



# 39TH ANNUAL MONTANA MUNICIPAL INSTITUTE



## DAILY AGENDA

Sunday, May 5<sup>th</sup>



**3 - 4:30 pm**

Registration

**4:30 - 6 pm**

Welcome & Orientation

Monday, May 6<sup>th</sup>



### CLERK AGENDA

### TREASURER AGENDA

**7 - 8 am**

Breakfast

**8 - 9 am**

#### Committees That Work: Common Traps and Creative Solutions

An interactive session to address the seven common traps of ineffective committees, plus creative solutions to move groups forward.

**9 - 10 am**

#### Municipal Permits

Learn the basics of the permit process from managing and enforcing, fees, how to collect and compliance.

#### Annual Financial Report

A review of the legal requirement for and preparation of the Annual Financial Report (AFR) and a discussion of best practices.

**10 - 12 pm**

#### Managing Change

An interactive session focused on employing strategies to identify and remove obstacles to change and learning how to handle change and transition.

#### Turning Delinquent Receivables into Revenue/ Public Procurement

Learn about appropriate revenue collection procedures and techniques followed by effective public procurement.

**12 - 1 pm**

Lunch

**1 - 2 pm**

**Municipal Services**  
An overview of municipal service functions and operations provided for citizens.

**2 - 3 pm**

**Freedom of Information Act**  
An in-depth review of the Freedom of Information Act and the constitutional rights of the public to access information related to the workings of their government.

**Municipal Debt Management**  
A review of the legal limits of municipal debt and the requirements and procedures for issuing general obligation bonds.

**3 - 5 pm**

**Retirement System Reporting**  
A review of the requirements and best practices of reporting payroll and retirement information to state and federal agencies.

Tuesday, May 7<sup>th</sup>



**CLERK AGENDA**

**TREASURER AGENDA**

**7 - 8 am**

**Breakfast**

**8 - 10 am**

**USDA Funding**  
A session on the United States Department of Agriculture (USDA) funding including administrative requirements for a successful funding application.

**Social Media As an Outreach Tool**  
The course will provide an overview of opportunities and best practices for using social media to reach your public where they are.

**10 - 12 pm**

**Revenue Collections**  
A review and discussion of appropriate revenue collection procedures and techniques.  
\*Presented by a guest speaker from APTUS&C\*

**12 - 1 pm**

**Lunch**

**1 - 3 pm**

**Cash Handling Management**  
This is a combination lecture and small working group session to meet the specific certification requirements of the Municipal Treasurers Association.  
\*Presented by a guest speaker from APTUS&C\*

**3 - 5 pm**

**Clerk/Treasurer to Clerk/Treasurer**  
An interactive discussion and review of commonly asked questions and challenges faced by municipal clerks and treasurers.

Wednesday, May 8<sup>th</sup>



**CLERK AGENDA**

**TREASURER AGENDA**

**7 - 8 am**

**Breakfast**

**8 - 9:30 am**

**Right of the Public to Know and Participate**

An in-depth review of the constitutional right of the public to observe, know and participate in the workings of their municipal government.

**9:30 - 12 pm**

**Employee Motivation**

A review and discussion of effective employee motivation techniques.

**12 - 1 pm**

**Lunch & MMCTFOA Meeting**

**1 - 3 pm**

**Engaging Employees for Success**

An interactive session to address how to engage employees by identifying and meeting employee motivational needs. Methods to increase employee productivity by clarifying job expectations and providing objective feedback will be practiced.

**3 - 5 pm**

**Interviewing Techniques and Analyzing Applicant Qualifications**

The purpose of this course is to review the legal requirements and appropriate procedures to hire municipal employees and an overview of EEO requirements, and current federal and state FLSA criteria for overtime compensation.

Thursday, May 9<sup>th</sup>



**CLERK AGENDA**

**TREASURER AGENDA**

**7 - 8 am**

**Breakfast**

**8 - 9 am**

**Succession Planning**

An overview of the importance of succession planning to a municipality's long term health, along with tips, best practices, and first step ideas that clerks can implement as soon as they return home.

**9 - 10 am**

**Legislative Session Recap: How Will It Affect My Municipality?**

A review and discussion of the 2019 Montana Legislative Session and how the results will affect municipal government operations and services in Montana.

<p><b>10- 12 pm</b></p>	<p><b>Labor Laws &amp; Harassment Prevention</b>          This session will cover FLSA criteria to begin with followed by WDEA (Wrongful Discharge from Employment Act) and the legal requirements of the ADA. The session will end with a harassment prevention training for municipal officials.</p>	<p><b>Municipal Budgeting</b>          This session will review municipal budgeting theory and best practices. Participants will learn about the importance of values-based budgeting, fundamental public accounting theory, and participate in an interactive discussion around practical tips and suggested budgeting processes.</p>
<p><b>12 - 2 pm</b></p>	<p><b>Banquet Lunch &amp; Awards Ceremony</b></p>	
<p><b>2 - 4 pm</b></p>	<p><b>Intergenerational Communication and Management</b>          An overview of generational differences, their potential impact in the workplace, and techniques for communicating and managing across generations.</p>	
<p><b>4 - 5 pm</b></p>	<p><b>Operating Under Emergency Conditions</b>          A session to aid in the planning, communications and records management related to disaster and emergency operating conditions.</p>	<p><b>GASB Review and Update</b>          A review of the changes imposed by the Governmental Accounting Standards Bureau (GASB) and what to expect for FY 2020</p>

## Questions?

Contact Jane MacDonald at the  
 MSU Local Government Center:  
 (406) 994-6694 or  
[jane.macdonald@montana.edu](mailto:jane.macdonald@montana.edu)

**REGISTER AT:**

**[WWW.MSULOCALGOV.ORG](http://WWW.MSULOCALGOV.ORG)**

**We look forward to seeing you in May!**



EXTENSION

Local Government Center