



THE LEAGUE News

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NEW PERSONNEL MANUAL AVAILABLE FROM THE LEAGUE



2018 Personnel Policies & Guidelines

A Model for Municipal Administrators, Managers

The League's legal staff has updated our Personnel Policies and Guidelines Manual. This publication comes in both an *electronic* and *printed* format.

Good personnel management is essential for the efficient and effective functioning of city government. Personnel administration can also be an effective tool in city management. This manual presents a model set of personnel policies and guidelines for Kansas cities with new information relating to domestic violence, sexual orientation, and other legal updates.

Recommended for managers/administrators and municipal clerks in Kansas.

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REGISTER NOW FOR LOCAL GOVERNMENT DAY

The League of Kansas Municipalities will once again co-host Local Government Day, an event for our members, with the Kansas Association of Counties on January 23, 2019. City officials from all across the state will gather for an exciting and informative day.

City and county officials are then invited to join us for an evening reception with legislators at the Capitol Plaza Hotel. All legislators are being invited to this event.

This event is free to attend, but *please register/RSVP* so we can get an accurate headcount for refreshments.



**LOCAL GOVERNMENT DAY
JANUARY 23, 2019**

REGISTER ONLINE TODAY!

CEREAL MALT BEVERAGE LICENSE CHANGES IN 2019

In anticipation of the April 1, 2019 changes to cereal malt beverage (CMB) license rules, the League has prepared a new model ordinance. On April 1, 2019, all CMB licensed businesses will be able to sell beer containing not more than 6% alcohol by volume. Most city ordinances only reference the ability to sell CMB so, the new model authorizes the sale of "Enhanced Cereal Malt Beverage" which is defined as the combination of CMB and beer containing not more than 6% alcohol by volume.

The January/February edition of the *Kansas Government Journal* will have a more detailed explanation of all the changes but we wanted to provide our members with the model ordinance now so there is time to work through any questions before April 1, 2019. The model ordinance can be *found at our website*.

The Director of Alcoholic Beverage Control has also established rules to allow CMB businesses to accept delivery of beer not containing more than 6% alcohol beginning on March 1, 2019. The rules provide for the businesses to stock the higher alcohol content beer and secure it in a way to assure there are no sales prior to April 1, 2019. The memo explaining the rules for this process can also be found on our website. For questions regarding this CMB license change, contact Deputy General Counsel Eric Smith at (785) 354-9565 or *by e-mail*.



The League Office is closed
December 24, 25 and January 1.

We wish you a joyous holiday
season and look forward to
working with you in 2019!





THE
LEAGUE
OF KANSAS MUNICIPALITIES

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2019 MTI CALENDAR OF CLASSES

The Municipal Training Institute is a continuing education program designed for, and open to both, elected and appointed city officials. Appointed officials must be employed by a city in Kansas to participate in the Institute. The program offers courses in located in cities across the state.

The purpose of the Institute is to provide an interactive curriculum of specialized instruction that will develop the knowledge and enhance the leadership abilities of those who serve the cities of Kansas.

There are three levels of achievement in the Institute. Level 1 is the Education level and focuses on attendance at various training events offered by the League and others. Level 2 is the Achievement level and focuses on continuing education as well as participation in various government-related activities. Level 3 is the Leadership level focusing on leadership activities and leadership positions held in various organizations. For more information about the Municipal Training Institute, please contact *Megan Gilliland*. Register for classes online at www.lkm.org/events.



2019 MUNICIPAL TRAINING INSTITUTE SCHEDULE

Classes are open to all elected and appointed city officials and employees.
All classes are held from 10 a.m. to 2 p.m. Lunch and materials are provided.

JANUARY

- Municipal Finance (Core)
January 11 (Eudora)
- Ethics & Civility (Core)
January 18 (Newton)

FEBRUARY

- Personnel Management (Core)
February 1 (Olathe)
- Municipal Finance (Core)
February 22 (Emporia)

MARCH

- New Topic!* • Harassment in the Workplace (Elective)
March 8 (El Dorado)
- Emergency Management (Elective)
March 1 (Minneapolis)
March 29 (Cimarron)

APRIL

- City Clerk Fundamentals (Elective)
April 5 (Garnett)
- **LEADERSHIP SUMMIT**
APRIL 12 & 13
SALINA (CORE)

MAY

- Advanced Municipal Finance (Elective)
May 3 (Ottawa)
- Social Media for Cities (Elective)
May 17 (Valley Center)

JUNE

- Updated!* • Valuing Diversity (Elective)
June 13 (Kingman)
- Advanced Municipal Finance (Elective)
June 21 (Garden City)

AUGUST

- KOMA/KORA (Core)
August 2 (Lyons)
August 9 (Liberal)
August 16 (Burlington)

SEPTEMBER

- New Topic!* • Harassment in the Workplace (Elective)
September 6 (Russell)
- Planning & Zoning (Elective)
September 13 (Winfield)

OCTOBER

LEAGUE ANNUAL CONFERENCE: OVERLAND PARK

SATURDAY, OCTOBER 12

- Updated!* • Personnel Management (Core)
- Economic Development (Elective)
- KOMA/KORA (Core)

NOVEMBER

- Ethics and Civility (Core)
November 1 (Lindsborg)

WHAT PEOPLE SAY ABOUT MTIS:

I enjoyed the whole presentation - the lecture, video, and handouts. I appreciate those who present the material and do the work ahead of time.

The best part of the class was the depth of knowledge of the presenters and their willingness to share. Also, networking with other cities is always a bonus!

The presenters used real-world examples of situations and cases that we can relate to in our own job and city. The MTI helped me figure out where my first focus should be in revamping our policies and programs.

SCHEDULE AS OF DECEMBER 2018. TENTATIVE AND SUBJECT TO CHANGE. VISIT THE LEAGUE WEBSITE FOR THE MOST CURRENT INFORMATION. WWW.LKM.ORG/EVENTS