**Lunch and Learn**

Weekly lunch and learns

Monday of each week- 12:00 p.m. -1:00 p.m.

Noticed and staffed by Council Secretary or her designated staff

Bring your own brown bag lunch, beverages will be provided

Meetings will be noticed so that Council Members/ECAs/staff members or members of the public can attend and CMs can discuss content

**Possible topics:**

**Subject Matter**

1. Budget Overview/review tips July 25th
2. How does the Housing funding process work and who/what is eligible
3. How does the FIND grant process work and who/what is eligible
4. How do CRA’s work
5. The role and responsibilities of DIA
6. Independent Authorities and our relationship with them
7. Emergency Preparedness August 1st
8. Consolidated Government 101
9. City Operating Department Overviews- who does what, Responsibilities, Org Chart, Funding, Grants
10. Relationship of COJ with Beaches and Baldwin
11. Ethics Officer, IG, and Council Auditors- how do their roles differ, what to report to whom
12. Public Investment Policies 101- what is a QTI, REV grant, etc? Who drives the process?
13. Liaison vs. Ex Officio and the Sunshine Law
14. Roles and responsibilities of Council members under the Charter and Code
15. Understanding the CIP; CIP- Project closures August 22nd

**Legislative Process**

1. Tips on bill review and analysis August 8th
2. How to offer/prepare an amendment in committee, council August 15th
3. Robert’s Rules- meeting conduct
4. Council Rules- the design of our legislative process
5. Ex Parte; meetings with “lobbyists”, how to research and prep for LUZ
6. Tips on researching LUZ matters
7. Bill tracking software, matters pending

**Public Relations**

1. Tips for media interviews and relationships
2. Your city council webpage
3. Town Meeting tips
4. Tips on handling constituent complaints and concerns

**Office/Admin**

1. Outlook tips- auto responses to emails, away settings, filing/storage, calendar
2. Professionalism in the office and in public
3. Paper file storage, labeling and retrieval
4. Roles and responsibilities of Legislative Services, Legislative Research, council staff
5. Roles of the Council Auditor
6. Office of General Counsel- organization and roles of staff attorneys; responsibility to individual Council members; responsibility for pointing out Code/policy discrepancies
7. Travel Rules and reports
8. Meeting Notices, use of CityC, public notice system (web is not public notice)
9. Professional email templates and protocols- forwarding, etc.
10. Public Records- what must you keep and for how long?
11. Employee Benefits Enrollment (November)

**Meeting tentative schedule**

July 25th Budget Overview/review tips/ how to follow committee actions/amendments/special terms defined

August 1st Emergency Preparedness- what is our role, where do we report, media, WebEOC

August 8th Tips on bill review and analysis- committee preparation, fact sheets, summaries, timing

August 15th Understanding the CIP; CIP- Project closures

August 22nd How to offer/prepare an amendment in committee, council

August 29th Fifth week- no meeting