

ELECTED OFFICIALS ACADEMY: SERVICE DEVELOPMENT

February 12 - Introduction

Community Government: The Growing Challenge

- √ Community government today and in the future
- √ The professionalism of local government leadership

February 19 - Legal Aspects of Local Government: The Office of the Clerk

- √ Forms of government
- √ Sources of limits and power
- √ Contracting, franchise agreements, conflict of interest
- √ Liability of local officials and government
- √ The local government attorney
- √ Duties of the clerk
- √ Professionalism of the clerk's office

February 26 - Planning and Economic Development

- √ Nature of community planning
- √ New dimension of planning
- √ Planning participants and activities
- √ Economic development policy decisions
- √ Programs and tools for economic development
- √ Information and analysis for economic development
- √ Local economic development resources
- √ Implementing, evaluating and controlling economic development

March 5 - Financial Planning and Management

- √ Budget preparation
- √ Capital budgeting
- √ Understanding budgets and financial reports

March 12 - Intergovernmental Relations in Northeast Ohio

- √ Fund for our Economic Future
- √ Advance Northeast Ohio
- √ Business Growth & Attraction
- √ Talent Development
- √ Growth through Racial & Economic Inclusion
- √ Government Collaboration & Efficiency

ELECTED OFFICIALS ACADEMY: SERVICE DELIVERY

April 2 - Public Works

- √ Public works functions and organizations
- √ Capital improvement programming
- √ Traffic engineering
- √ Code enforcement
- √ Utilities management
- √ Storm water management

April 9 - Police, Fire and Emergency Services and Disaster Planning

- √ Disaster planning
- √ Emergency medical services
- √ Management of police services
- √ Contemporary innovations in police services
- √ Fire prevention and suppression
- √ Management of fire services
- √ Volunteer fire services

April 16 - Human Resources Management

- √ Merit and general personnel policy structure
- √ Employee selection and evaluation
- √ Employee compensation and benefits administration
- √ Labor and management relations
- √ Career development and training
- √ Employee health and safety

April 23 - Leisure and Human Services

- √ Park and recreation planning and programming
- √ Physical components of the outdoor recreation system
- √ Recreation financing and administration
- √ Delivery of human services
- √ Types of human service programs
- √ Citizen participation
- √ Planning and organizing human services
- √ Financing and staffing human services

April 30 - Intergovernmental Relations and Coordinated Management in Local Government

- √ Sources of assistance in intergovernmental management
- √ Alternative service delivery methods
- √ Nature and development of coordinated management
- √ Application of coordinated management