

IEMO Curriculum

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

Day One

Structure and Function of Cities in Florida - 3-hour session includes: Constitutional and statutory authority of cities; city charter contents and similarities/differences within FL; roles of elected officials; forms of municipal government; municipal services and service delivery; current challenges facing FL municipalities.

Effective Council Member Techniques - 3-hour session includes: Effective personal habits of listening, coalition-building and collaboration; communication skills; group dynamics and appropriate group roles; dysfunctional group roles and how to work when dysfunctional types are in your group.

Lunch activity - Personal and governmental liability, including 25-minute video presentation with questions and answers on risk reduction, hiring practices, quasi-judicial proceedings, public conduct at meetings and liability resources (one hour).

Day Two

Taxes & Revenues for Municipal Governments - 3.5 hour course includes: Explanation of each Constitutional, legislative and Home Rule revenue source for a Florida municipality; examples of revenues most frequently used within FL cities, towns and villages; review of requirements for municipal investment policies; discussion of challenges/issues within each revenue source.

Budgeting and Accounting for Florida's Cities - 3-hour course includes: Governmental accounting overview and explanation of Government Accounting Standards Board; review of fund types for municipal governments; review of budget types, and most common budget usages within FL; review of reserve and fund-balance policies; review of debt and debt-issuance procedures; review of budgetary calendar and state fiscal requirements for budget adoption; review of fiscal responsibilities for elected officials; review of financial resources for elected officials.

Lunch activity - networking with other city officials (one hour).

Day Three

Intergovernmental Relations in Florida - 1.75-hour course includes: Review of state branches of government and their respective powers; county, school and special district government reviews and sources of power/authority; review of regional and quasi-governmental entities like water management districts; discussion of issues for municipalities with each branch; review of resources for each level of government.

Florida Ethics Law - 2-hour course includes: Constitutional ethics law and chapter 112 review; discussion of reporting for gifts and issues related to gift law; voting conflicts; nepotism laws; overall discussion of a culture of ethics within a municipal government.

Florida's Open Government Laws - 2-hour course includes: Florida open meeting law (one hour) and Florida public records law (one hour); extensive review of case histories, attorney general opinions in

each law and application for municipalities; discussion of technology and its ever-changing impact upon public meetings and public records (social media, etc.).

Lunch activity - Discussion of the history and services of the Florida League of Cities (30 minutes).