



# INSTITUTE FOR LOCAL OFFICIALS

KEY TRAINING FOR NEW & VETERAN OFFICIALS ALIKE

**July 19-20, 2018**

Hilton Richmond Downtown  
501 East Broad Street  
Richmond, VA 23219

## PRELIMINARY AGENDA

*Schedule is tentative and subject to change.*

### Thursday, July 19

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- 6 - 9 p.m. Registration, Reception and Dinner**  
A great way to meet colleagues from around the state. The dinner will include a talk on how local officials make a difference in their communities.

### Friday, July 20

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- 7:30 – 8:30 a.m. Registration and Continental Breakfast**
- 8:30 – 8:45 a.m. Introductions and Welcoming Remarks**
- 8:45 – 9:45 a.m. ABCs of Governing**  
The steps to take to achieve your objectives after the election dust settles.
- 9:45 – 10 a.m. Break**
- 10 – 11 a.m. Council Manager Relations**  
The most important relationship local officials will have – outside of their relationship with fellow office holders and voters – is with the manager. Learn the basics of this relationship.
- 11 – 11:15 a.m. Break**
- 11:15 a.m. – 12:15 p.m. FOIA**  
The last thing any local official wants is to get tripped up on FOIA and then read about it in the newspaper, a blog or Facebook. Here's your chance to learn the ins and outs of the Freedom of Information Act.
- 12:15 – 1 p.m. Lunch**
- 1 – 2 p.m. Budgeting Basics**  
Follow the money! Your budget lays out the priorities of your locality, but you need to learn how to read it and the questions to ask of your fellow council members and budget staff.
- 2 – 2:30 p.m. Local Government Investments**  
Learn about alternatives that councils and boards have in investing funds and borrowing money.
- 2:30 – 2:45 p.m. Break**
- 2:45 – 3:45 p.m. Conflict of Interests**  
Here's your chance to learn about the COIA law, including the purpose, the process and the forms you must file.
- 3:45 – 4 p.m. Closing Remarks and Adjournment**