



The Harold F. Holtz
Municipal Training Institute
for Elected Officials

Training Transcripts

Ms. Sandra Vincent
City of McDonough
130 Bennington Ct
McDonough, GA 30253-3789

As of: 7/17/2025
Student ID: 78081

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Certificate Levels	Required	Credits Completed	Completion Date
Certificate of Recognition	42	276	January 26, 2008
Certificate of Achievement	72	276	June 23, 2009
Certificate of Excellence	120	276	August 14, 2015
Certificate of Distinction	204	276	January 21, 2022
Certificate of Dedication	276	276	

Completed Courses

ELECTIVE

Building a Hometown Connection: GMA Lobbying 101	6	1/21/2006
Building a Hometown Connection: GMA Lobbying 101	N/C	8/6/2021
Capital Improvement Program	3	6/25/2024
Changing Demographics(formerly Cultural Diversity)	6	1/26/2013
Critical Issues: City's Economy Historic Preservation	3	6/24/2016
Critical Issues: Policy Implementation	6	5/11/2012
Current Issues Class: Health In All Policies: Impactful Local Decision- Making to Ensure Healthier Communities	6	1/25/2025
Current Issues Class: Workforce Development	6	1/27/2024
Downtown Development Authority Basic Training	6	4/7/2006

N/C=No Credit for Class

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Downtown Development Authority Basic Training	N/C	6/24/2006
Downtown Development Authority Basic Training	N/C	1/23/2010
Economics of Education	3	1/20/2023
Entrepreneur Friendly Cities	3	6/25/2018
Entrepreneur Friendly Cities	3	6/27/2023
Funding and Programming Transportation Projects In Your Community	3	1/20/2023
Georgia Mayors Leadership Academy	6	8/28/2024
Housing Solutions for Cities — Mobile Workshop	6	6/21/2014
Housing Solutions for Cities — Mobile Workshop	6	6/23/2023
Let's Get Social	3	6/27/2016
Living Beyond Expectations: The Opportunities and Challenges of the Growing Senior Population	3	6/24/2017
Mobile Workshop- Port of Savannah	3	6/29/2015
Mobile Workshops	6	6/29/2010
Money, Money, Money ... Money: Funding City Projects and Programs Through Grants and Loans	6	6/28/2016
Municipal Annexation: Growing Pains and Growth Spurts	3	6/24/2023
Municipal Long-Term Budgeting	6	1/25/2020
Municipal Long-Term Budgeting	N/C	8/10/2021
Navigating the Future: Planning and Acting Strategically	6	1/26/2024

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New and Emerging Technology for Cities	3	1/21/2022
Placemaking	3	6/23/2018
Recreation and Parks	6	1/21/2012
Recreation and Parks – Building Communities	3	6/26/2015
Recreation and Parks – Building Communities	N/C	6/26/2017
Regional 4 Day Economic Development	12	10/8/2005
Retreats	6	3/27/2009
Retreats	6	1/29/2010
Retreats	N/C	3/16/2012
Retreats	N/C	2/15/2013
Retreats	N/C	1/29/2016
Retreats	N/C	1/27/2017
Retreats	N/C	1/13/2018
Retreats	N/C	1/11/2019
Retreats	N/C	4/9/2025
Service Delivery Strategy – Efficiency & Tax Equity for Local Governments	6	6/22/2019
Strengthening the Well-being of Children & Youth	3	6/22/2024
Strong Communities - Strong Families	3	6/25/2016

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LEADERSHIP

Governing the Commons: Collective Decision Making in Complex Systems	6	1/22/2022
Public Problems, Democratic Decisions - The Governing Role of Mayors and Councilmembers	6	6/21/2024
Robert E. Knox, Jr. Municipal Leadership Institute	6	8/14/2015

NEW ELECTED

Newly Elected Officials Institute	6	2/18/2006
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REQUIRED

Council/Staff Relationships	6	6/23/2007
Economic Development	6	6/25/2011
Emergency Management	6	6/26/2010
Emergency Management	N/C	6/30/2015
Ethics	6	1/22/2011
Excellence in Utilities	6	6/28/2011
Human Resources I	6	1/26/2008
Making Citizen Engagement Work in our Communities	6	1/21/2017
Making Citizen Engagement Work in our Communities	N/C	6/24/2022
Municipal Courts Post-Ferguson I: Promoting Justice, Protecting City Assets	3	6/27/2017

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Municipal Finance I	6	6/23/2009
Municipal Finance II	6	6/24/2014
Municipal Law	6	6/21/2008
Municipal Law	6	1/21/2023
Municipal Taxation 101 - The Basics	3	8/7/2021
Planning and Zoning	6	4/7/2006
Practices for Successful Meetings	3	1/21/2022
Public Policy Development and Implementation	3	6/20/2014
Public Policy Development and Implementation	N/C	6/25/2022
Public Works Services	3	6/28/2022
Taxation	6	6/20/2009

Total Hours:
276

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