



39TH ANNUAL MONTANA MUNICIPAL INSTITUTE



DAILY AGENDA

Sunday, May 5th



3 - 4:30 pm

Registration

4:30 - 6 pm

Welcome & Orientation

Monday, May 6th



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 7th



CLERK AGENDA

TREASURER AGENDA

7 - 8 am

Breakfast

8 - 10 am

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.

USDA Annual Reporting

A session on the United States Department of Agriculture (USDA) funding including administrative requirements for successful annual reporting.

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 8th



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.

Thursday, May 9th



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

How You Impact change at the state level!

With your help, Executive Director Tim Burton and Deputy Director/General Counsel Kelly A. Lynch from the Montana League of Cities and Towns worked the 2019 Legislative Session protecting the interests of Montana's cities & towns. They will talk about municipal clerks' important role in helping the League build relationships, identify problems, and develop the power to change the decisions that impact cities & towns.

10- 12 pm	<p align="center">Overview of Labor Laws</p> <p>The purpose of this session is to review current labor laws including Fair Labor Standards Act (FLSA), Wrongful Discharge from Employment Act (WDEA), and the American Disabilities Act (ADA).</p>	<p align="center">Municipal Budgeting</p> <p>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>
12 - 2 pm	<p align="center">Banquet Lunch & Awards Ceremony</p>	
2 - 4 pm	<p align="center">Intergenerational Communication and Management</p> <p>An overview of generational differences, their potential impact in the workplace, and techniques for communicating and managing across generations.</p>	
4 - 5 pm	<p>Operating Under Emergency Conditions</p> <p>A session to aid in the planning, communications and records management related to disaster and emergency operating conditions.</p>	<p align="center">GASB Review and Update</p> <p>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:
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jane.macdonald@montana.edu

REGISTER AT:

WWW.MSULOCALGOV.ORG

We look forward to seeing you in May!



EXTENSION

Local Government Center