What is the Management Workshop Series?
The New Jersey League of Municipalities has partnered with NJ Community Solutions to provide a new educational program that will teach individuals about the practical side of managing municipalities in New Jersey.

The Municipal Management Workshops are a series of three-hour practical educational sessions. Each session will be held in-person in small class sizes to provide opportunities to learn, discuss and question key aspects of managing a New Jersey municipality. Starting in January, the first series will cover a broad range of issues. Included will be financial and personnel management; managing the two largest departments, public works and public safety that will include police and fire; organizational management including other departments; council and community relations and lastly touch on insurance management, understanding municipal audits and ethics.

Financial and Personnel Management
January 23, 2024 (Location 1) or January 24, 2024 (Location 2)
9:00 a.m. - 12:00 p.m.

- An overview of how the annual budget is assembled and managed with our unique method of accounting is important to all decision-makers who run local governments. Review the following: Key components of the budget, Salary and Wages, Other expenses, Statutory Expenses and Capital Budget. Including an explanation of Inside/Outside the CAP and Tax Levy calculation and limits

- This course will cover a number of key personnel issues that administrators should be aware of. Key components: Hiring and Termination; Disciplinary Action, Labor Contracts, Primary laws including PERC, Civil Service, and key portions of legal personnel management in New Jersey.
Public Works and Public Safety Management
January 23, 2024 (Location 1) or January 24, 2024 (Location 2)
1:00 p.m. - 4:00 p.m.

• An overview of organizational structures, and functions of two major departments within a municipality. Public Works Key points: Equipment Management, Street Repairs, Utility operations, Waste Management, and snow removal. Police and Fire (where applicable) Key points: Training requirements; Police/Fire qualifications; Equipment management and planning; Operation review.

CEUs: CMFO/CCFO- 3.0 Office Management & Ancillary Subjects, CPWM- 3.0 Management, RMC-3.0 Prof Devel, QPA-30 Off Admin/Gen Duties, CPA-3.0 PD, NJCLE-3.6, PACLE-3.0

Organizational Management (other departments)
January 30, 2024 (Location 1) or January 31, 2024 (Location 2)
9:00 a.m. - 12:00 p.m.

• An overview of typical municipal offices including Clerk, Finance, Assessor, Collector, Health, Land Use and Construction Code. Key Points: Primary Functions of each operation, Certified Positions, and requirements as well as personnel management and communications.

CEU: CMFO/CCFO- 3.0 Management and Ancillary Subjects, CTC-3.0 Gen/Sec, CPWM-3.0 Management, RMC-3.0 Professional Development, QPA-3.0 Off Admin/Gen Duties, CPA-3.0 PD, NJCLE-3.6, PACLE-3.0

Council and Community Relations
January 30, 2024 (Location 1) or January 31, 2024 (Location 2)
1:00 p.m. - 4:00 p.m.

• An overview of techniques for how to nurture the relationship between the administration of the town and the elected governing body. All too often, the administration of the town and the expectations of the governing body do not match up. Discussion points include: agenda creation, communications with the governing body as well as the public, discussion of community communications including social media and thereafter management of Public Records that is often overlook and certainly misunderstood.
Special Discount and Course Pricing for Municipalities
Municipalities receive a 25% discount when 3 or more people from their municipality attend the same workshop.

Municipalities may also purchase a standard series, or the entire standard series (25 courses in total) and divvy the workshops up between different people from within their municipality - offering a per workshop cost savings.

The five series will include:

1. General Management
2. Labor Management
3. Human Relations
4. Council Relations
5. Financial Management

For more information on this program, or the additional courses that will be offered, visit www.njlm.org/ManagementSeries.

Insurance, Understanding the Audit, Ethics
February 6, 2024 (Location 1) or February 7, 2024 (Location 2)
9:00 a.m. - 12:00 p.m.

- This is a multi-faceted Workshop that will cover three major issues: Insurance (Property, Casualty, workman’s comp, and Liability), review and key points for understanding the annual municipal audit; and an overview of ethics requirements for municipal officials including requirements for recusal and annual financial disclosure forms.

CEU: CMFO/CCFO- 2.0 Office Management & Ancillary Subjects; 1.0 Ethics, CTC-3.0 Gen/Sec, CPWM- 2.0 Management; 1.0 Ethics, RMC- 2.0 Professional Development; 1.0 Ethics, QPA- 2.0 Professional Development; 1.0 Ethics, CPA-2.0 PD, 1.0 Eth, NJCLE-2.6 Gen, 1.0 Eth, PACLE 2.0, 1.0 Eth

Registration Fees:

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<tr>
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<th>Course Rates</th>
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<tbody>
<tr>
<td>Per Workshop</td>
<td>$250</td>
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<tr>
<td>Per Day (2 workshop held the same day)</td>
<td>$475</td>
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<tr>
<td>Per Series (5 workshop total)</td>
<td>$1,125</td>
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<tr>
<td>Entire Series (all 5 series, 25 courses in total – additional course dates will be announced later)</td>
<td>$5,000</td>
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CEU: CMFO/CCFO- 3.0 Management and Ancillary Subjects, CTC-3.0 Gen/Sec, CPWM-3.0 Management, RMC-3.0 Professional Development, QPA-3.0 Off Admin/Gen Duties, CPA-3.0 PD, NJCLE-3.6, PACLE-3.0