

# 2010 INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS

June 11-13, 2010

Embassy Suites Fort Myers-Estero

## Agenda

### Friday, June 11, 2010

- 8:00 a.m - 8:30 a.m. **Registration/Continental Breakfast**
- 8:30 a.m - 9:00 a.m. **Introduction and Overview**
- 9:00 a.m. - 12:00 p.m. **Structure and Function of Municipal Government in Florida**  
Lynn Tipton, Director of Membership Development,  
Florida League of Cities
- 10:15 a.m. **Refreshment Break**
- 12:00 p.m. - 12:30 p.m. **Risk Control Presentation**  
Scott Blaser, Risk Control Director, Florida League of Cities
- 12:30 p.m - 1:30 p.m. **Group Lunch**
- 1:30 p.m.- 4:30 p.m. **How to Be an Effective Councilmember**  
Marilyn E. Crotty, Director, John Scott Dailey Florida Institute  
of Government, University of Central Florida
- 3:00 p.m. **Refreshment Break**

### Saturday, June 12, 2010

- 7:30 a.m. **Continental Breakfast**
- 8:00 a.m. - 11:30 a.m. **Taxes and Other Sources of Revenue**  
Lee Feldman, City Manager, City of Palm Bay
- 9:45 a.m. **Refreshment Break**
- 11:30 a.m. - 1:00 p.m. Lunch on your own
- 1:00 p.m. - 4:00 p.m. **Budgeting and Accounting**  
William F. Underwood, II, CGFO, CGFM  
Financial Services Director, City of Oakland Park
- 2:30 p.m. **Refreshment Break**

### Sunday, June 13, 2010

- 7:30 a.m. **Continental Breakfast**
- 8:00 a.m. - 10:00 a.m. **Understanding Intergovernmental Relationships in Florida**  
Lynn Tipton, Director of Membership Development,  
Florida League of Cities
- 9:45 a.m. **Refreshment Break**
- 10:00 a.m. - 12:00 p.m. **Florida's Ethics Law**  
John Hubbard, Attorney, City of Dunedin
- 12:00 p.m. - 1:00 p.m. **Group Lunch**
- 1:00 p.m. - 3:00 p.m. **How to Comply with Open Meetings and Open Records Laws**  
John Hubbard, Attorney, City of Dunedin