



## Revenue Officers Certification Training Institute April 12-14, 2017 | Bryant Conference Center | Tuscaloosa, AL

### Wednesday, April 12, 2017

- 7:30 – 8:15 a.m. Registration & Breakfast
- 8:15 – 8:30 a.m. Welcome  
*Cameron Grounds, City of Madison, Chairman*
- 8:30 – 10:00 a.m. **License 100** - Basic business license outline with emphasis on what licenses are; where the ability to license businesses originated; how rates may be set.  
*Bill Fetner, City of Orange Beach*  
*Cameron Grounds, City of Madison*
- 10:00 – 10:15 a.m. Break
- 10:15a.m. – 12:00 p.m. **Enforce 100** - Basic minimum enforcement procedures you should know and use to assist in the enforcement of municipal revenue ordinances.  
*Latrice Mose, City of Auburn*
- 12:00 p.m. – 1:30 p.m. Lunch On Your Own
- 1:30 – 3:00 p.m. **Law 100** - Basic outline of where authority for municipalities resides in state law and through the passage of municipal ordinances, to fully inform revenue personnel in where authority comes from.  
*Julie Barnard, City of Birmingham*
- 3:00 – 3:15 p.m. Cookie Break
- 3:15 – 5:00 p.m. **Commerce 100** – Historical recap of what interstate commerce is; when the legislation began that governs interstate commerce and how it affects municipalities in tax and license situations.  
*Rouen Reynolds, State of Alabama*

### Thursday, April 13, 2017

- 7:30 - 8:30 a.m. Breakfast
- 8:30 – 10:00 a.m. **League Update**  
*Ken Smith, Executive Director, Alabama League of Municipalities*
- 10:00 – 10:15 a.m. Break
- 10:15a.m. – 12:00 p.m. **RevAdmin 100** - Ordinance development, including working with both contracted and in-house attorneys and the Revenue Officer's responsibility to work with

upper administration and the City Council.  
*Sheryl Walker, City of Birmingham*

12:00 p.m. – 1:30 p.m. Lunch On Your Own

1:30 – 3:00 p.m. **Taxes 100** - History of tax collections and explanation of basic taxes collected by municipalities.  
*Clarence Threat, City of Birmingham*

3:00 – 3:15 p.m. Cookie Break

3:15 – 5:00 p.m. **Questions and Answer Session**  
*Bill Fetner, City of Orange Beach*  
*Cameron Grounds, City of Madison*

## **Friday, April 14, 2017**

7:30 – 8:30 a.m. Breakfast

8:30 – 10:00 a.m. **Profiles 100** - The roles ethics plays in revenue administration.  
*Andrew Burk, Training Manager*

10:00 – 10:15 a.m. Break

10:15 – 10:30 a.m. **Graduation Recognition**

10:30 – 11:00 a.m. **Review Session**  
*Bill Fetner, City of Orange Beach*

11:00 – 12:00 p.m. **Test**