



# Annual Convention • June 23-27, 2023

## Registration Planning Worksheet

Registration Opens March 30, 2023

### Tentative Schedule

#### Friday, June 23

7:00 am – 4:30 pm  
Registration

8:15 am – 3:15 pm  
Municipal Training Institute Classes (6-hour courses)

1:00 pm – 4:00 pm  
Municipal Training Institute Classes (3-hour courses)

1:30 pm – 3:30 pm  
RMEBS Board of Trustees Meeting

4:15 pm – 5:00 pm  
Mentor/Mentee Meet and Greet and Orientation

4:15 pm – 5:45 pm  
Board of Directors Meeting

6:00 pm – 7:00 pm  
Opening Reception

#### Saturday, June 24

7:00 am – 6:00 pm  
Registration

8:15 am – 11:15 am  
Municipal Training Institute Classes (3-hour courses)

Noon – 1:00 pm  
Lunch (Policy Committees)

11:45 am – 12:45 pm  
Policy Committee Meetings

1:15 pm – 2:15 pm  
Policy Committee Meetings

#### Saturday, June 24 (cont.)

2:45 pm – 3:45 pm  
Policy Committee Meetings

3:45 pm – 6:00 pm  
Exhibit Hall Opening and Reception

#### Sunday, June 25

7:00 am – 5:00 pm  
Registration

7:30 am – 8:00 am  
Worship Service

8:00 am – 8:45 am  
RMEBS Membership Meeting

9:00 am – 10:30 am  
Opening General Session

10:30 am – 1:30 pm  
Exhibit Hall open (with lunch)

10:45 am – 12:00 pm  
Municipal Training Board Meeting

11:00 am – 12:00 pm  
Legislative Policy Council Meeting

11:00 am – 3:00 pm  
City Attorney's Session and lunch

12:00 pm – 2:00 pm  
City Managers Session with Lunch

1:00 pm – 2:00 pm  
Federal Policy Council Meeting

#### Sunday, June 25 (cont.)

2:00 pm – 3:00 pm  
Rapid Fire Sessions

3:00 pm – 3:30 pm  
Voting Credential Pickup

3:30 pm – 5:00 pm  
Business Meeting and Installation  
Of Officers and Board of Directors

#### Monday, June 26

8:00 am – 4:00 pm  
Registration

8:30 am – 9:45 am  
General Session

10:00 am – 11:00 pm  
Concurrent Sessions

11:15 am – 12:15 pm  
Concurrent Sessions

12:30 pm – 2:30 pm  
Awards Luncheon (ticket purchase required)

2:45 pm – 3:45 pm  
Concurrent Sessions

6:00 pm – 10:00 pm  
Closing Event

#### Tuesday, June 27

8:15 am – 11:15 am  
Municipal Training Institute Classes (3-hour courses)

#### Registration

	Early By May 5	Regular By June 16	Onsite After June 16
GMA Member <i>excludes Awards Lunch</i>	\$450.00	\$460.00	\$470.00
GMA BAP Members <i>excludes Awards Lunch</i>	\$460.00	\$470.00	\$480.00
Non-Member <i>excludes Awards Lunch</i>	\$1,025.00	\$1,050.00	\$1,075.00
Spouse <i>excludes Awards Lunch</i>	\$160.00	\$170.00	\$180.00
Child(ren) <i>excludes Awards Lunch</i>	\$75.00	\$75.00	\$75.00

#### Training Class Fees

	Early By May 5	Regular By June 16	Onsite After June 16
6-hour training class	\$295.00	\$305.00	\$315.00
3-hour training class	\$180.00	\$190.00	\$200.00

#### Event Fees

	Early By May 5	Regular By June 16	Onsite After June 16
City Managers' Session/Lunch	\$75.00	\$100.00	\$125.00
City Attorneys' Session/Lunch	\$165.00	\$190.00	\$210.00
Awards Luncheon Ticket	\$65.00	\$75.00	\$85.00
Closing Event Ticket	\$85.00	\$85.00	\$85.00
Guest name badge	\$50.00	\$50.00	\$50.00
Exhibit Hall Pass	\$50.00	\$50.00	\$50.00

Attendee Name for Registration: \_\_\_\_\_

## Municipal Training Institute Class List

Friday, June 23, 2023

8:15 AM - 3:15 PM

- Building a Hometown Connection: GMA Lobbying 101** (6-hour class)  
This class provides an overview of the state legislative process and helps city officials understand how they can be effective advocates of issues important to their community and cities throughout the state. Participants receive ideas for establishing productive year-round relationships with members of the General Assembly as well as practical lobbying tips they can use during the legislative session. The class also includes a hands-on exercise using real-life legislative scenarios.
- Current Issues Class: Workforce Development** (6-hour class)  
This class provides participants with information pertaining to workforce trends in local government and Georgia's workforce, as well as the role of elected officials and key players throughout our state.
- Downtown Development Authority Basic Training** (8-hour class – 6-hour credit) (ends at 4:15 pm)  
This class is primarily directed at those who serve on Downtown Development Authorities, but it is open to all city officials. Topics include: the management of downtown as a valuable resource; the role of the authority, board members and staff; DDA laws; and the day-to-day operations of a Downtown Development Authority. [This class is limited to 50 participants.](#)
- Economic Development\*** (6-hour class)  
This class provides a basic overview of the economic development process, with a focus on the strategies, resources and programs employed by the state of Georgia to assist communities in achieving success in today's global economy. Topics such as community development building blocks, business development strategies, regional cooperation and the role of local leadership in economic development are covered.
- Environmental Sustainability** (6-hour class)  
City officials are faced with myriad environmental challenges that affect quality of life, public health and economic vitality. This class explores some of the most pressing environmental issues Georgia's cities currently face – such as water quality, water quantity, energy conservation and hazardous waste – and ways municipal officials are finding to solve them. The class focuses on projects such as green infrastructure, energy efficiency measures, electric vehicles, and brownfields redevelopment that promote both environmental sustainability as well as community revitalization. Additional topics include principles of "sustainability leadership," how to get citizens engaged and how to communicate and promote a sustainability message.
- Ethics\*** (6-hour class)  
This class examines the importance of ethical conduct in the administration of one's public duties and how ethical lapses can severely damage the reputation of both individual officeholders and the city. An overview of state ethics laws and regulations that apply to municipal officials, including campaign financing and private interest disclosure requirements, is provided. Ethical dilemmas that often confront public officials and the value of strong local ethics ordinances are also discussed. **Recommended for Newly Elected and First-term Officials.**
- Housing Solutions for Cities — Part Mobile Workshop** (6-hour class)  
This class provides officials with information about housing needs and issues, as well as programs and resources available to assist communities in the area of housing. The class format is a combination of classroom and mobile workshop. The mobile workshop highlights one or more successful local housing development(s) and provides participants with the opportunity to see first-hand how some of the resources and programs described during the classroom session have been utilized.
- Human Resources\*** (6-hour class)  
This class provides an overview of state and federal personnel laws that apply to municipal governments and the basics of human resource management. Key topics include day-to-day issues facing human resource staff, the role of the personnel manager, establishing and adhering to sound personnel policies and procedures, and dealing with the media.
- Making Citizen Engagement Work in our Communities\*** (6-hour class)  
This class explores the importance of getting citizens engaged in the process of governance. The class exposes officials to the concept of deliberative forums, a method of citizen engagement that brings diverse community interests together to explore policy options and share insights, ideas and suggestions in a structured setting. Participants receive tips, tools and other resources for recruiting residents, creating productive conversations and encouraging residents to be involved in local problem-solving. **Recommended for Newly Elected and First-term Officials.**

## Municipal Training Institute Class List (continued)

Friday, June 23, 2023

8:15 AM - 3:15 PM

**Making Cultural Diversity Work\*** (6-hour class)

Cultural diversity training is essential because our country, states, cities and organizations are comprised of individuals from various cultural, racial and ethnic groups. As we work to improve relationships within our organizations and communities, we must leverage the strength of diversity, become inclusive leaders and facilitate essential conversations within our various groups. These skills will lead to collaborative efforts that ensure efficient and effective government. **Recommended for Newly Elected and First-term Officials.**

**Money, Money, Money ... Money! Funding City Projects and Programs Through Grants and Loans** (6-hour class)

With limited ability to generate increased revenues from taxes and user fees, city officials often seek grant and low-interest loan opportunities to help address a range of capital improvement and operational needs. This class details some of the state, federal and foundation funding sources available to municipalities in Georgia and offers advice on how to write strong grant applications. Additionally, the class introduces some reporting and administrative responsibilities the city may have once funding has been awarded.

**Regional Approaches to Cooperation** (6-hour class)

Municipal governments face many challenges today in delivering services to their residents with resources that continue to diminish. These challenges have provided new opportunities for cities to work across jurisdictional boundaries to effectively support community and economic development efforts, as well as many other local projects and programs. This cooperation can be accomplished through informal and formal agreements, and partnerships may extend to public, non-profit and private sector entities. This class examines the concept of regional cooperation, tools for implementation, opportunities to explore best practices around the state and strategies for establishing successful regional partnerships.

**Steering Through the Storm: Guiding Your Community Through A Disaster\*** (6-hour class) **(New)**

During times of natural or human-made disasters and pandemics, cities are often faced with the challenge of steering through the “storm,” continuing city business operations, and communicating effectively, to meet the basic needs of their community as well as managing the needs and demands of the on-going recovery operation. While the initial focus following a major disaster is to respond to the life safety aspects of the emergency, multiple tasks will quickly emerge to face the local leadership team. Is your city prepared for the organizational resiliency necessary to sustain regular services as well as emergency operations during the four distinct phases of a disaster? What is the role of elected leaders in these scenarios? This class will define the various types of disasters, review the four phases of a disaster, and the planning and preparedness required for community resilience in responding to disasters, exploring methods for prioritizing crucial essential services, and recognizing the multiple impacts on the local economy, city services and city staff. *This class includes some content from the previous class “Emergency Management.” Those who previously took Emergency Management can take this class and receive credit toward a training certificate.*

Friday, June 23, 2023

1:00 PM - 4:00 PM

**Mobile Workshop – Port of Savannah** (3-hour class)

Georgia’s deep-water ports foster growth statewide. They drive development and opportunity across a range of industries, reaching every corner of every county. The Port of Savannah is the nation’s fourth busiest port and is home to the largest single-terminal container facility of its kind in North America. This workshop includes a classroom presentation and tour of the Savannah ports facility, highlighting the Georgia Ports Authority’s role and partnership in attracting and expanding businesses in communities throughout the state.

**Practices for Successful Meetings\*** (3-hour class)

The success of a city is often gauged by how its residents perceive city council meetings. This class is designed to give elected officials and others a practical understanding of the most commonly used procedures available to govern meetings. The basic tenets of Robert’s Rules of Order, as well as alternatives to Robert’s, are taught in a manner that seeks to arm presiding officials with the tools necessary to run successful and productive gatherings of their elected officials and other meetings necessary to operate their cities. **Recommended for Newly Elected and First-term Officials.**

**Public Policy Development and Implementation\*** (3-hour class)

Developing policy to advance the vision of the city is one of the most important duties that a mayor and council perform. This class is designed to give municipal officials an understanding of the importance of that function and the role of the elected officials and professional staff in developing, implementing and evaluating those policies. Participants learn how to effectively use policy-making models in the development of practical public policy that will benefit their communities and constituents. **Recommended for Newly Elected and First-term Officials.**

## **Municipal Training Institute Class List (continued)**

**Friday, June 23, 2023**

**1:00 PM - 4:00 PM**

**Open Meetings\*** (3-hour class)

Open, accessible meetings are a hallmark of local government and are important for communicating with residents and businesses. This class examines the requirements of Georgia's Open Meetings Act, what constitutes a "meeting" and the limited circumstances authorizing executive sessions. The importance of proper notice as well as meeting agendas, summaries and minutes are discussed. Class participants are apprised of potential consequences for failing to follow the law. Recommended for Newly Elected and First-term Officials.

**Saturday, June 24, 2023**

**8:15 AM - 11:15 AM**

**Beyond the Beltway: Influencing Federal Policy through Grassroots Engagement** (3-hour class)

Decisions made in Washington, D.C. on issues ranging from environmental regulations to tax reform and the federal budget have a direct impact on municipal operations. Federal policies may create unfunded mandates and result in unintended consequences. Local officials have a key role in influencing federal policy. By sharing information with federal leaders about local challenges and needs, federal leaders can make more informed decisions. This class provides information about Congress, federal agencies, and how municipal officials can engage most effectively with leaders at the federal level to advocate for municipal priorities. Participants obtain tips for communicating with members of Congress and engage in role-playing exercises to hone their negotiating skills.

**Capital Improvement Program** (3-hour class)

Capital assets are essential for service delivery in local governments. All governments should have a comprehensive capital improvement program (CIP) to renew and replace these capital assets. The class provides an overview of a CIP, including how a CIP is included in the annual budget. In addition, creating a CIP, incorporating capital asset requests and the decision-making process are discussed. Finally, discussion includes considerations in funding capital asset improvements.

**Employee Benefits 101 (Retirement)** (3-hour class)

This class targets municipal elected officials and staff. It provides a general overview of retirement plans that cities can offer to employees and explains the differences between various plan types, such as defined benefit, defined contribution and deferred compensation plans and how these plans function and are administered.

**Excellence in Customer Service** (3-hour class)

This class provides valuable information for elected officials and staff relating to the proper role that customer service plays in local government. Participants will explore ways to move from average customer service to excellent customer service. Participants examine internal policies and procedures that hamper and support customer service at its best. The class instructor guides officials in defining and communicating the customer service organizational culture of their respective cities.

**Effective Practices for Municipal Operations** (3- hour class)

This class targets municipal elected officials from small communities and newly elected officials and exposes them to various fundamental principles for having a professionally managed city. The class examines basic management strategies and analyzes tools and processes needed to create an organizational climate of excellence for the effective delivery of municipal services. In addition, the class identifies emerging issues and other challenges that can impede effective municipal operations.

**Let's Get Social** (3-hour class)

Technology impacts personal lives, work and local government. This class examines and defines what social media means and how social media can be used by local government, including the risks and benefits of such usage. The legal basis for governmental use of social media is reviewed. Demonstrations on making social media user-friendly for both large and small governments are provided. Finally, the class helps participants determine the social media applications that matter most to their organization, navigate the set-up process for key applications, create meaningful content and engage their audience across different sites.

**Local Government Debt Methods 101** (3-hour class)

This class targets municipal elected officials and staff and exposes them to various fundamental methods of issuing debt in Georgia. The class examines the history of public debt in Georgia, basic public finance principles, legal requirements and prohibitions, and various financing methods needed to effectively budget for capital improvement projects.

## **Municipal Training Institute Class List (continued)**

**Saturday, June 24, 2023**

**8:15 AM - 11:15 AM**

**Municipal Annexation: Growing Pains and Growth Spurts** (3-hour class)

Annexation is an important and unique power of city governments. It can often be a difficult and complex undertaking. This class describes the different methods of annexation permitted by Georgia law, the steps for zoning annexed territory and handling county objections to annexation. Participants discuss why cities annex property and the potential impacts of annexation on the cities, newly-annexed stakeholders and the county government.

**Municipal Courts Post-Ferguson II: Promoting Justice, Protecting City Assets** (3-hour class)

Prerequisite: Municipal Courts Post-Ferguson I

This class provides a deeper dive and interactive experience into the actual operations of municipal courts in Georgia. Through a combination of classroom instruction and interactive mock court exercises, classroom participants take a deep dive into the constitutional protections afforded to defendants and the operations of municipal courts. Specifically, this class looks at how contracts with probation service providers and judges as well as specific state and federal laws governing municipal courts work in the real world. Additionally, this class analyzes the responsibilities of the court, contracted parties and elected officials under Georgia law, with a focus on criminal justice reform changes enacted by the Georgia legislature.

**Municipal Electric Systems 101** (3-hour class)

This class is open only to officials from the 52 Georgia cities that own and operate public power systems. Electric utilities are multi-million-dollar enterprises, and it is essential that policymakers and key staff have a strong understanding of all aspects of the service – including generation, transmission and distribution — as well as sound financial and management practices. In addition to providing a basic overview of municipal electric system operations, the class is designed to help attendees understand the role of the Municipal Electric Authority of Georgia and Electric Cities of Georgia and the services and resources each organization provides to participating systems.

**Municipal Gas Systems 101** (3-hour class)

This class is open only to officials from the 84 Georgia cities that own and operate a municipal gas system. In addition to providing a basic overview of municipal gas system operations, the class is designed to help attendees understand the role of the GMA Gas Section and Municipal Gas Authority of Georgia and the services and resources provided to participating systems. The class also informs and educates municipal officials on the continued safe and efficient operation of the natural gas system. It is important that key officials become aware of state and federal regulations and the issues of an aging infrastructure.

**Municipal Taxation 102 – The Basics Continued** (3-hour class)

The class gives municipal officials a broad understanding of local government taxation with an in-depth look at excise taxes related to alcohol, lodging, rental vehicles and energy used in manufacturing, as well as business occupation tax (formerly known as business licenses). Participants gain an understanding of tax language and appropriate use of revenues, designed to prepare them to communicate tax issues to constituents and make prudent decisions related to expenditures. This class includes information from the old six-hour Taxation 101 - The Basics class. Those who completed the six-hour version may earn credit for completing the three-hour version.

**New and Emerging Technology for Cities** (3-hour class)

Today, technology is essential to most aspects of our public and private lives. For mayors, councilmembers and other community leaders, technology has become a critical factor in governance, communication and citizen engagement. In this advanced class, your role regarding local government technology is outlined and you are made aware of the ways your city might better utilize available technology or digital solutions. These solutions include applications and services that enhance opportunities for increased operational effectiveness and productivity such as engaging citizens on a more consistent basis, increasing quality services, facilitating transparency and enhancing efficient operational procedures. Participants hear from those with technical expertise and other officials who have had success with digital solutions in their communities.

**Public Works Services\*** (3-hour class)

Public works services are fundamental to the operation of a city. This class introduces participants to the types of services provided through public works departments and the important role those services play in community health, quality of life and economic development. This class is a reformatted version of the Public Works and Transportation class. Those who have already taken the Public Works and Transportation class will NOT get additional credit for taking this class. Unless, per the 2023 policy, the official took the Public Works and Transportation class five or more years ago.

## Municipal Training Institute Class List (continued)

Saturday, June 24, 2023

8:15 AM - 11:15 AM

**Risk and Insurance 101** (3-hour class)

This interactive class introduces the concepts of risk management and insurance as they relate to municipalities. The class focuses on real-world best practices involving risk avoidance, reduction and transfer through purchasing insurance, safety training, claims mitigation and implementation of proper policies and procedures. This class is designed to give participants a better understanding of ways to save money, provide for a safer environment and techniques to avoid many of the pitfalls that put a city and staff at risk. Subject matter experts present the information through interactive classroom instruction and group problem-solving sessions.

**Roles and Responsibilities of Council and Staff\*** (3-hour class)

While municipal elected officials have the responsibility to develop policies to effectively address complex issues and problems that are often unique to cities, they typically must rely on public sector employees to implement them. In this class, the different perspectives of council and staff are explored in order to identify ways for them to collaborate in addressing public problems. Recommended for Newly Elected and First-term Officials

**Strengthening the Well-being of Children & Youth** (3-hour class) **(New)**

The challenges facing Georgia's youngest residents are vast and complex and many city leaders struggle with how or where to begin to address them. Georgia is taking a comprehensive, systematic, and whole-family approach to well-being to ensure that young people are safe and feel safe, healthy in all developmental domains, and ready to learn and prepared for life. This class provides a roadmap for city leaders on how to begin engaging in these issues in their community. By bridging the gaps and connecting the dots to resources, cities can help children and youth reach their full potential and become responsible and productive members of our communities.

**Succession Planning: Preparing for Tomorrow's Workforce Today** (3-hour class)

Currently, a quarter of the local government workforce is age 55 or older and more than half is age 45 or older. The inevitable exodus of long-serving and knowledgeable city employees could pose significant consequences to city operational efficiency and effectiveness. This class represents a beginning step for city officials to understand the value in developing a succession plan for their city to ensure it has qualified employees in place to provide high-quality services to city residents and businesses.

**Trends in Urban Design for Local Leaders** (3-hour class)

Using the urban fabric of streets, parks, squares and sidewalks, urban design shapes the towns and cities we call home. As a multidisciplinary field, successful urban design borrows from the professions of architecture, landscape architecture, an understanding of sociology and more to form the spaces that create community, entice visitors and invite investment. Designed to give municipal leaders an understanding of the practice, history and relevance of good urban design, this class informs leaders of emerging design trends applicable in cities big and small. In fun and creative hands-on activities, the basic principles of successful urban design are taught in a manner that seeks to arm local officials with the tools necessary to advance the principles of effective urban design in their home communities. This class is limited to 40 participants.

Tuesday, June 27, 2023

8:15 AM - 11:15 AM

**Building Bridges Between Cities and Colleges** (3-hour class)

This class is designed for municipal officials who serve cities with at least one college/university in its boundary. It will introduce participants to the formal practice of town and gown relations. Participants will learn tactics to help address the challenges colleges/universities present, build mutually beneficial relationships and ease past tensions with college/university stakeholders.

**Changing Demographics and Best Practices** (3-hour class)

Georgia's demographics are constantly shifting, impacting cities. Georgia's population is getting older and increasingly representing the cultures of many nationalities and many interests. This class examines the cultural and aging trends in Georgia and explores the implications of these changing demographics for cities, both in terms of challenges and opportunities.

**Current Issues Class: Municipal Law Update 2023** (3-hour class)

This class updates attendees on legislation and judicial decisions affecting municipal governments. The goal of this class is to provide attendees with a detailed understanding of changes to laws affecting municipalities. Those who have taken Municipal Law Update in previous years can take this class and earn credit.

## Municipal Training Institute Class List (continued)

Tuesday, June 27, 2023

8:15 AM - 11:15 AM

- Current Issues Class: Understanding, Funding and Fighting the New Face of Homelessness in Georgia** (3-hour class)  
Homelessness has a direct impact on local government and communities across Georgia. The face of homelessness is now different than many would perceive, with families, veterans and the working poor comprising an ever-increasing percentage of those affected. In this class, an introduction to the real causes of homelessness is presented, with a discussion of how homelessness financially impacts local communities. Roles, responsibilities and supportive efforts required of elected officials to face this issue along with strategies for engaging with non-profit/faith-based organizations and opportunities for federal funding are examined. Case studies of municipalities utilizing the Department of Community Affairs' funding and possible municipal service structures are evaluated.
- Entrepreneur Friendly Cities** (3-hour class)  
This class targets municipal elected officials, city management, community development specialists, economic development professionals and planning and zoning staff. The class highlights the critical role economic development plays in our cities' growth while highlighting the purpose current ordinances and policies play in the contribution of or hindrance towards business development. Pulling from real-life examples, a panel of practitioners provides attendees with both statewide and local perspectives, sharing their success stories, challenges and endorsements for how class participants can address the needs of their city's business community. In addition, the class identifies and addresses emerging impediments and statewide trends that can negatively impact the growth and development of a city.
- Funding and Programming Transportation Projects In Your Community** (3-hour class)  
Funding local transportation projects is a complex process with many federal, state, regional and local stakeholders. Changing project requirements and shifting political priorities can further complicate the process. This class will help participants understand the full array of transportation funding options for road, bridge, transit, sidewalk, trail and bike lane projects that are available in Georgia. Information will be provided on the advantages/disadvantages of each funding option, limitations (if there are any), key partners and time frames for application and/or expenditure. Class discussion will include key components of project management, including public engagement, project design, right-of-way acquisition, public utility relocation, construction start and conclusion. Additionally, a panel of transportation funding experts will help participants understand the importance of developing a comprehensive transportation funding plan based on sound processes and best practices.
- Human Trafficking: Georgia's Role and Response** (3-hour class)  
Human Trafficking is a crime that can affect anyone. As a result, the role of local governments is crucial in providing an appropriate response to this multifaceted issue and protecting local communities. This class will introduce participants to the concept of human trafficking, Georgia's response and what role local governments play in this fight.
- Information Privacy and Security Breaches: Prevention and Response\*** (3-hour class)  
Elected officials and city management are the "face" of a city's commitment to information privacy and security. This class covers what municipal officials "need to know" about information privacy and security policies including: risk assessment, access controls, security provisions in contracts, disaster recovery/business continuity, workforce training and incident/breach readiness. Class attendees review actual municipal and county information privacy and security breaches. Participants also hear how to champion for the resources to secure city information and how to designate the city as a HIPAA "hybrid entity."
- Municipal Water and Wastewater Systems\*** (3-hour class)  
Water and wastewater services are fundamental to the operation of a city. This class provides an overview of the management of these services and introduces participants to the significant role of water in community health, quality of life and economic development. This class also describes various service delivery methods and discusses the challenges and opportunities that municipal officials face in providing water and wastewater services to their customers.
- Recreation and Parks – Building Communities** (3-hour class)  
Recreation and park programs and facilities play an important role in creating a high quality of life for communities. They create public value by offering recreational activities, greenspace for relaxation and opportunities for improving the health of residents. However, recreation and park programs are sometimes seen as amenities that cities cannot afford. This class explores the role of recreation and parks in building community and economic development and options for funding.

## Event Selections

- City Managers' Session & Lunch                      Spouse \_\_\_\_\_
- City Attorneys' Session & Lunch
- Awards Luncheon Ticket x \_\_\_\_\_                      Guest \_\_\_\_\_

## Hotel Information and Pricing

Hotel	Address	Rate <i>(exclusive of applicable taxes and assessments)</i>	Parking
<input type="checkbox"/> Aloft Savannah Downtown Historic District	512 W. Oglethorpe Avenue	\$172.00	\$26.00
<input type="checkbox"/> Doubletree Savannah Historic District	411 W. Bay Street	\$199.00 weekday \$289.00 weekend	\$42.00
<input type="checkbox"/> Embassy Suites Historic District	605 Oglethorpe Avenue	\$214.00	\$35.00
<input type="checkbox"/> Fairfield Inn & Suites Downtown – Historic District	135 MLK Boulevard	\$172.00	\$26.00
<input type="checkbox"/> Hampton Inn & Suites	603 W. Oglethorpe Avenue	\$189.00	\$30.00
<input type="checkbox"/> Hampton Inn Savannah Historic District	210 E. Bay Street	\$205.00	\$25.00
<input type="checkbox"/> Hilton Garden Inn Savannah Historic District	321 W. Bay Street	\$199.00 weekday \$299.00 weekend	\$45.00
<input type="checkbox"/> Holiday Inn Express Savannah Historic District	199 E. Bay Street	\$205.00	\$25.00
<input type="checkbox"/> Holiday Inn Savannah Historic District	520 W. Bryan Street	\$179.00 weekday \$209.00 weekend	\$37.00
<input type="checkbox"/> Homewood Suites Riverfront Savannah Historic District	611 E. River Street	\$199.00 weekday \$319.00 weekend	\$45.00
<input type="checkbox"/> Hotel Indigo Savannah Historic District	201 W. Bay Street	\$239.99	\$30.00
<input type="checkbox"/> Hyatt Regency Savannah	2 W. Bay Street	\$241.00	\$25.00
<input type="checkbox"/> JW Marriott Savannah Plant Riverside District	400 W. River Street	\$329.00	\$51.00
<input type="checkbox"/> Savannah Marriott Riverfront	100 General McIntosh Blvd.	\$223.00	\$25.00
<input type="checkbox"/> The Brice, a Kimpton Hotel	601 E. Bay Street	\$235.00	\$29.00
<input type="checkbox"/> TRYP by Wyndham Savannah Downtown Historic District	320 Montgomery Street	\$172.00	\$26.00
<input type="checkbox"/> Westin Savannah Harbor Golf Resort	One Resort Drive	\$262.00	\$20.00

## CONVENTION HIGHLIGHTS

**The Awards Ceremony:** The ceremony will be held on Monday as a luncheon. This is not included in full registration and separate ticket needs to be purchased to attend. Training certificates will be presented during this program.

**Exhibit Hall:** The Exhibit Hall will be open with a “Welcome Reception” on Saturday from 3:45 pm to 6:00 pm. Attendees may also visit the Exhibit Hall on Sunday from 10:30 am to 1:30 pm and enjoy lunch from 11:00 am to 1:00 pm. Please visit the exhibitors and tell them how much you appreciate their attendance.

**Annual Business Meeting and Installation of Officers and Board of Directors:** The Business Meeting and Installation of Officers and Board of Directors will take place on Sunday afternoon. During the Business Meeting, GMA’s 2023 Legislative Policies will be voted on and the Board of Directors and district officers will be elected and installed. Voting delegate forms will be emailed in May.

**Shuttle Transportation:** Shuttle service will begin each morning at 7:00 am and run continuously throughout the day from hotels to the Savannah Convention Center. The Water Taxi will run continuously between the Riverfront Marriott and the Hyatt and the Convention Center. Service will only be provided on Tuesday morning to accommodate those taking training. The Convention Center has some parking spaces but is still under construction. Please do not part in Bryan Square.





# Georgia Municipal Clerks Conference

## June 23-27, 2023

### Registration Planning Worksheet

### Registration Opens March 30, 2023

#### Tentative Schedule

#### Friday, June 23

7:00 am – 4:30 pm  
Registration

1:00 pm – 4:00 pm  
Clerks Training Courses (3-hour courses)

6:00 pm – 7:00 pm  
Opening Reception

#### Saturday, June 24

7:00 am – 6:00 pm  
Registration

8:15 am – 3:15 pm  
Clerks Training Courses (6-hour courses)

3:45 pm – 6:00 pm  
Exhibit Hall Opening and Reception

#### Sunday, June 25

7:00 am – 5:00 pm  
Registration

7:30 am – 8:00 am  
Worship Service

9:00 am – 10:30 am  
Opening General Session

10:30 am – 1:30 pm  
Exhibit Hall open (with lunch)

12:00 pm – 2:00 pm  
GMCA Business Meeting and Luncheon

2:00 pm – 3:00 pm  
Rapid Fire Sessions

3:00 pm – 3:30 pm  
Voting Credential Pickup

3:30 pm – 5:00 pm  
Business Meeting and Installation  
Of Officers and Board of Directors

#### Monday, June 26

8:00 am – 4:00 pm  
Registration

8:30 am – 11:30 am  
Clerk Training Courses (3-hour courses)

12:30 pm – 2:30 pm  
Awards Luncheon (**ticket purchase required**)

2:45 pm – 3:45 pm  
Concurrent Sessions

6:00 pm – 10:00 pm  
Closing Event

### GMCA Conference

#### Registration

GMCA Registration Fee  
*excludes Awards Lunch*

Early By May 5	Regular By June 16	Onsite After June 16
\$675.00	\$700.00	\$725.00

- Friday afternoon training course (3-hour credit)
- Saturday training session (6-hour credit)
- GMA Exhibit Hall Reception on Saturday afternoon
- GMA General Session on Sunday morning
- GMA Exhibit Hall on Sunday
- Sunday GMCA Business Meeting and Luncheon
- Monday morning training course (3-hour credit)
- Monday GMA Concurrent Sessions
- Monday GMA Closing Event

Individual Course & Event Registration	Early By May 5	Regular By June 16	Onsite After June 16
GMCA Business Meeting and Luncheon	\$65.00	\$75.00	\$85.00
Clerks 3-hour training class	\$170.00	\$180.00	\$190.00
Clerks 6-hour training class	\$285.00	\$295.00	\$305.00



# Georgia Municipal Clerks Conference

## June 23-27, 2023

**Attendee Name for Registration:** \_\_\_\_\_

### Clerks Training Courses

**Friday, June 23, 2023**

**1:00 PM - 4:00 PM**

**MINUTES – RESOLUTIONS – ORDINANCES – CE CREDIT**

This session will review best practices for taking and preparing minutes and practicable applications. Resolutions and Ordinances will be discussed identifying tips and tools for preparing and maintaining these documents.

**MUNICIPAL COURT CLERK ADMIN 101 – CE CREDIT**

Many city clerks wear the hat of a municipal court clerk in addition to being the city clerk. This session will provide an overview of the roles and responsibilities of a municipal court clerk along with best practices in municipal court operations.

**COMMUNITY AND MEDIA RELATIONS 101 – 3 hours (Required)**

As a city/county clerk, you may be the front line of contact between government and the community. Such contact might involve everyday citizens or media requests. Navigating these interactions can be a delicate process, but also a critical one in the interest of government transparency. In the required course Community and Media Relations, you will learn methods for building a good working relationship with the various media in our jurisdiction with the goal of keeping your public informed about your government. Additionally, you will learn how to appropriately involve media in both daily communications and meetings. Examples of these applications will include virtual meetings, teleconferencing, doodle surveys, and texting/website interactions from constituents.

**Saturday, June 24, 2023**

**8:30 AM - 3:30 PM**

**RECORDS MANAGEMENT 102 (TECHNIQUES) (3 hours, required)**

Records management is an integral job task for city/county clerks. Although central to this position's requirements, the sheer magnitude of records to maintain and keep organized can be overwhelming. Furthermore, the procedures and laws regarding records management restrict the practices regarding records immensely. This required course aims to help city/county clerks understand the nature of record management and proper maintenance techniques.

**RECORDS MANAGEMENT 103 (TECHNOLOGY) (3 hours, required)**

Records management is a job task intertwined with technology. Digital record maintenance is a necessary approach for city/county clerks, and the best methodology for these practices is constantly evolving. This required course aims to help city/county clerks understand the best practices for applying technology to records management.

**ELECTIONS TRAINING – 6 hours - CE CREDIT**

This session will cover the basic information on municipal elections and qualifying candidates for public office, including:

- Election Preparation and Coordination
- Qualifying
- Election List Maintenance & Notices
- Election Certification
- Poll Workers & Poll Watchers
- Advance Voting
- Election Day
- Post-election records processing and retention



# Georgia Municipal Clerks Conference

## June 23-27, 2023

### Clerks Training Courses

**Monday, June 26, 2023**  
**8:30 AM - 11:30 AM**

**SUCCESSION PLANNING – CE CREDIT**

This course helps cities develop, implement, and monitor effective succession planning programs for any size of government. Understand the different types of approaches to building a succession planning program and how to identify critical positions within your organizations that can benefit from a program.

**GRANTS 101 – CE CREDIT**

This session will prepare cities for applying for state and federal grants. Participants will gain an understanding of how to use Grants.gov and understand how to maneuver through the registration and application process.

**LEGAL AND LEGISLATIVE UPDATES – CE CREDIT**

This class updates attendees on legislation and judicial decisions affecting municipal governments. The goal of this class is to provide attendees with a detailed understanding of changes to laws affecting municipalities, especially as it relates to the job duties of the city clerk.

### Event Selections

- GMCA Business Meeting & Lunch
- GMA Awards Luncheon Ticket x \_\_\_\_\_

### Hotel Information and Pricing

Hotel	Address	Rate <i>(exclusive of applicable taxes and assessments)</i>	Parking
<input type="checkbox"/> Aloft Savannah Downtown Historic District	512 W. Oglethorpe Avenue	\$172.00	\$26.00
<input type="checkbox"/> Doubletree Savannah Historic District	411 W. Bay Street	\$199.00 weekday \$289.00 weekend	\$42.00
<input type="checkbox"/> Embassy Suites Historic District	605 Oglethorpe Avenue	\$214.00	\$35.00
<input type="checkbox"/> Fairfield Inn & Suites Downtown – Historic District	135 MLK Boulevard	\$172.00	\$26.00
<input type="checkbox"/> Hampton Inn & Suites	603 W. Oglethorpe Avenue	\$189.00	\$30.00
<input type="checkbox"/> Hampton Inn Savannah Historic District	210 E. Bay Street	\$205.00	\$25.00
<input type="checkbox"/> Hilton Garden Inn Savannah Historic District	321 W. Bay Street	\$199.00 weekday \$299.00 weekend	\$45.00
<input type="checkbox"/> Holiday Inn Express Savannah Historic District	199 E. Bay Street	\$205.00	\$25.00
<input type="checkbox"/> Holiday Inn Savannah Historic District	520 W. Bryan Street	\$179.00 weekday \$209.00 weekend	\$37.00
<input type="checkbox"/> Homewood Suites Riverfront Savannah Historic District	611 E. River Street	\$199.00 weekday \$319.00 weekend	\$45.00
<input type="checkbox"/> Hotel Indigo Savannah Historic District	201 W. Bay Street	\$239.99	\$30.00
<input type="checkbox"/> Hyatt Regency Savannah	2 W. Bay Street	\$241.00	\$25.00
<input type="checkbox"/> JW Marriott Savannah Plant Riverside District	400 W. River Street	\$329.00	\$51.00
<input type="checkbox"/> Savannah Marriott Riverfront	100 General McIntosh Blvd.	\$223.00	\$25.00
<input type="checkbox"/> The Brice, a Kimpton Hotel	601 E. Bay Street	\$235.00	\$29.00
<input type="checkbox"/> TRYP by Wyndham Savannah Downtown Historic District	320 Montgomery Street	\$172.00	\$26.00
<input type="checkbox"/> Westin Savannah Harbor Golf Resort	One Resort Drive	\$262.00	\$20.00