

## Dates and Sites

The 2016 Institute for Elected Municipal Officials will be offered:

*January 29-31* Jacksonville



the John Scott Dailey

FLORIDA  
INSTITUTE OF  
GOVERNMENT

You may obtain an agenda and registration material at the League Web site, [www.floridaleagueofcities.com](http://www.floridaleagueofcities.com), under the Events tab.

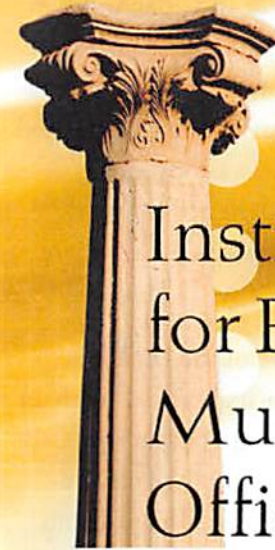


## Additional Training

Graduates of the IEMO or those elected city officials who have completed one or more terms in office are eligible for the **Advanced Institute**. Visit [www.floridaleagueofcities.com](http://www.floridaleagueofcities.com) for more information.

The **Institute of Government** offers online ethics training, as well as an annual ethics conference. Visit [www.iog.fsu.edu](http://www.iog.fsu.edu) for more information on these and other trainings.

The **Florida League of Cities** offers many training opportunities throughout the year through the FLC University, including an annual educational conference and legislative conference. For a full listing of League training events, visit [www.flcuniversity.com](http://www.flcuniversity.com).



Institute  
for Elected  
Municipal  
Officials

# 2016

*Sponsored by the*  
**Florida League of Cities**  
and the John Scott Dailey  
**Florida Institute of Government**

# Institute for Elected Municipal Officials

The Florida League of Cities and the John Scott Dailey Florida Institute of Government are proud to bring you the **2016 Institute for Elected Municipal Officials (IEMO)**. This educational program is specially designed for newly elected officials and those with less than one term in office.

The primary objective of the IEMO is to provide 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.

The IEMO is a three-day program structured in a Friday through Sunday format. The 2016 IEMO is being offered at three different locations throughout the state.

Created in 1992, the IEMO has assisted more than 2,000 elected officials. Please call Gail Dennard at the Florida League of Cities at 1-(800) 342-8112 if you have questions or need more information.

## Curriculum

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 the Relationships Among Governments in Florida;
- The Florida Ethics Law and Understanding "Government-in-the-Sunshine."
- The Ethics portion meets the state requirement for elected municipal officers of four (4) hours' training

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, and may want to bring these materials along. Speakers will provide hand-outs and resource material. The current IEMO agenda is available online at [www.floridaleagueofcities.com](http://www.floridaleagueofcities.com).

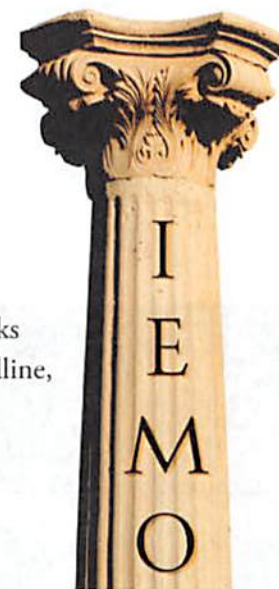
## Certificate for Completion

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

## Registration and Fees

A registration fee of \$300 covers instructional costs, materials, refreshment breaks and lunch on Friday and Sunday. Be sure to note the advanced registration deadline, as space will be limited. See registration form for details.

For cancellations, written notice must be received no later than the advanced registration deadline to receive a refund.



**2016 Institute for Elected Municipal Officials**  
**Registration Form**  
January 29-31, 2016  
Jacksonville Marriott

**Please print the information below. Please fill out one form for each attendee.**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
(Please print as it should appear on your certificate.) (For name badge)

Elected Position: \_\_\_\_\_ Municipality: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail: \_\_\_\_\_ Municipal Clerk: \_\_\_\_\_

Registration Fee: **\$300.00** (includes lunch on Friday & Sunday)  
Registration Deadline: **Friday, January 15, 2016.** (Space is limited to the first 35 students.)

To register via check, please mail with completed registration form to:  
Florida League of Cities  
P.O. Box 1757  
Tallahassee, FL 32302

To register via **Visa or MasterCard**, go online to [www.flcities.com](http://www.flcities.com), or complete the info below and fax to (850) 222-3806, Attn: Heidi Hogarth.

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(if different from above)

**Special Needs:** Please send a written description of any physical, dietary or special service needs with the registration form.

**Cancellations:** Cancellations must be received and confirmed in writing by **Friday, January 15, 2016** in order to be eligible for a refund. No shows are not considered cancellations and a refund will not be issued. Substitutions are accepted and encouraged. We reserve the right to cancel the IEMO training. If the training is cancelled, registration fees will be refunded in full.

Confirmations will be e-mailed once paid registration is received. Please contact Heidi Hogarth at (850) 222-9684 with any further registration questions.

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## HOTEL INFORMATION

Jacksonville Marriott  
4670 Salisbury Road, Jacksonville, FL 32256  
904-296-2222

Contact the hotel at (800) 962-9786 or (904) 296-2222 to make your reservations and ask for the Florida League of Cities block to receive the special rate of **\$90.00/night**. Self-parking is complimentary. A credit card or first night's deposit is required to guarantee reservations. Cancellations must be received by 6:00pm the day of arrival. IEMO training begins Friday at 8:00 a.m. and ends Sunday at 3:00 p.m.

**HOTEL CUT-OFF DATE: Friday, January 15, 2016; please make reservations ASAP**

# 2016 INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS

January 29-31, 2016  
Jacksonville Marriott  
AGENDA

## Friday, January 29, 2016

- 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, FLC University, Florida League of Cities
- 10:15 a.m.                      **Refreshment Break**
- 12:00 p.m. -12:30 p.m.      **Public Officials' Liability**  
Scott Blaser, Director of Risk Control, Florida League of Cities
- 12:30 p.m. - 1:30 p.m.      **Group Lunch**
- 1:30 p.m. - 4:30 p.m.      **Effective Council Techniques**  
Scott C. Paine, Ph.D., Director, Leadership Development &  
Education, FLC University, Florida League of Cities
- 3:00 p.m.                        **Refreshment Break**

## Saturday, January 30, 2016

- 7:30 a.m.                        **Continental Breakfast**
- 8:00 a.m. - 11:30 a.m.      **Taxes and Other Sources of Revenue**  
Jonathan R. Lewis, City Manager, City of North Port
- 9:45 a.m.                        **Refreshment Break**
- 11:30 a.m. - 1:00 p.m.      **Lunch on your own**
- 1:00 p.m. - 5:00 p.m.      **Budgeting and Accounting**  
William F. Underwood, II, CGFO, CGFM, ICMA-CM  
Town Manager, Loxahatchee Groves
- 2:30 p.m.                        **Refreshment Break**

## Sunday, January 31, 2016

- 7:30 a.m.                        **Continental Breakfast**
- 8:00 a.m. – 9:45 a.m.      **Understanding Intergovernmental Relationships in Florida**  
Lynn Tipton, Director, FLC University, Florida League of Cities
- 9:45 a.m.                        **Refreshment Break**
- 10:00 a.m. - 12:00 p.m.      **Florida's Ethics Law**  
Jay Daigneault, Partner, Trask • Daigneault, LLP
- 12:00 p.m. - 1:00 p.m.      **Group Lunch**
- 1:00 p.m. - 3:00 p.m.      **How to Comply with Public Meetings and Public Records Laws**  
Jay Daigneault, Partner, Trask • Daigneault, LLP