Handling the Twists and Turns of City Government

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION OF KANSAS

64th Annual Spring Conference
Marriott Hotel, 9100 Corporate Hills Dr., Wichita, KS

March 11-13, 2015
Athenian Dialogue – March 13, 2015
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Handling the Twists and Turn of City Government

Athenian Dialogue – March 13, 2015

WEDNESDAY, MARCH 11

7:30 a.m. REGISTRATION for CONFERENCE
(Pre-Assembly Area)

CONTINENTAL BREAKFAST (Atrium)

Vendor Fair opens (Atrium and Salon F)

7:45 – 8:15 a.m. First Time Attendees’ Orientation
(Topeka Room) No education points

8:15 – 8:30 a.m. OPENING CEREMONIES (Salons A-E)

Presentation of the Colors
22nd Force Support Squadron Base Honor Guard
McConnell Air Force Base

National Anthem
Allyson Busch, Neodesha KS High School

Flag Salute

Invocation
Lana McPherson, MMC, City Clerk, City of De Soto,
IIMC Region VII Director

Welcome and Introductions
Bobby Busch, MMC, President – CCMFOA,
City Clerk/Finance Director, City of Neodesha
8:30 – 10 a.m.  
**GENERAL SESSION - Keynote Address**  
(Salons A-E)

Convener: Bobby Busch, MMC, President – CCMFOA

**Writing with Impact**
After visiting communication through the ages, participants will land on the impact of written communication in today’s office work environment. The instructor, a 2014 IIMC annual conference speaker, will focus on tips and tools to make your writing stronger and more effective.

Sarah Gibson, Founder, Accent Learning and Consulting, Stoughton, Wis.

10 – 10:15 a.m.  
**Break – Visit the Vendor Fair**  
(Atrium and Salon F)

10:15 - 10:45 a.m.  
**CCMFOA REGIONAL MEETINGS**
Join your Region chairpersons and get the latest news about CCMFOA. Discuss plans for upcoming Regional meetings.

*No education points*

Region 1 – Salons A-E
Region 2 – Salons A-E
Region 3 – Salons A-E
Region 4 – Topeka Room
Region 5 – Salon 1
Region 6 – Salon 2
Region 7 – Sedgwick Room
Region 8 – Arkansas Room

10:45 - noon  
**SOLUTION TRACKS** (Choose One)

**ADMINISTRATIVE MANAGEMENT** (Salon 2)
Convener: Susan Renner, CMC, City Clerk, City of Andover

**Effective E-mails**
Adapting what we know about good written communication, we’ll examine the impact of effective e-mail best practices, pet peeves and ways to be more efficient with e-mail.

Sarah Gibson, Founder, Accent Learning and Consulting

WEDNESDAY, MARCH 11
FINANCIAL MANAGEMENT  (Topeka Room)  
Convener: Joyce Wilson, City Clerk, City of Olpe  

Utilities 101: Critical Components, Aging Assets  
Participants will learn the functions of utilities and how they differ significantly from general fund functions. Topics will include utility funding, planning for replacement and rehabilitation of aging infrastructure, water and wastewater regulations.  
Nicholas Willis, Program Manager, Environmental Finance Center, Hugo Wall School of Public Affairs, Wichita State University  

HUMAN RESOURCES MANAGEMENT  (Salon 1)  
Convener: Tammy Seely, City Clerk, City of McPherson  

Documenting Employee Behavior and Performance  
This session provides an overview and discussion of the role of supervisors and how documentation can assist in performance and behavior management. Major topics are when and what should be documented, strategies to address negative behavior and improve poor performance, and giving kudos where kudos are due.  
Natalie Fischer, PHR, Human Resources Director, City of Salina  

12:15 -1:30 p.m. LUNCHEON  (Salons A-E)  
Vendor and sponsor recognition  
Convener: Stacey Crum, CMC, Vice President-CCMFOA, City Clerk, City of Concordia  

1:30 p.m.  BREAK – Visit the Vendor Fair  

2:15- 3:30 p.m. SOLUTION TRACKS (Choose One)  

ADMINISTRATIVE MANAGEMENT  (Salon 2)  
Convener: Diana Brooks, MMC, City Clerk, City of Colwich  

Meeting Management  
Clerks may be faced with elected officials unfamiliar with proper meeting management procedures. This session will help clerks identify how to deal with different personalities and increase the professionalism of council/commission meetings. Participants will dig into keys for making meetings more productive and enjoyable.  
Sarah Gibson, Founder, Accent Learning and Consulting
WEDNESDAY, MARCH 11

► **HUMAN RESOURCES MANAGEMENT** (Salon 1)
Convener: Patti Booher, CMC, City Clerk, City of Ellsworth

**Temporary Employees and Employment Law**
This session will focus on the Fair Labor Standards Act (FLSA) as it applies to local government employees. Discussion topics will include rules regarding overtime pay and compensatory time, child labor laws, employees vs. independent contractors, and record keeping requirements.

*Aaron Sturdivant*, Investigator, US Department of Labor Wage & Hour Division

► **FINANCIAL MANAGEMENT** (Salons A-E)
Convener: Jami Downing, Utility Billing Clerk, City of Stafford

**Utility Billing: Dealing Effectively with Delinquents and More**
A panel of experienced municipal clerks will share best practices in handling utility delinquencies, billing, service disconnection, legal requirements, notices and fees. Participants will also learn about commercial collection agencies, state set-off program, internal policies dealing with divorces, roommates, payment arrangements, water leaks and collecting from landlords. A question and answer in the final segment allows clerks to ask city-specific questions.

*Brenda Chance*, MMC, City Clerk, City of Phillipsburg

*Brenda Davis*, MMC, City Clerk, City of Scott City

*Erica Jones*, City Finance Director/City Clerk, City of Augusta
3:45 - 5 p.m.

**SOLUTION TRACKS (Choose One)**

**ADMINISTRATIVE /FINANCIAL MANAGEMENT**
(Salon 1)
Convener: Janise Enterkin, CMC, City Clerk, City of Sedgwick

**Tackling the Issue of Blighted Properties:**
**Plainville, KS case study**
This session covers a municipality’s year-long process dealing with several cases of blighted properties. City staffers responsible for the process will share insights and requirements for property identification, city council/commission consensus on action steps, legalities and financial costs.

Jim Mesecher, City Administrator/City Clerk, City of Plainville
Amanda Alexander, Compliance Officer, City of Plainville

**ADMINISTRATIVE MANAGEMENT**
(Salons A-E)
Convener: Martha Sumrall, CMC, City Clerk, City of Mission

**Public Speaking to Inform, Influence**
Conquering the fear of public speaking ranks among the top professional development goals of many local government professionals. WSU’s award winning debate coach will share tips and techniques to develop and deliver informative and powerful speeches and presentations.

Dr. Jeffrey Jarman, Associate Director, Elliott School of Communication, WSU

**ADMINISTRATIVE MANAGEMENT**
(Salon 2)
Convener: Jamie Hayes, CMC, City Clerk, City of Bel Aire

**Forms of Local Government: Time for a Change?**
A leading expert on state and local government in Kansas will share his experience in working with state and local officials on forms of local governance. This session will review the variety of local structures available under state statutes and through home rule for cities, as well as statewide trends in revising local governing structures. The session will focus on the movement to establish and strengthen professional management in city governance.

Dr. Ed Flentje, Professor Emeritus, Hugo Wall School of Public Affairs, WSU
WEDNESDAY, MARCH 11

4 p.m. Vendor Fair Closes
5 - 6 p.m. VENDOR RECEPTION: HANDLING THE TWISTS AND TURNS OF CITY GOVERNMENT
(Atrium, Salon F)
6:30 p.m. Dinner on your own

THURSDAY, MARCH 12

7:30 a.m. CONTINENTAL BREAKFAST (Pre-Assembly Area)
7:45 – 8:15 a.m. Overview of CMC and MMC Requirements and Applications (Salon 1)
CCMFOA Education/Certification Committee
No education points

8:15 – 10:15 a.m. Announcements (Salons A-E)

GENERAL SESSION - Keynote Address (Salons A-E)
Convener: Lana McPherson, MMC, City Clerk, City of De Soto

Workplace Active Shooter Situations, Crisis Planning & Response: Kansas Active Shooter Mitigation (KASM) Training
This training addresses violent encounters in the workplace with an emphasis on the active shooter. Taught by a law enforcement specialist, this intense session will cover planning, decision making and options for local government employees faced with crisis situations. Participants will better understand what can happen in these situations, what to expect from law enforcement, and what options can enhance survival. Ways to develop the right mindset will be explored.

Capt. Robert Keener, Academy Director and KASM Trainer, Kansas Highway Patrol

10:15 – 10:30 a.m. BREAK
SOLUTION TRACKS (Choose One)

THURSDAY, MARCH 12

10:30 a.m.-Noon

**ADMINISTRATIVE MANAGEMENT** (Atrium)
Convener: Cherri Chancellor, City Clerk, City of Columbus

Municipal Swimming Pools: Splish, Splash and Splendid
Presenters will share valuable information to help pool officials provide a safe and efficient swimming pool for their communities. From staff recruitment and hiring to training and testing, participants will gain knowledge about laws, training requirements and certifications. Additional topics will focus on emergency preparedness, risk management and aspects of balanced/healthy water.

Ted Nelson, Superintendent of Aquatics and Wellness, Hutchinson Recreation Commission

Amy Burton, City Clerk, City of Ellis

**FINANCIAL MANAGEMENT** (Salon F)
Convener: Wanda Gabel, CMC, City Clerk, City of Ness City

City Auditors: Breaking Up is Hard to Do
This session goes beyond the issue of hiring a new auditing firm. Tips about the entire audit process will be shared by three presenters with extensive experience in dealing with outside auditing firms. The important role of an audit will be explored. The panel will share do’s and don’t’s and “red flags” that can weaken good financial management systems in city government. Learn how to ensure the city will get a thorough and professional audit and the advantages of these unbiased, independent reviews.

Don Osenbaugh, Pool Administrator, Kansas Municipal Insurance Trust

Stephanie Richardson, Finance Director, City of Coffeyville

Randy Riggs, City Manager, City of Newton
THURSDAY, MARCH 12

 ► **FINANCIAL MANAGEMENT** (Salon 1)
 Convener: Jerry Lovett-Sperling, MMC, City Clerk, City of Lindsborg

 **Issues Facing Public Pension Systems in the Midwest**
 Participants will gain knowledge of the issues facing defined benefit and defined contribution pension plans in the region. Plan design and performance monitoring will be covered along with implications of public pension issues for financial reporting, recruitment and retention of employees.

 *Dr. Kenneth Kriz*, Regents Professor of Public Finance, Hugo Wall School, WSU

Noon – 1:30 p.m. **LUNCHEON & CCMFOA BUSINESS MEETING**
(Salons A-E)
 Convener: Bobby Busch, MMC, President – CCMFOA, City Clerk/Finance Director, City of Neodesha

1:30 – 3:30 p.m. **MEGA SESSIONS** (Choose One)

 ► **Records Management: Moving Beyond Procrastination** (Atrium)
 Convener: David Bryant, MMC, City Clerk, City of Lenexa

 This advanced records management class will identify specific steps clerks can take to develop or revise a formal records management system. A panel of experienced clerks will share their insights and knowledge in developing a system, their successes and challenges. The audience will be encouraged to develop a system that is manageable and useful to city employees and the public with minimal impact on finances and staffing.

 *Marian Cook*, MMC, City Clerk, City of Overland Park
 *Danielle Young*, CMC, City Clerk, City of Cheney
 *Brenda Younger*, CMC, City Clerk, City of Topeka
THURSDAY, MARCH 12

City Council Orientation: Proactive Approaches (Salon 1)
Convener: Tabitha Sharp, City Clerk, City of El Dorado
Offering a formal city council orientation to city council/commission candidates or newly electeds should be standard practice for all cities. Often that responsibility lies with the city clerk. This session will provide a comprehensive look at orientation topics, timing issues, document production and updating, and ways to initiate or increase elected official participation and engagement.

Celyn Hurtado, City Clerk, City of Garden City
Stephanie Knebel, Project Associate, Hugo Wall School, WSU
Debbie Wendt, MMC, City Clerk, City of Herington
Vicki Zentner, CMC, City Clerk, City of Westmoreland

Creating a Budget to Guide Your City’s Finances: Beyond State Budget Forms (Salon F)
Convener: Kerry Rozman, MMC, City Clerk, City of Clay Center
The budget is a City’s financial roadmap. This session will give the clerk important guidance and tips on how to create a budget that allows its governing body to make sound financial decisions. Working with their own state mandatory budget forms, clerks will learn step-by-step how to develop and administer a budget. The instructor also will cover the unique nature of fund accounting, importance of fund reserves, revenue and expenditure estimates, and the adjustments needed to complete mandatory state forms.

Bryan Kidney, Finance Director, City of Lawrence

Elements of a Great Employee Handbook (Salon 2)
Convener: Jane Dickson, City Clerk, City of Stafford
A city attorney involved in the drafting of several employee handbooks and the constant application of their provisions will lead a practical discussion on use and content of handbooks for even the smallest city. Topics include recruitment and promotion, attendance and leaves, employee conduct, ethics and discipline, grievances and hearings, sexual harassment, separation, and employee health, safety and welfare.

Austin Parker, Attorney, Parker and Parker
SOLUTION TRACKS (Choose One)

**ADMINISTRATIVE MANAGEMENT** (Salon 1)
Convener: Denise Duerksen, CMC, City Clerk, City of Newton

**Built Game: A Citizen Engagement Tool for Community Visioning**
This session emphasizes the importance of community engagement and how to increase the capacity of citizens to understand and appreciate multiple perspectives around planning and community visioning. The instructor will highlight the need to have innovative tools other than traditional open houses or workshops. Using the BUILT Game, city leaders can engage a diverse range of citizen perspectives to better inform community planning, resource allocation, and decisions regarding community needs.

*Paula Downs,* Project Director, Hugo Wall School, WSU

**FINANCIAL MANAGEMENT** (Salon 2)
Convener: Christy Pyatt, City Clerk, City of Greensburg

**Making Sense of Your City’s Sales Tax Numbers**
Learn how to become your City’s sales tax expert. A Kansas Department of Revenue financial analyst will cover how to use sales tax entity reports to monitor and track your City’s sales, use, liquor and transient tax distributions. Participants will learn the difference between special taxing districts and whether your community should consider a special district in the future. Details on statutory and KDOR requirements for implementing a new tax rate will be covered.

*Steven Brunkan,* Sales Tax Financial Analyst, KS Department of Revenue

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THURSDAY, MARCH 12
3:30 - 3:45 p.m. **BREAK**

3:45 – 5 p.m. **SOLUTION TRACKS (Choose One)**

**Administrative Management** (Salon 1)

**Convener: Denise Duerksen, CMC, City Clerk, City of Newton**

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**Convener: Christy Pyatt, City Clerk, City of Greensburg**

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*Steven Brunkan,* Sales Tax Financial Analyst, KS Department of Revenue
THURSDAY, MARCH 12

**HUMAN RESOURCES MANAGEMENT** *(Atrium)*
Convener: Deb McKivergan, CMC, City Clerk, City of Jetmore

**HRAs and Employee Benefits Update**
This session will address recent developments in health reimbursement arrangements (HRAs), health saving accounts (HSAs), and other employee benefit matters in light of guidance and changes related to the Affordable Care Act.

*Jason Lacey*, Attorney/Partner, Foulston Siefkin LLP

6 p.m. Dinner on your own
7:30 p.m. An Evening with Ann Zimmerman, a Kansas singer-songwriter, a superb blending of traditional and contemporary folk music *(Corporate Hills Ballroom, Marriott Hotel)*
8:30 - 10 p.m. Karaoke, a chance for city clerks to share their musical talents! *(Corporate Hills Ballroom)*

FRIDAY, MARCH 13

7:30 a.m. **CONTINENTAL BREAKFAST** *(Pre-Assembly Area)*
7:30 – 8 a.m. **KS/IIMC Annual Conference Delegation meeting** *(Topeka Room)* *No education points*
8 – 9 a.m. **GENERAL SESSION - Legislative Update** *(Salons A-E)*
Convener: Jerry Lovett-Sperling, MMC, City Clerk, City of Lindsborg

*Nicole Proulx Aiken*, Attorney, League of Kansas Municipalities

9- 10:00 a.m. **GENERAL SESSION - (Salons A-E)**

**The Thin Legal Line between Confidentiality vs. Caring at City Hall**
Convener: Stacey Crum, CMC, City Clerk, City of Concordia

This session will examine the changing perspective over the past 30 years of confidentiality and ethical decision-making in many everyday circumstances of local government that clerks encounter.

*Lee Parker*, Attorney, Parker and Parker
FRIDAY, MARCH 13

10:00 a.m.  BREAK

10:15-12:15 p.m.  GENERAL SESSION - Keynote Address
(Salons A-E)

Convener: Bobby Busch, MMC, City of Neodesha

Managing Sideways: Influencing People Who Don’t Report to You
Getting a task accomplished often cuts across several functions or departments. In this interactive session, clerks will learn to think horizontally across the organization rather than vertically or top down to achieve higher performance. Identifying key processes that evolve informally over the years (where no one is held accountable) will be discussed as well as communication techniques to get everyone on board to create positive change.

Gayle Martin, Institute Director, CCMFOA; Public Affairs Associate, Hugo Wall School, WSU

12:15 p.m.  Drawing for 50/50 and basket winners, final announcements, evaluation completion

12:30 p.m.  Adjourn

Have a safe trip home!

FUTURE EDUCATION EVENTS (Wichita Marriott Hotel)

2015 KS/IIMC Municipal Clerks Certification Institute
Years 1-3, November 2-6, 2015
Year 4, November 4-6, 2015

2015 Master Municipal Clerks Academy
November 5-6, 2015
FRIDAY, MARCH 13

Post Conference Event (Marriott Hotel)

FRIDAY, MARCH 13

Athenian Dialogue

12:30 - 6:30 p.m.  Athenian Leadership Dialogue (Salons 1 & 2)
Book: Leadership in the Eleanor Roosevelt Way: Timeless Strategies from the First Lady of Courage By Robin Gerber
Facilitator: Mary Lynne Stratta, MMC
City Secretary, City of Bryan, Texas

12:45 p.m. Box lunch served (dialogue continues)

6:30 p.m. Adjourn, evaluation completion.

2014-2015

BOARD OF DIRECTORS

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Center for Urban Studies, Hugo Wall School of Public Affairs, Wichita State University

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www.wichita.edu/hws

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