Contact Lynn Tipton, Carol Westmoreland or Sharon Berrian at the Florida League of Cities at (850) 222-9684 to request training or provide topic suggestions.

Web-based Training and Resources

WEBINARS

- Who:** City Officials and City Staff
- What:** Webinars on an array of issues facing Florida's cities
- When/Where:** Available on the FLC website: www.floridaleagueofcities.com
- Cost:** No charge

■ ■ ■ Overview of FLC University Webinars

The Florida League of Cities offers free monthly webinar training for members. Webinars allow multiple participants to view presentations over the Internet on their computer screen from the comfort of their own office or home. You can register up to the day of the webinar. Registrants will automatically be emailed a link prior to the start of the webinar. Then, with a click of the mouse you are able to see the presenter's computer screen. From there, participants can view the presentation and listen to the speaker's comments by calling in to a designated telephone number. Any questions can be emailed or sent to the presenter using the webinar message box that appears on your computer screen. Webinars are an excellent way to get valuable training in a short hour-long crash course – without incurring travel costs. Past webinars are available on the Florida League of Cities website (see below). FLC University webinars offered are as follows:

- | | |
|--|--|
| Unfunded Mandates 101 – (2/9/12) | Introduction to Municipal Pensions – (1/21/10) |
| Home Rule 101 – (1/12/12) | Key Municipal Terms and Policies |
| 2012 Legislative Session: Are You Ready? – (1/5/12) | Recovery Zone Bonds and Build America Bonds, |
| FLC Resources – (11/15/11) | American Recovery and Reinvestment Tax Act of 2009 |
| E-mail Etiquette and Best Practices – (11/9/11) | Reducing City Expenses Without Reducing Services – (2/18/10) |
| A Guide to Airport Compatible Land Use – (9/22/11) | Tech 101: Social Networking and the Public Official – (12/17/09) |
| Promoting Your Natural Assets – (9/22/11) | |
| Post Legislative Update – (5/31/11) | |
| Home Rule Powers: Why it Matters | |
| Making the Case for Social Media | |
| Honest Services Fraud - Avoid Finding Your Picture in the Headlines – (3/31/11) | |
| Building a Sustaining a Culture of Ethics – (3/24/11) | |
| Find New Money in Your Pavement Budget – (2/17/11) | |
| Pain Relief: Finding Solutions for the Problem of Pill Mills in Florida – (2/23/11) | |
| Health Care Reform PowerPoint – (2/15/11) | |
| Workers' Compensation Fraud – (10/28/2010) | |
| How to Win Grant Funding in a Down and Competitive Market – (09/09/2010) | |
| U.S. Bicycle Routes – A Multi-state System of Bicycle Ways - Opportunities for Florida – (7/15/2010) | |
| Community Problem Solving Through Deliberative Democracy – (6/24/10) | |
| Investments 101 – (6/17/10) | |
| An Introduction to Florida's Cities and the FLC – (4/30/09) | |
| CRAs: Communities Working Together – (1/19/10) | |
| Community Redevelopment Agency Reporting Requirements – (2/11/10) | |
| Federal Stimulus Update – (10/22/09) | |

For more information, contact Jan Piland at (850) 222-9684 or jpiland@flcities.com or go to www.floridaleagueofcities.com and click on "Events and Training" to view an updated webinar schedule and archives.

Web-based Training and Resources

ONLINE RISK CONTROL/SAFETY TRAINING

Who: City Staff (in some cases, also City Officials)

What: Online safety-related training programs sponsored by the Florida League of Cities

When/Where: To view available online training options visit <http://insurance.flcities.com/fmitPressRoom.aspx?CNID=3916>

Click on Apryl Cordell's name to receive a sample program to preview. She will provide login and password and then send out the web address and any other relevant information.

Cost: The cost to FMIT members is a fraction of the cost relative to other similar services. There are no per-course or per-seat fees. Unlimited use of all courses is included in an annual subscription.

Florida Municipal Insurance Trust members with workers' compensation coverage:

\$1 per employee in entity

Florida Municipal Insurance Trust members with no workers' compensation coverage:

\$3 per employee in entity

Florida League of Cities or Florida Municipal Association for Safety and Health members:

\$5 per employee in entity

Other Public Entities:

\$10 per employee in entity

Example: City "A" has workers' compensation coverage with the FMIT. They have a total of 200 employees in the city. Unlimited use of the online system for all employees for an entire year is \$200.

As a support to your existing safety efforts, the FMIT has developed a wide range of online training courses for its members to utilize. There are 23 subjects. More classes will be added as needed. If you would like to sample any one of the below topics, please contact Apryl Cordell.

Aerial Lift (Scissor and Boom)

Asbestos Awareness

Asbestos Operations and Maintenance

Blood borne Pathogens

Confined Space Entrant/Attendant

Driver Safety

Electrical Safety

Environmental/Animal Safety

Fall Protection Introduction

Fire Prevention Safety

Hazard Communication with GHS Introduction

Hazardous Waste (RCRA)

Lead

Ladder Safety

Lockout/Tagout

Manual Material Handling

Noise and Hearing Conservation

Personal Protective Equipment

Hand and Power Tools

Respirator User Level

Slip, Trip and Fall Prevention

Trenching and Excavations

Welding Safety

(OVER)

Web-based Training and Resources

ONLINE RISK CONTROL/SAFETY TRAINING *continued*

Online training/learning classes include practice exercises and test comprehension through quizzes, case studies and other assessments. These classes are relatively short (most are 30 minutes long). More complicated topics are no more than 60 minutes long.

The system will monitor and evaluate employees. It will also track important data, such as how much time trainees spend training, progress through modules, test scores, and problems that prevent trainees from completing the program.

These online training/learning classes are created specifically for Florida public entities. They are not generically created for a national audience.

For a full listing of safety training programs or for more information, contact Apryl Cordell at acordell@flcities.com or 1-(800) 445-6248, ext. 1758, or Anita Wick at awick@flcities.com or 1-(800) 445-6248, ext. 1734. Visit <http://insurance.flcities.com/fmitSafetyProgram.aspx> for additional information.

Web-based Training and Resources

WEB-BASED RESOURCES

There are an array of additional educational videos, reports, publications and materials free and available online for your use at www.floridaleagueofcities.com. For example, we offer a PowerPoint and video on “The Ethical Leader” by Dr. Scott Paine. And, John G. Hubbard, a retired municipal attorney and ethics expert, offers a video on “City Officials and the Florida Ethics Law.”

There are also papers and resources on ethics, civility and standards of conduct. If that’s not enough, you can take the Florida Institute of Government's online ethics class using the League’s website or take the ethics course offered by the Florida City and County Management Association.

Or perhaps you are looking for city statistics, civic education material, information on creating a youth council, celebrating Florida City Government Week or city innovations. Our website has it all!

Here is a quick guide to begin your search for all of the valuable information that is on our website.

1. When you visit www.floridaleagueofcities.com click the “Research and Resources” tab in the upper righthand corner. This will take you to the Research and Resources library homepage with hot topics and current events.
2. On the right, you will find the main featured sections that will take you to the exact resources you’re looking for.
3. The “Resources” tab will take you to a municipal search engine with documents, websites and videos on numerous local government topics.
4. The “Research Reports” tab will direct you to valuable reports on local government and Florida-specific research.
5. The “Data and Statistics” tab houses a variety of statistical information, including cumulative CityStats results and the salary and benefits survey.
6. Under “Best Practices,” you will find example programs and initiatives from cities around Florida.
7. The last two tabs, “Find a Peer City” and “CityStats,” house the individual results of the CityStats survey distributed to every municipality in Florida.
8. “Find a Peer City” gives you the capability to search for similar cities with the exact characteristics you’re looking for.
9. So whether you’re looking for statistics on a particular city, Florida data and statistics, civic education material or information on local governments, check out the Florida League of Cities Research and Resources library and find what you’re looking for today!
10. The “Links” section of the website will help you find associations for city staff, civic organizations and other valuable resources. For example, the Florida Chapter of the American Public Works Association and the Florida Recreation and Park Association have a variety of training programs.

For more information, contact Monica Beyrouti at (850) 701-3618 or mbeyrouti@flcities.com.

FLC University Instructors

TRAINING STAFF



Lynn Tipton is the director of the League’s Membership Development Department. She is a graduate of James Madison University, with an undergraduate degree in public administration and the University of Southern California, with a master’s in public administration. She is a 20-year veteran of the Florida League of Cities. After working as a congressional staffer and also a management and budget analyst for the City of Tallahassee, she began her League career overseeing the League’s federal programs. A noted speaker, facilitator and municipal government “student for life,” Lynn is known throughout Florida for directing the well-received Institute for Elected Municipal Officials and for her expertise on charter reviews, municipal incorporations and association management. In addition to directing the Membership Development Department, she also serves as the executive director of the Florida City and County Management Association (FCCMA) – a League secretariat. She travels and speaks extensively on the League’s behalf and represents the League both nationally and internationally.



Sharon Berrian is a graduate of Florida State University, with an undergraduate degree in theatre and communications and master’s in public administration. She is a 27-year veteran of the Florida League of Cities. After working as an anchor with WFSU-TV and in management at both the Governor’s Office and the Department of Highway Safety and Motor Vehicles, she began her League career working on special projects and lobbying. An Emmy award winning video producer, she also spent several years leading the League’s Public Affairs Department. She currently serves as an associate director of membership development. She is responsible for overseeing the organization’s civic education programs, such as youth councils and Florida City Government Week. She coordinates programs around the state with teachers to assist them with implementing civic education lesson plans. She also serves as a League ambassador and oversees select training programs.



Mark Sittig is a graduate of the University of South Florida with a degree in marketing and is a 24-year veteran of the Florida League of Cities. He began his career working in the League’s Insurance Services Department, helping cities to save money by modifying all aspects of their risk policies including workers’ compensation, general liability, auto, property and others. He then became involved in the area of pension plan development for members needing to begin or add to existing pension plans. He currently works in the Membership Development Department where he serves as a League ambassador responsible for ensuring that all cities are fully knowledgeable and participating in the menu of programs and services offered by the League.

FLC University Instructors

TRAINING STAFF



Ken Small has been employed with the Florida League of Cities for more than 26 years and has over 36 years experience in the local government profession. He graduated from Florida State University with a degree in governmental economics and business administration. He has served in several capacities including League lobbyist for municipal finance and taxation, as well as the in-house specialist for municipal and county revenue and taxation issues. Throughout his tenure at the League, he has provided technical assistance in a wide variety of local government areas including municipal revenue options, budgeting and cost deduction. Ken presently works in the League's Membership Development Department as the financial technical assistance manager. In this capacity, he is responsible for coordinating the League's Financial Technical Assistance Program, serves as an instructor for the Advanced Institute for Elected Municipal Officials, and is a trainer for the League's membership. Prior to his employment at the League, Ken served as city manager of Mulberry, Florida, and held several administrative positions with the Leon County Board of County Commissioners including the Office of Management and Budget.



Carol Westmoreland, a native Floridian, was raised in Hialeah. She is a graduate of Florida State University with a degree in criminal justice. She celebrates 31 years of working with state and local elected officials for the Florida League of Cities. Carol lobbied for 20 years for cities' interests before the Legislature and state agencies, and is now in the Membership Development Department. Her areas of experience are community and economic development, international affairs, salary and benefits, grants and incentives, state agency liaison and membership outreach. She also serves as the executive director of the Florida Redevelopment Association – a League secretariat.

FLC University Instructors

FLORIDA LEAGUE OF CITIES SAFETY TRAINING STAFF

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- **Wayne Anderson**, Risk Control Consultant
- **Ken Blaser**, Risk Control Consultant
- **Dennis Hagler**, Risk Control Consultant
- **Robert Hees**, Risk Control Consultant
- **Rudy Miranda**, Risk Control Consultant
- **Ron Peters**, Risk Control Consultant

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- **Mike Abels**, Professor, Public Administration, University of Central Florida
- **Tony Arrant**, Research Associate, John Scott Dailey Florida Institute of Government at Florida State University
- **Marilyn Crotty**, Executive Director, John Scott Dailey Florida Institute of Government at the University of Central Florida
- **Jeff Hendry**, Executive Director, John Scott Dailey Florida Institute of Government
- **John G. Hubbard, Esq.**, Partner, Hubbard, Yacavone, Metz & Dalgneault, LLP
- **Robert E. Lee, DPA, ICMA-CM**, Executive Director, Center for Florida Local Government Excellence
- **Scott Paine, Ph.D.**, Author, Facilitator and Associate Professor, Communications/Government and World Affairs, University of Tampa
- **Doug J. Sale, Esq.**, Harrison, Sale, McCloy, Duncan & Jackson
- **Cliff Shepard, Esq.**, General Counsel for the Florida Redevelopment Association and City Attorney of Maitland
- **Herb W.A. Thiele, Esq.**, County Attorney of Leon County and former City Attorney of Delray Beach
- **William Underwood**, Finance Director, City of Oakland Park

Additionally, the FLC University will utilize the resources from top experts in their fields from cities throughout Florida, state agencies, regional governmental entities, universities, and also from an array of public and private sector associations. This includes those associations that the League staffs, such as the Florida City and County Management Association, the Florida League of Mayors, the Florida Redevelopment Association, the Florida Government Finance Officers Association and the Florida Association of City Clerks. The John Scott Dailey Florida Institute of Government is an FLC University partner, along with the Center for Florida Local Government Excellence housed at Florida State University.

About the Florida League of Cities

The Florida League of Cities is the united voice for Florida's municipal governments. Its goals are to serve the needs of Florida's cities and promote local self-government. The League was founded on the belief that local self-government is the keystone of American democracy.

Florida's city officials formed as a group of municipal governments for the first time in 1922. They wanted to shape legislation, share the advantages of cooperative action, and exchange ideas and experiences. Growing from a small number of cities and towns, our membership now represents more than 400 cities, towns and villages in the Sunshine State. The League is governed by a Board of Directors composed of elected municipal officials. The League functions under its Charter and By-laws, while the Strategic Plan outlines the mission, goals and objectives.

The League's headquarters is in Tallahassee, and Insurance Services and the Technology Services Department are located in Orlando. The League is the premier provider of many products and services developed especially for Florida's cities. Our strength and success are dependent upon the support and participation of our members. We continue to explore new ideas for programs, products and services that will meet the needs of municipalities today and tomorrow.

To contact FLC University faculty and staff at the Florida League of Cities, call 1-(800) 342-8112 or (850) 222-9684. Also, be sure to visit our website at www.floridaleagueofcities.com.



About the John Scott Dailey Florida Institute of Government



COURSE OFFERINGS

Any of the following training topics can be customized to suit any organization's needs and can be offered in half-day, full-day or multi-day formats.

Leadership, Motivation and Team Building

- Executive Leadership Development
- Motivating Employees
- Personal Goal Setting
- Team Building and Facilitation

Communication and Customer Service

- Communication That Works
- Conflict Resolution
- Customer Service
- Effective Media Relations
- Effective Public Speaking and Presentation Skills
- Listening Skills
- Negotiation Strategies and Techniques
- Train the Trainer

Productivity and Performance Improvement

- Business Process Management
- Change and Transition
- Effective Benchmarking
- Problem Solving and Decision-making
- Project Management for Managers
- Running Effective Meetings
- Time Management and Prioritization

Florida's Ethical and Legal Environment

- Diversity in the Workplace
- Florida's Government in the Sunshine and Ethics Laws
- Florida Public Records Laws
- Harassment Awareness and Prevention
- Legal Issues for Managers
- Parliamentary Procedures/Roberts Rules of Order
- Performance Assessment and Motivation
- Successful Recruiting, Selection and Interviewing

Contact the John Scott Dailey Florida Institute of Government at (850) 487-1870 for more information. Also, visit www.iog.fsu.edu for a list of training sessions.

About the John Scott Dailey Florida Institute of Government

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Visit us at www.floridaleagueofcities.com,
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