

# MLA

## MUNICIPAL LEADERSHIP ACADEMY

Join us for the 2021-2022 Municipal Leadership Academy! MLA offers education on a variety of important city government topics and is a great way to prepare for your role as a city official.

MLA is designed to help all city officials better understand their role in municipal government and how to effectively serve their community. It is widely considered essential training for elected officials, especially those recently elected to office.

The three-part training series offers a comprehensive overview of city government and is presented by the Iowa League of Cities and the Office of State and Local Government Programs at Iowa State University Extension and Outreach.

### Educational Topics

Leadership in city government involves making policy decisions that affect the daily lives of citizens. It is the duty of the mayor, council members and appointed staff to ensure the city fulfills its obligations under the law and effectively provides community services.

It is vital for mayors, council members and other city officials to understand the essentials of city govern-

ment. MLA will connect attendees with available resources, demonstrate how to comply with various state laws and enhance policy making and leadership skills.

- City finance and budgeting
- Effective council meetings
- Municipal operations
- Nuisance abatement
- Roles and responsibilities
- Human resources
- Land use and zoning

### Who should attend?

Both newly elected and veteran mayor and council members will benefit greatly from participating. MLA is also an excellent training opportunity for city staff, including city administrators, city clerks and other city officials. **All city officials are welcome!**

From effective council meetings to city finances to municipal operations, MLA is designed to give attendees the tools they need to be successful. Participants will also find incredible value in hearing the latest important information on municipal issues while expanding their network of fellow city officials.



(515) 244-7282



mailbox@iowaleague.org



www.iowaleague.org

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### ***Current city officials – we need your help!***

MLA Part One begins shortly after the city election and before most first-time elected officials take office. MLA Part Two is released the first week of the new term in January.

***We need your help connecting with newly elected city officials!*** Please share this information with them after the election and encourage the mayor and entire council along with other city officials to attend MLA.

***MLA is designed as a four part training series.***

***Register online at  
[www.iowaleague.org](http://www.iowaleague.org).***

### ***Certified Elected Municipal Official***



The Certified Elected Municipal Official (CEMO) recognizes elected officials who are committed to continuing their professional development as elected officials. This

voluntary recognition program is run by the Iowa League of Cities and allows attendees to build toward the CEMO designation while receiving meaningful, informative and useful information on topics that expand their knowledge and capabilities. MLA Part One is among the required core courses for the program and accounts for 5 credits. ***Learn more at [www.iowaleague.org](http://www.iowaleague.org).***

### **MLA Part One**

Successful leadership and management requires an understanding of the basics of city government and the responsibilities of city officials. The first part of MLA provides an overview of city government, offered through five in-person workshops around the state along with a virtual session. In addition, attendees will receive the 2022 Iowa Municipal Policy Leaders' Handbook, which is a great resource on all things city government. The handbook alone is a \$40 value!

#### ***Budget and Finance***

A chief duty of the city council and staff is the development and approval of the annual city budget. This session will provide the basics of city budgets, including the property tax system, budget adoption schedules, revenue streams and expenditures.

#### ***Effective City Councils***

Part of being a mayor or council member is learning to work as a team to accomplish the city's goals. Learn strategies to conduct more efficient and effective meetings.

#### ***Municipal Operations***

Cities provide a wide variety of daily services to citizens, each of which come with different responsibilities and concerns. Get a better understanding of your obligations under state and federal laws as well as how basic services are provided.

*MLA Part One costs \$80, which includes a meal at the in-person sessions and a copy of the 2022 Iowa Municipal Policy Leaders' Handbook.*

### **MLA Part Two**

The second part of MLA is a set of online trainings held during the first week of January 2022, which can be viewed live or on the League's website at your convenience. Watch the videos all at once or separately in order to fit within a city's orientation program for new officials.

#### ***The City Budget***

Build on the basic city finance information covered in MLA Part One by hearing how a city budget is developed. The main focus is getting attendees prepared to participate effectively in their city budget process.

#### ***You Got Elected, Now What?***

This video covers strategies for success in office, handling human resources issues, council meeting basics and an overview of roles and responsibilities.

#### ***Basics of Planning and Zoning***

Get an overview of planning and zoning laws as well as the role and responsibilities of the planning commission, the board of adjustment and the city council.

*MLA Part Two costs \$60.*

### MLA Part Three

MLA Part Three builds on the understanding developed in the first two parts by covering specific issues and challenges that cities face, providing attendees tools to improve their communities. Part Three is held at five locations around the state with one virtual session.

#### Economic Development

Learn about the city's role in economic development and the tools used by city governments to retain and attract businesses and housing. This session is essential to understanding the critical role city officials have in maintaining and improving their local economy.

#### Community Betterment

All want a healthy, clean and vibrant community, but it does not come easy. Hear how your city can proactively clean up properties and neighborhoods, improve its nuisance abatement efforts and boost community pride.

#### Acting Strategically

Discussion will focus on ways cities can determine priorities, set goals and carry out initiatives. Any successful city must think and act strategically and this session will provide attendees tools to conduct planning and ways to work together.

MLA Part Three costs \$80.

### MLA Part Four

The final part of MLA is attendance at the League's Annual Conference & Exhibit, held September 28-30, 2022 in Waterloo. Separate registration for this event is required. The conference includes nearly 40 workshops and is an opportunity to continue your municipal education yearly as well as network with other city officials.

#### MLA Graduation

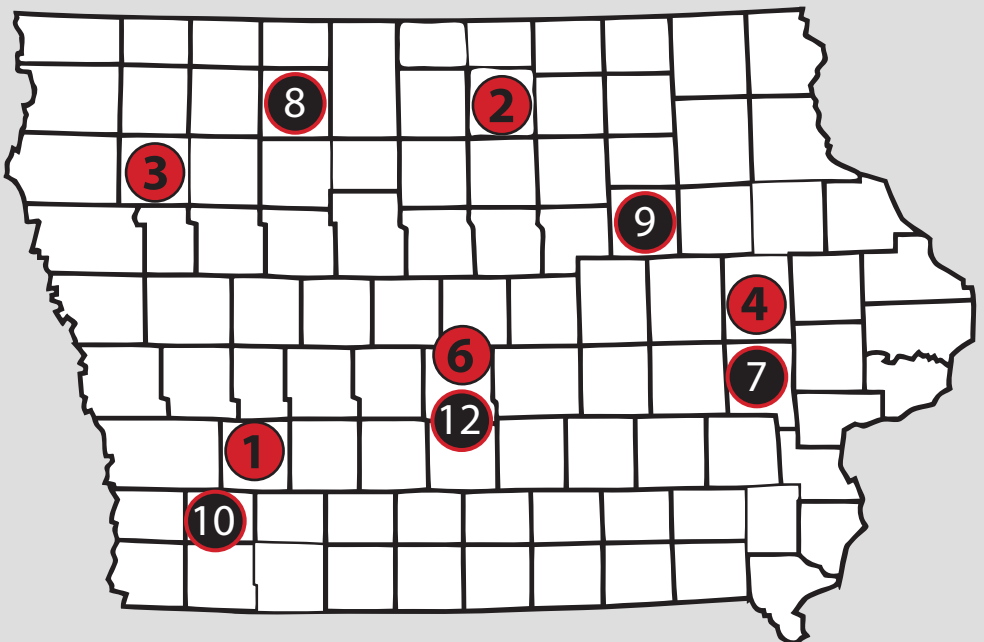
If you register and attend at least three parts in the MLA series you will receive special recognition at the Annual Conference & Exhibit in 2022. Additionally, after the conference you will receive a certificate in the mail and the League will provide a news release so your accomplishment can be recognized locally.

### MLA Part One Locations:

- 1 Thursday, December 2, 2021**  
**Atlantic**  
The Venue  
307 Walnut St, Atlantic
- 2 Saturday, December 4, 2021**  
**Mason City**  
Muse Norris Conference Room  
North Iowa Area Comm College  
500 College Drive, Mason City
- 3 Thursday, December 9, 2021**  
**Cherokee**  
Community Center  
(Auditorium, upper level)  
530 W Bluff St, Cherokee
- 4 Saturday, December 11, 2021**  
**Cedar Rapids**  
Marriott  
1200 Collins Rd NE, Cedar Rapids
- 5 Thursday, December 16, 2021**  
**Virtual**  
(via Zoom, details available online)
- 6 Saturday, December 18, 2021**  
**Ankeny**  
Courtyard by Marriott  
2405 SE Creekview Dr, Ankeny

### MLA Part Three Locations:

- 7 Saturday, April 2, 2022**  
**Iowa City**  
Big Grove Brewery  
1225 S Gilbert St, Iowa City
- 8 Thursday, April 7, 2022**  
**Emmetsburg**  
The Shore at Five Island  
14 N Lawler St, Emmetsburg
- 9 Saturday, April 9, 2022**  
**Waterloo**  
Convention Center at Sullivan  
Brothers Plaza  
200 West Fourth St, Waterloo
- 10 Thursday, April 14, 2022**  
**Red Oak**  
Montgomery County YMCA  
101 E Cherry St, Red Oak
- 11 Thursday, April 21, 2022**  
**Virtual**  
(via Zoom, details available online)
- 12 Saturday, April 23, 2022**  
**Johnston**  
Hilton Garden Inn  
8600 Northpark Dr, Johnston





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### MLA is provided by:

**The Office of State and Local Government Programs at Iowa State University Extension & Outreach** provides training and technical support to elected and appointed officials, at all levels of government. Annual training opportunities include the Iowa Municipal Professionals Institute and Academy, Planning and Zoning Workshops as well as various training programs for cities, counties and state departments.

Contact: Sara Shonrock, [sshonroc@iastate.edu](mailto:sshonroc@iastate.edu) or (515) 294-1844.

The **Iowa League of Cities** is an association of more than 860 cities in Iowa, large and small. The League serves as the unified voice of cities, providing advocacy, training and guidance to strengthen Iowa's communities. As a resource for city officials the League is available to answer city government questions in addition to providing a variety of training and publications, including a monthly magazine.

Contact: [MbrSvc@iowaleague.org](mailto:MbrSvc@iowaleague.org), (515) 244-7282 or [www.iowaleague.org](http://www.iowaleague.org).

## Register online at [www.iowaleague.org](http://www.iowaleague.org)



Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

City/Organization Represented \_\_\_\_\_  
(if different than City above)

**MLA Part One - \$80**

**MLA Part Two - \$60**

**MLA Part Three - \$80**

Registrations are due seven days before the date of the workshop. A registration received after its deadline is subject to a \$10 late fee. Full refunds will be issued on cancellations made seven days prior to the meeting. Due to meal considerations, no refunds for in-person events can be given after the registration deadline. Call the League at (515) 244-7282 if you have any special accessibility or dietary considerations.

### MLA Part One (choose one)

\$80

- 4 - 8 p.m. | Thursday, December 2, 2021 | Atlantic
- 10 a.m. – 2 p.m. | Saturday, December 4, 2021 | Mason City
- 4 - 8 p.m. | Thursday, December 9, 2021 | Cherokee
- 10 a.m. – 2 p.m. | Saturday, December 11, 2021 | Cedar Rapids
- 4 - 8 p.m. | Thursday, December 16, 2021 | Virtual
- 10 a.m. – 2 p.m. | Saturday, December 18, 2021 | Ankeny

### MLA Part Two

\$60

- Online Training | Available in January 2022

### MLA Part Three (choose one)

\$80

- 10 a.m. – 2 p.m. | Saturday, April 2, 2022 | Iowa City
- 4 - 8 p.m. | Thursday, April 7, 2022 | Emmetsburg
- 10 a.m. – 2 p.m. | Saturday, April 9, 2022 | Waterloo
- 4 - 8 p.m. | Thursday, April 14, 2022 | Red Oak
- 4 - 8 p.m. | Thursday, April 21, 2022 | Virtual
- 10 a.m. – 2 p.m. | Saturday, April 23, 2022 | Johnston

**Total:** \_\_\_\_\_

Please return this form with appropriate fee to:  
Iowa League of Cities, PO Box 8296, Des Moines, IA 50301 or fax it to (978) 367-9733.