



CONTRACTS for Local Governments

LGRMS will be holding a four-hour contracts class for local governments

that is focused on local government contracting, practice pointers, risk transfer, risk mitigation, indemnity, and technical compliance. Formulating, preparing, reviewing and ultimately approving local government related contracts can involve an often complex mix of practical considerations, objective-driven criteria, and legal requirements. This course will cover all of that ground, starting with clear and easy to understand practical advice to aid in preparing meaningful agreements, combined with a significant legal element to assist in ensuring all statutory and case law driven elements are included within your agreements. Layered on top, will be meaningful day-to-day guidance to ensure contracts will perform in the manner intended while otherwise protecting and shielding your local government from risk and unintended consequences.

A notebook of pertinent material will be made available that can be used as a day-to-day resource in reviewing contracts for statutory compliance, risk abatement, indemnity and state and federal rules regarding the legal status of those with whom your agency is transacting business.

This course is geared toward City or County Managers, Administrators, Elected Officials, Constitutional Officers and any one who either develops contracts or oversees contract compliance or contractor activities.



Ken Jarrard is a founding partner of Jarrard & Davis, a law firm specializing in local government representation. Since 1995, Mr. Jarrard has represented counties and municipalities throughout Georgia and Tennessee. Mr. Jarrard's

public entity representation is expansive, encompassing all aspects of governmental entity representation, including contracts, zoning, planning, litigation, ethics, personnel, public safety, law enforcement, procurement, and claims arising under 42 U.S.C. § 1983. He has represented counties and municipalities throughout Georgia, as far south as Decatur County and as far north as Catoosa County, and eastern and western counties such as Richmond County and Carroll County, respectively.

Mr. Jarrard routinely speaks at Continuing Legal Education seminars on topics related to zoning, subdivision, contracts, the Georgia Open Records Act and Georgia Open Meetings Act, and claims arising under 42 U.S.C. § 1983. He is a frequent speaker for the County Law and Advanced County Law legal courses sponsored by the Association of County Commissioners of Georgia and the Carl Vinson Institute regarding County; Open Records Act/Open Meetings Act seminars sponsored by the Association of County Commissioners of Georgia and the Carl Vinson Institute; legal training courses for the Georgia Municipal Association; and the National Business Institute's seminars on zoning ethics and land development and subdivision. Mr. Jarrard has also presented training seminars for the Georgia Local Government Personnel Association and the Public Risk Insurance Management Association.

Mr. Jarrard is a member of the State Bars of Georgia and Tennessee and is admitted to practice in all state and federal courts in Georgia, including all federal districts, the Eleventh Circuit Court of Appeals, the Georgia Court of Appeals, and the Georgia Supreme Court. Mr. Jarrard is a cum laude graduate of the University of Tennessee College of Law.

DATES AND LOCATIONS FOR THE *CONTRACTS FOR LOCAL GOVERNMENTS CLASS*:

August 13, 2012
Cartersville/Bartow County
Clarence Brown Conference Center
5450 State Rt. 20
Cartersville, GA 30121

August 15, 2012
Gainesville/Hall County
Georgia Mountains Center
301 Main Street
Gainesville, GA 30501

August 21, 2012
Dublin/Laurens County
Oconee Fall Line Tech College
560 Pinehill Road
Dublin, GA 31021

August 22, 2012
Tifton/Tift County
UGA Tifton Conf Ctr.
15 RDC Road
Tifton, GA 31793

Registration Form -PLEASE PRINT-

✓ Please place a check mark in the box next to the class you would like to attend.

1. Organization _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

2. Names of Attendees

Name _____

Title _____

Email _____

Name _____

Title _____

Email _____

3. Member of ACCG IRMA fund or Member of GMA GIRMA fund?

YES NO (Please mail \$50 per registrant to: **LGRMS, 315 W. Ponce de Leon Ave, Ste 356, Decatur, GA 30030**)

To Register ...

Register **ONLINE** at www.lgrms.com
Or **CALL** Shamilla Clark at 1-800-650-3120
Or **FAX** the completed registration form to 404-377-6594
Or **MAIL** the form to: LGRMS, 315 West Ponce de Leon Ave., Suite 356, Decatur, GA 30030

Registration Information...

Cost to Attend:

- ▶ Members of ACCG Interlocal Risk Mgmt. Agency (IRMA) - NO CHARGE
- ▶ Members of GMA GA Interlocal Risk Mgmt. Agency (GIRMA) - NO CHARGE.

Non-Members: \$50 per person, payable in advance to LGRMS, 315 West Ponce de Leon Ave., Suite 356, Decatur, GA 30030.

Cancellation Policy. If you do not cancel at least three days prior to the class you registered to attend and you do not attend, you will be invoiced a no-show fee of \$25.



Check-in and Continental Breakfast begin at 8:00 a.m. for each class. Class hours are 8:30 a.m. to 12:30 p.m.