



KANSAS CCMFOA WINGS NEWSLETTER FALL 2012



PRESIDENTS MESSAGE

Time comes & time goes. There are so many things we want to do, so many things we should do, and so many things that we need to do. What gets done first?

There are so many factors that determine our actions, and one of them is actually time.

As City Clerks there are so many duties & responsibilities that we need to accomplish every day. We all know that ... and we all know that these duties are **“easier said than done”**.

At the League of Kansas Municipalities Conference in Topeka I presented “City Clerks 101” at the roundtables session. As I was putting information together for the handouts, I was reminded again of the **multitude of duties & responsibilities of a city clerk and how these vary dramatically from city to city**. The session was attended by Mayors, Council members, City Managers & Administrators, and City Clerks. This session is taught each year by the current CCMFOA President, with the assistance of the Vice President. We are hopeful that the information that we share provides insight into the office of the City Clerk and the professionalism that we must exemplify.

Representing CCMFOA in a professional way always, was **Marian Cook, MMC, City Clerk of Overland Park**. Marian was presented the **2012 Mildred Vance City Clerk/Finance Officer of the Year Award**. Marian has made significant contributions to the State association, the City Clerk profession, and the City of Overland Park. A part of her acceptance speech included a quote from Mary Lynn Stratta, former IIMC President from Texas and friend of many clerks in Kansas, “There isn’t anything that occurs within our municipal organizations that we are not a part of – we either record it, archive it, prepare it, post it, publish it, enroll it, facilitate it, organize it, handle it, manage it or lead it.” Marian added that as clerks, we all so sign it, seal it, and deliver it!

Brenda Chance, MMC, City Clerk of Phillipsburg, was also honored at the LKM Conference, as she was **elected President of the League of Kansas Municipalities**. This is the first time that a city clerk has served as President of the League since 1946, and she is only the eighth woman to serve in this capacity. Brenda is an

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PRESIDENT'S MESSAGE

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active member of CCMFOA, serving as CCMFOA President in 2005. This will prove to be a very busy year for Brenda as she serves in her new leadership position with the League.

The CCMFOA Silent Auction committee was busy at the LKM Conference. A silent auction was held, involving many clerks who donated items for the auction, clerks who volunteered time working in the booth, and clerks who purchased auction items. Thank you to all who helped to increase the funds in the Susan B. Jacobs Memorial Scholarship Fund by their participation. A special thanks to co-chairs Martha Sumrall & Vicki Zentner and committee members who organized this booth.

CCMFOA committee members have duties throughout the year, working at various times. **A special thank you to those of you who are serving on these committees.** CCMFOA activities would not happen without all of us working together. Juggling our clerk duties with our personal lives, and then adding CCMFOA to the mix is not easy, but what we accomplish on behalf of CCMFOA is commendable.

Educational opportunities to help each of us in our jobs are just around the corner. Certification Institute & Master Academy will be held in November at the Wichita Marriott. . The CCMFOA Spring Conference will be held March 13-14, 2013 at the Wichita Marriott also, so mark your calendars now & plan to attend! All upcoming conferences are listed on the www.ccmfoa.org website. Scholarships are available from CCMFOA to attend any of these three educational trainings, look under 'Education' on the website for this information.

Take time to look over the CCMFOA website, as there is a wealth of information at our fingertips! Look for the Region Map to find out which region each city is a part of. There is a list of committees, CCMFOA Handbook & Bylaws, IIMC Certification programs, & the New Clerks Packet is full of helpful information (listserv instructions; budget, tax exempt & sales tax, election, KPERS, state websites, finance, & payroll/human services information; IRS Forms & W-4 forms).

No one that has ever worked as a city clerk would tell you that the job is easy. But most city clerks would tell you that the job can be very rewarding, as **what we do in our jobs everyday can be extremely helpful for individual citizens of our communities and for the city as a whole.** Let's keep communicating & networking with one another to make our work meaningful for all!©

If you have any questions, suggestions, or comments ... please contact me or any other officer or board of director. CCMFOA is your association too, so I want you to know that your comments are of value.

Sincerely,

Brenda Davis, CCMFOA President

City of Scott City

620-872-5322

scottcty@pld.com



DIRECTOR'S REPORT

Gayle Martin

Institute and Education Director

City Clerks & Municipal Finance Officers Association of Kansas



Municipal Clerks Academy to feature retired FBI special agent

Jeff Lanza, a retired FBI agent, will be the featured speaker at the 2012 Master Municipal Clerks Academy in Wichita.

Lanza's presentation on "Leadership Ethics" will open the Nov. 14 and 15 academy at the Wichita Marriott Hotel. Other academy sessions will focus on municipal finance, information technology, the Kansas setoff program, legislative initiatives and employee motivation.

More than 75 municipal clerks and deputy clerks will participate in the Kansas Municipal Clerks Certification Institute Nov. 12 through 16, also at the Marriott Hotel.

For more information, contact Gayle Martin, CCMFOA education director, at the Center for Urban Studies, (316) 978-6541, gayle.martin@wichita.edu.

Mark your calendars for the 2013 CCMFOA Spring Conference on March 13 through 15, Wichita Marriott Hotel. An Athenian Dialogue is planned for March 12.

Where is the next IIMC Annual Conference?



Atlantic City, NJ

2013 IIMC Conference

Attending the ENTIRE IIMC Conference in Atlantic City, New Jersey, will earn you EIGHT CMC EDUCATION or EXPERIENCE points, or EIGHT MMC ADVANCED EDUCATION or PROFESSIONAL and SOCIAL CONTRIBUTION points. To receive all 8 Points, IIMC will be scanning Delegates prior to each education session.

MASTER MUNICIPAL ACADEMY POINTS

Master Municipal Clerk Academy attendees can earn two (2) points for each Academy attended and completed (including assessment) for a possible total number of eight (8) points.



KANSAS/IIMC MUNICIPAL CLERKS CERTIFICATION INSTITUTE

Kansas/IIMC Municipal Clerks Certification Institute
Wichita Marriott Hotel
Years 1, 2 and 3 – November 12-16, 2012
Year 4 – November 14-16, 2012



➤ **YEAR 1**

- Knowledge Transfer Action Plan (KTAP) work sessions
- Introduction to Local Government
- Working with Your Governing Body
- Revenues and Fiscal Management
- Municipal Accounting
- Budgeting Basics
- Introduction to Municipal Law
- Safety Issues & Workers' Compensation
- Records Management
- Agenda and Minutes
- Understanding Environmental Challenges of Kansas Communities
- Positive Public Relations
- Written Communication on the Job
- Listening Skills
- What Every Municipal Clerk Needs to Know About Elections
- Excellence in Customer Service
- Practical Tips for New City Clerks and Finance Officers
- Parliamentary Procedure
- Security in the Workplace

➤ **YEAR 2**

- KTAP work sessions
- Human Resource Practices: The Performance

- Management Cycle
- Organizational Culture and Municipal Government
- Leadership Skills for Public Service Professionals
- Community and Government Partnerships
- Establishing Internal Controls
- Municipal Bond Basics
- Legal Aspects of Human Resource Management
- Working Effectively in Teams
- Small Group Communication and Facilitation Skills

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KANSAS/IIMC MUNICIPAL CLERKS CERTIFICATION INSTITUTE

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➤ YEAR 2

Effective Presentation Skills
 Written Communication (Advanced)
 Communication: Crossing Sex, Culture and Generation Boundaries
 Emergency Management
 Time Management
 Ethics and Values in Local Government
 How to Conduct a Job Interview

➤ YEAR 3

Working with the Legislature
 Building Partnerships: Positive Political Skills at City Hall
 Projecting Revenues
 Legal Aspects of the Administrative Process
 Government Technology Update and E-Government Issues
 Conflict Resolution and Group Dynamics
 Different Gifts: Myers-Briggs Type Indicator in the Workplace
 How to be an Effective Public Speaker
 Specialized Writing Skills
 What's Your Career Path?
 Group Decision Making
 Zoning and Planning
 Media and Local Government
 Setting and Achieving Goals
 Applying Your Knowledge at City Hall: Capstone Course

➤ YEAR 4

(November 14 + Academy)

Wednesday: 8 a.m. – 5:30 p.m.

Dealing with Difficult People
 The City Clerk as Community Educator
 Managing Personnel Policies
 Advanced Records Management

Thursday-Friday (November 15 and 16):

See Master Municipal Academy schedule

Register online at the City Clerks and Municipal Finance Officers Web site www.ccmfoa.org

Information: Gayle Martin, CCMFOA Education Director, gayle.martin@wichita.edu; 316.978.6541

Completion of all four years of the Certification Institute provides the 120 contact hours required for Certified Municipal Clerk (CMC) certification as stipulated by the International Institute of Municipal Clerks (IIMC).



KANSAS/IIMC MASTER MUNICIPAL CLERKS ACADEMY



Nov. 15 and 16, 2012, Marriott Hotel, Wichita
(Tentative Schedule)

Thursday, November 15

Leadership Ethics

Jeff Lanza, The Lanza Group

8 a.m. to 9 a.m.

This presentation will help municipal clerks develop, inspire and maintain a culture of integrity in their organizations. While chronicling failures of integrity from the cubicle to the corner office, the instructor provides a positive framework for hiring employees with high integrity and creating an environment which helps ensure that company personnel maintain their moral compass. Real FBI case examples help the audience understand the root causes of unethical behavior and to facilitate the achievement of organizational goals at all levels with employees' morality and integrity intact.

After the Bonds Are Issued: Then What?

Kevin Cowan, Gilmore & Bell, P.C.

9 a.m. to 10:30 a.m.

This session will cover IRS standards related to municipal government post-issuance tax compliance for tax-exempt debt. Participants will learn how to incorporate these standards in an overall city policy dealing with tax exempt bonds and other debt.

Running a City is a Risky Business

Don Osenbaugh, KS Municipal Insurance Trust

10:45 a.m. to 12 noon

This session will focus on risk management including a municipality's responsibilities for workers' compensation, other insurance and financial aspects of dealing with potential risks and emergencies.

LUNCH & CCMFOA Business Meeting

Connected Communities: A Co-op Approach to Municipal Information Technology

Morey Sullivan, Alexander Open Systems

1:15 p.m. to 2:30 p.m.

This session will define the concept of "connected communities" based on local government information sharing and collaboration of information technology services. Participants will learn how to assess possible opportunities for shared information technology management & operations infrastructure.

Overtime: To Pay or Not to Pay;

Family & Medical Leave Act Update

Susan Lang, Department of Labor

2:30 p.m. to 3:45 p.m.

This presentation is designed to assist clerks in complying with the Fair Labor Standards Act related to payment of minimum wage, payment of overtime, employment of minors under the age of 18, and proper recordkeeping. The course will also provide information on the Family and Medical Leave Act provisions.

Community Engagement in Budget Process

Denise Duerksen, City of Newton

Deb Mootz, City of Roeland Park

4 p.m. to 5:30 p.m.

This session will review the city budget process, the key budget issues, and ways for citizens to gain access to the process, increase their involvement and provide valuable input.

KS/IIMC Municipal Clerks Institute Graduation banquet –

Sandy Jacquot

League of KS Municipalities



2013 CITY CLERK/FINANCE OFFICER OF THE YEAR NOMINATIONS SOUGHT

CCMFOA – 2013 City Clerk/Finance Officer of the Year Nominations Sought

Mildred Vance City Clerk/ Municipal Finance Officer of the Year



Hello, fellow CCMFOA members! It is that time of the year to begin thinking about the “Mildred Vance City Clerk/ Municipal Finance Officer of the Year” award. The information and application for this prestigious annual award is on the CCMFOA website at www.ccmfoa.org. Click on “Handbook” on the left side of the web page. Go to pages 31-34 for the criterion and the application. The nomination form should be completed and mailed to me for receipt **no later than January 1st, 2013**. We were honored last year with the selection of Marian Cook, MMC, City Clerk of Overland Park, who will be assisting the committee members of the Missouri Clerks/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative. The nominations may be submitted by a fellow city clerk or finance officer, mayor/council member, city manager/ administrator, or a fellow employee. Please take a few minutes and read over the information and then send in your nomination. Please ensure you include as much information as possible in each category as these points are vital in the final computation of judging standards. The Missouri and Illinois presidents, as well as the LKM representative, are not always familiar with the nominee. Therefore, it is very important to write in as much as is possibly known about your nominee’s involvement in doing his/her job and the dates of committees he/she served on. If you have any questions, please contact me at 785-227-3355 or by email at jls@lindsborgcity.org

Jerry Lovett Sperling, MMC
Chair of the Award Committee

Past City Clerk of the year recipients

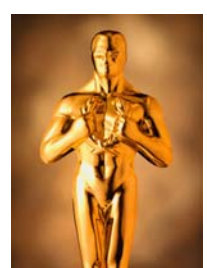
2009

2010

2011

2012

2013



Cheri Peine
Oswego

Lana McPherson
De Soto

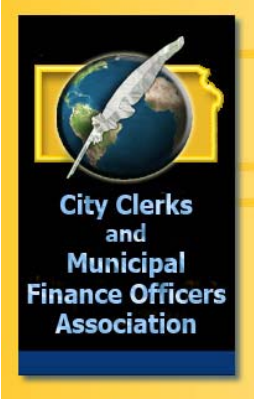
Jerry Lovett-Sperling
Lindsborg

Marian Cook
Overland Park

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CCMFOA 2013 DUES STATEMENT

 <p>City Clerks and Municipal Finance Officers Association</p>	CITY CLERKS AND MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF KANSAS 2013 ANNUAL DUES STATEMENT			
	Membership period 1/1/2013 through 12/31/2013			
	<u>Class of City</u>		<u>A m o u n t</u>	
	1 st Class City		\$75.00	
	2 nd Class City		\$50.00	
	3 rd Class City		\$25.00	
	Associate Member*		\$25.00	
Retiree**		\$25.00		
* An Associate member is any member who is no longer serving in a position with a city.** A Retiree is someone who has retired from a position eligible for membership in CCMFOA.				
Name:				
	Last Name		First Name	
Title:				
Mailing Address:				
City:			Zip:	
County:			Work Ph:	()
E-mail Address:				
Signature:				
Please check if applicable:				
<input type="radio"/> New Clerk		<input type="radio"/> CMC (Certified Municipal Clerk)		<input type="radio"/> New CMC
		<input type="radio"/> MMC (Master Municipal Clerk)		<input type="radio"/> New MMC
Amount Enclosed:	\$			
Make checks payable to:	CCMFOA of Kansas			
Mail to:	Stacey Crum CCMFOA Treasurer City of Concordia P O Box 603 Concordia, KS 66901			BE SURE YOU USE THE CORRECT REMIT TO ADDRESS!
Office Use Only:				
Date Received:		Check #		



CLERK NEWS

LKM CONFERENCE PICTURE



2012 League of Kansas Municipalities Conference, Topeka, Kansas. Group photo at the clerk breakfast.

THANK YOU

Thank You for the 2012 Clerk of the Year Award

I will always remember the jumble of feelings (surprise, honor, panic—what do I say?) upon hearing my name announced as 2012 Clerk of the Year. It was such an honor just to be nominated let alone to actually be chosen for the Award.

A big “thank you” goes to the clerks who nominated me. It makes you feel really good to realize that what you do/have done has been noticed. With this honor comes responsibility, and I will always do my best to live up to those expectations.

Marian Cook, Overland Park

AOS
Expect the Best!

Thank you to Alexander Open Systems for providing educational support to the City Clerks and Municipal Finance Officers Association's 2012 Kansas/IIMC Certification Institute and Masters Academy.



CLERK NEWS

CONDOLENCES

To the family of **Patty Brooner**, former City Clerk for the City of Sedgwick who passed away on October 13, 2012.



ACHIEVEMENTS

Debra J. Smith, CMC - City Clerk - City of Girard has earned the prestigious Certified Municipal Clerk certification from the International Institute of Municipal Clerks.



SCHOLARSHIP WINNERS

Institute:

- Region 1
- Region 2 Margaret Perez, Ulysses
- Region 3 Ragina Neilson and Christy Pyatt, Greensburg
- Region 4 Marty Grill, Canton
- Region 5 Shelly Underwood, Atlanta
- Region 6 Chasity Hanson, St. George
- Region 7
- Region 8 Amy Zortz, Weir and Julie Stutzman, Lyndon

Master Academy:

- Region 7 Kim Perry, McLouth



CLERK NEWS

REGION NEWS



REGION 2

Region 2 Clerks met on Monday October 29 at 10:30 a.m. at Scott City Municipal Building in Scott City, Kansas. Those present were:

Brenda Davis & Cathy Graff, Scott City; Julie Wood, Ingalls; Tiffany Neel, Meade; Belinda Thornburg, Fowler; Kristi Lee & Karen Maris, Ashland; Connie Marquez, Dodge City; Margret Perez, Ulysses; Cindy Broeckelman, Lakin and Celyn Hurtudo, Garden City

After a tour of City Hall, we boarded a bus for a tour of the Lake Scott Area. The weather was a gorgeous 75 degrees. Our first stop was Battle Canyon, where the last Indian battle in Kansas was fought between the Cheyenne and the U.S. Cavalry. The second stop took us to El Cuartelejo Indian Pueblo in Lake Scott State Park. It is the northern most pueblo ruins in the United States. After a drive around Lake Scott observing the great camping and cabin areas, lunch was served at Lake Scott Lake House. From the Lake House, we headed north to Monument Rocks to observe these beautiful natural limestone formations. Last, but certainly not least on our tour was a tour of a buffalo ranch. We climbed up in a pickup loaded with hay bales to get up close and personal with over 400 head of buffalo. Much thanks to Brenda & Cathy for this wonderful tour and unforgettable experience!!



Monument Rocks



"Buffalo girls won't you come out tonight"



Picture of clerks at Battle Creek Canyon: (L-R) Cathy Weibert, Water Clerk of Scott City, Belinda Thornburg City Clerk of Fowler, Cindy Broeckelman City Clerk of Lakin, Brenda Davis City Clerk of Scott City, Tiffany Neel City Clerk of Meade, Connie Marquez Deputy Clerk of Dodge City, Celyn Hurtudo City Clerk of Garden City, Margaret Perez City Clerk of Ulysses, Julie Woods City Clerk of Ingalls, Kristie Lee City Clerk of Ashland, and Karen Maris Billing Clerk of Ashland.



REGION NEWS (Continued from page 11)

REGION 5

Cheney hosted the Region 5 Meeting on Friday, July 13. Being a new resident to the state of Kansas, I enjoyed the drive through the hilly farm fields into the very cool town of Cheney.

City Clerk Danielle Young introduced Cheney and showed pictures and shared stories of their most recently completed construction and restoration projects, which were mainly funded through donations and grants. It was inspiring! The group was introduced to Bill Meek, Sedgwick County Register of Deeds, and his staff who provided a quick overview of how to properly file documents with his office. The highlight of the meeting was a tabletop exercise, which was hosted by Gayle Martin, Wichita State University, on "Promoting Your City on a Shoestring Budget". Small groups of varying city representatives selected a program, event, or city asset to promote. Each group presented their project and public relations tactics. Other groups were then able to provide additional feedback during the presentations. Piggybacking onto the Sedgwick County Fair, Cheney concluded the meeting with lunch at the fairgrounds." – Liza Donabauer, Clearwater City Clerk



REGION 8

Fifteen clerks from Region 8 took time out of their busy schedules to meet in Altoona on July 31st and enjoy a terrific luncheon provided courteous of the City of Altoona. It was a great opportunity to catch up on the latest happenings in our corner of the world and find out what's new in each other's lives.

After lunch we enjoyed a slide show presentation and talk by Barbara Anderson with the Kansas Department of Commerce on the Kansas PRIDE Program. What a neat thing to see pictures of different downtown cities and the projects they have done to improve the looks of their communities.

We plan to meet again next Spring when more of our clerks will be able to attend. Until then we keep in touch through e-mail!!!!



FRONT ROW (SEATED): Bobby Busch, City of Neodesha; Rhonda Hill, City of Gas; Jessica Bartoli, City of Fredonia

MIDDLE ROW: Debbie Smith, City of Girard; Stephanie Fyfe, City of Neodesha; Chrystal Scherbarth, City of Altoona; Carolyn Anderson, City of Fredonia; Cindy Lero, City of Erie; Peggy Ybarra, City of Altamont.

BACK ROW: Traci Kuhn, City of Buffalo; Mary Collins, City of Waverly; Sara Roufs, City of Uniontown; Ellen Harper, City of Bronson; Suzanne Black, City of Fredonia; Roxanne Hutton, City of Iola.





Our Mission Statement

“Promoting Responsive and Responsible Government”

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional development resources and education opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency and accountability in the delivery of local government services.

CCMFOA WEBSITE

www.ccmfoa.org

Document Library

Listserv Policy

Handbook & Bylaws

Photo Gallery



CCMFOA Wings Newsletter

David Bryant, Editor

C/O: City of Lenexa

P.O. Box 14888

Lenexa, KS 66285-4888

