
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2009



Message from the President

*By Beth Deck, Clerk, Norfolk
NMCA President*

Everyone is full swing into preparing budgets for fiscal year 2009-2010! Wow, just looking at the year is scary. Time is flying by – most of you probably remember the Year 2000 scare! Well, that’s 10 years ago already and we made it through without a hitch. However, this budget year will prove trying for many municipalities!

Budgets are tight, expenses have increased and revenue has decreased. With the economy still in a turmoil, it is a difficult time to increase taxes but also difficult to cut expenses (which equates to reducing services provided). Budgets are plans or guides for expenditures and provide direction for the various municipal divisions and departments. Budgets should also be a comprehensive decision-making document designed to present an accurate descrip-

tion of how the municipality operates, its policies, goals and services provided.

A budget can contain the following: policy document, financial plan, operation’s guide and communications device.

Policy Document – The budget can reflect decisions about a variety of policy issues such as whom to tax, what to tax, what programs to fund or reduce or when to issue debt.

Financial Plan – The budget details the costs associated with providing municipal services and how the services will be funded.

Operations Guide – The budget informs the readers of all activities, services and functions carried out by each department and provides information on debt management, staff levels, capital spending plans and performance measures.

Communications Device –

The budget can include a budget message that provides readers with a

condensed synopsis of the fiscal plans for the upcoming fiscal year. Including a table of contents and glossary makes it easy to find and understand the contents of the budget document.

If you have questions, the State Auditor’s office (<http://www.auditors.state.ne.us/>) and League of Nebraska Municipalities (<http://lonm.org/>) are good sources of information.

At the NMCA Executive Board meeting held in June, the Board directed that the Vendor Game Committee will consist of each



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IIMC raffle tickets available

Contact Barb Whitley, Clerk/Treasurer, Geneva about purchasing raffle tickets.

You can reach her by phone at 402-759-3109, or by email at bwhitley@cityofgeneva.org.



Conference Package

RAFFLE

Enter to win a
2010 Reno/Tahoe
Conference Package!!

WIN!!!

Includes: **Tickets**

- Conference Registration \$5 each or
- Grand Sierra Hotel Stay \$20 for 5
- Spa Package
- and MUCH MORE!!!

Thank you to all of our Region VIII members!!

IIMC • Reno/Tahoe, NV • May 23-27, 2010
Adventures in Education

 Sponsored by the Nevada Municipal Clerks Association



Bonus Round RAFFLE

Enter to win
some fabulous prizes!!

Tickets
\$5 each or \$20 for 5

- Autographed Drawing by Famous "Pickles" Illustrator, Brian Crane, created especially for the 2010 Conference
- Incline Village Golf Package
- Ipod
- and MUCH, MUCH MORE!!

WIN!!!

Thank you to all of our Region VIII members!!

IIMC • Reno/Tahoe, NV • May 23-27, 2010
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Message from the President

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of the five District Directors. If you have questions or comments regarding the Vendor Game, please contact one of the Directors below:

District 1 Director, Tammy Cooley, Morrill Clerk-Treasurer, morrill@prairieweb.com

District 2 Director, LeAnn Doak, McCook City Clerk, ldoak@cityofmccook.com

District 3 Director, Susan Kloeping, Cozad City Clerk-Treasurer, cozadcty@cozadtel.net

District 4 Director, Mary Kempf, West Point City Clerk, westpoint@cableone.net

District 5 Director, Linda Carroll, Fairmont Village Clerk-Treasurer, fairmont@galaxycable.net

PLEASE TAKE NOTE – The Wednesday Night Hospitality Committee still HAS NOT been established. No one signed up and no group has volunteered to do the event. Therefore, the Board may consider dropping this event – but that would be a last resort – this is always a well-attended event! **Please let me know if you would be willing to serve on the committee!**

As you may have noticed, Director Chris Reed and Assistant Director Melanie Kiper are

providing informative articles in the clerks' newsletter on a monthly basis at the request of the Board of Directors. If there is a topic you want covered or explained, please contact either one of them at creed@unomaha.edu or mkipper@unomaha.edu

Beth Deck, MMC
City of Norfolk
bdeck@ci.norfolk.ne.us
(402) 844-2012

"The worst thing about history is that every time it repeats itself, the price goes up." Ginger Snaps – Fun Thoughts on Life by Dian Ritter

Help out the Reno Clerks!!

The 2010 IIMC Conference is in Reno, NV. The Reno Clerks are asking for any items to be placed in the "Conference Bags" from all of the Region VIII States. The items could be pens, pencils, koozies, magnets etc. The items should have your town name on it or "Nebraska" on them. If you have

one or 50, it doesn't matter. Linda Carroll from Fairmont would be willing to put the items in a box and get them sent to Reno. Please bring the various items to the next two conferences – League of Nebraska Municipalities Annual Conference Sept. 30-Oct. 2 in North Platte or the League of Nebraska Municipalities Mid-

winter Conference in February. And, of course, the Nebraska Clerks Institute and Academy in March. Let's show them the Nebraska Pride!!

Thanks for all of your help!!

Submitted by Barbara Whitley NMCA President
bwhitley@cityofgeneva.org



The Nebraska Certified Public Manager[®] (CPM) Program

Is expanding to
Kearney NE
in October 2009!!

The Nebraska CPM Program is funded and sponsored by the University of Nebraska Omaha (UNO) School of Public Administration. With this expansion, the program will be offered at two campuses in Nebraska—Omaha and Kearney—as well as online.



The Kearney program will:

- € Provide a comprehensive set of leadership and management courses that lead to a national certification
- € **Involve faculty from the University of Nebraska Omaha (UNO), University of Nebraska Kearney (UNK) and University of Nebraska Lincoln (UNL)**
- € Emphasize development of practical skills that will help participants improve themselves and their organizations
- € **Include a mix of on campus and online coursework and a major project**

Contact Jessica McVay
at 402-216-9432 and jessicakmcvay@gmail.com or go to
<http://www.unomaha.edu/cpm/index.php> for more information and an
application.

Applications are due August 31, 2009.



From the Clerk Institute Directors

As we see it, the most important task we do throughout the year is to put together a **quality educational program** that meets your needs. This is the heart of the Nebraska Clerk Institute/Academy program; and a responsibility we take seriously. However, we do not do it alone. There are other players involved in developing the educational program including members of the NMCA Education Committee and Board of Directors, IIMC education staff members and you.

Reed asked to be Institute Director for NMCA

Christine M. Reed announced that Melanie Kiper has been asked to be an Institute Director for the Nebraska Municipal Clerks Association. Please congratulate Melanie at your earliest convenience.

Melanie is a real asset for NMCA.

Her email address is:
mkiper@mail.unomaha.edu

We begin developing the program in August by **first reviewing the requirements of the IIMC guidelines**. This is an important step. We are charged by NMCA with designing a program that will satisfy CMC and MMC requirements. For example, the Institute program must offer a 50 percent-30 percent-20 percent split between Public Administration, Social and Interpersonal Issues, and Electives, respectively and the Academy program must offer an 80 percent-20 percent split between Public Administration and Electives, respectively.

Next, we review the program from the previous five years so we can avoid duplicating topics within the current Institute/Academy cycles. Then we review the evaluations from the previous five years looking especially at the usefulness rating for each session, the quality rating for each speaker and your comments about your most favorite and least favorite things. *Most importantly, we look in detail at your suggestions for future sessions. Your suggestions are our most useful source of ideas.*

Additional sources used for sessions are taken from emerging topics in public administra-

tion, the sample course subjects list from IIMC, other Institute Directors and state programs, the curriculum of the MPA and CPM programs, outcomes from Burning Issues Roundtable sessions, LONM or other conference programs and the myriad of suggestions, observations and comments that are submitted to us by clerks throughout the year by phone, email and letter. Unique to this year and beyond, we will also have the results from the recent Nebraska Clerk Survey. The answers to questions about your duties and specific training needs and core competencies will help us identify relevant subject areas.

From this information we develop a draft of session topics and possible speakers which we present to and discuss with the Education Committee and Board of Directors at a series of meetings held throughout the late summer and early fall. During those meetings the committee and board members will make additional suggestions for topics and speakers and will discard some that we have suggested. This is also when decisions about the format of the program—such as whether to include roundtable

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From the Clerk Institute Directors

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sessions or to eliminate the keynote speaker – are made. Over several months, the program is altered and refined as additional suggestions are considered; potential speakers

Federal minimum wage increases in July

The federal minimum wage under the Fair Labor Standards Act (FLSA) was increased by Congress and signed by President Bush on May 26, 2007. As a result, the federal minimum wage was scheduled to be increased in three steps between 2007 and 2009.

On July 24, 2009, the minimum wage increases from \$6.55 an hour to \$7.25 an hour.

This increase is the last of three provided by the enactment of the Fair Minimum Wage Act of 2007.

The new federal minimum wage will apply to city and village employees. FLSA exceptions to the minimum wage are not changed by this increase.

are contacted about availability; program flow and logistics are thought out and costs are measured.

Once the committee and board members approve the final draft of the program, we must then submit it for **approval from IIMC**. The submission includes information about the qualification of the speakers' and the content, goals and outcomes of each session, as well as information on how the overall program meets the IIMC Education Guidelines. Then we patiently wait for approval from IIMC. They often have suggestions for improvement or concerns about specific content or a speaker's qualifications. These concerns are usually resolved by submitting additional information; however, sometimes they involve revising the program. Once IIMC approval is received, the design of the educational program is complete.

As said before, we do not develop the educational program alone, nor in a vacuum. **It is**

important to us that all Nebraska Clerks are aware of the opportunities they have to help design the educational program. This can be done by completing a participation evaluation or survey when given the opportunity; by being a member of the NMCA Board or Education Committee; by discussing your ideas with a Board or Education Committee member so they can present them at a planning meeting; or simply by contacting us directly. We sincerely want and need your input. We value everybody's participation in the process – and in the Clerk Institute/ Academy program as a whole – and want to provide a program that meets the needs of Nebraska Clerks.

Here's how to contact us: Chris Reed, 402-554-2864, creed@unomaha.edu; Melanie Kiper, 402-554-2133, mkipper@unomaha.edu; or by mail at Nebraska Clerk Institute, 6001 Dodge Street – CB 108, Omaha, NE 68182.

Be sure to attend the League's 100th Annual Conference at the Sandhills Convention Center in North Platte, Sept. 30-Oct. 2, 2009



How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest *Nebraska Municipal Clerks Newsletter* is available to view online.

- 1) **Go to the League's website at <http://lonm.org>.** Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading "Sections and Committees," there is a paragraph, which begins with the words "Attention Municipal Clerks."
- 2) **Click on the underlined phrase "Sign-Up,"** which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words "Sign-Up" in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.
- 3) **Later, if you want to remove your name and e-mail address** from this list or change your e-mail address, you follow the above directions, but click on the "Sign-In" link. There you can login with your existing information and make the necessary changes.
- 4) **To access the list of newsletters,** you can go to the Sections and Committees page and click on the underlined phrase "click here" in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

September Birthdays

Dee Arias	Louisville	9/1	Sheryl McClymont	Holdrege	9/19
Barb Prottsman	Venango	9/1	Sandy Seidel	Crawford	9/20
Nancy Hert	Waterloo	9/4	Lynne McIntosh	Fremont	9/20
Darla Hopwood	Shelby	9/6	Lois Ikenberry	Palmyra	9/20
Melinda Ferree	Wilcox	9/6	Carol Brugger	Winside	9/20
Kathleen Silva	Ashland	9/6	Janelle Crone	Kennard	9/21
Kathie Carlstrom	Polk	9/7	Nicole Downey	Arapahoe	9/22
Ginger Neuhart	Waverly	9/7	Jeffrey Hartung	Dixon	9/22
Rita Johnson	Creighton	9/8	Kristi Thornburg	Ainsworth	9/23
Lana Svoboda	Glenvil	9/9	Andrew Devine	Albion	9/23
Sandra Bulin	Ohioa	9/9	Kathy Skinner	Wakefield	9/24
Jean Nagey	Hebron	9/10	Kris Shaver	Atlanta	9/25
Mary Terry	Cedar Creek	9/11	Joni Belew	Bee	9/26
Carolyn Otto	Cortland	9/12	Brenda Wheeler	Blair	9/26
Eileen Murdoch	Murray	9/12	Doug Rix	Waverly	9/26
B.J. Shubert	Shubert	9/13	Christina Frazey	Mullen	9/27
Paula Pinkleman	St. Helena	9/13	Janice Hildebrandt	Oconto	9/28
Tresadi Preitauer	Stamford	9/13	Pam Diehl	Brady	9/29
Vicki Miller	Elgin	9/14	Kim Petersen	Barneston	9/30
Janice Boden	Nemaha	9/14	Sherry Heskett	Auburn	9/30
Donna Rawn	Bartley	9/16	Lori Khalsa	Whitney	9/30
Kay Dammast	Bellevue	9/17			



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

SEPTEMBER 2009

CITIES OF THE FIRST CLASS

Within 10 days following meeting
or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage Clerk publishes ordinances passed. (16-405)
Within 30 days of Council meeting. Clerk publishes official proceedings of meeting, including claims.
(19-1102)
On or before September 1 City Council determines final allocation of levy authority for its
subdivisions (77-3443)
On or before September 20 File adopted budget statement with County Clerk and
State Auditor's Office. (13-508)
At end of month Clerk files monthly report. (16-317)
Within 20 days after end of month . Treasurer files monthly financial report. (16-318)
Last Day End of Fiscal Year (16-701)
* * Clerk must prepare agenda prior to next Council meeting.
(84-1411)

CITIES OF THE SECOND CLASS

Within 10 days following meeting
or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage Clerk publishes ordinances passed. (17-613)
Within 30 days following
Council meeting Clerk publishes official proceedings of meeting, including claims.
(19-1102)
On or before September 1 City Council determines final allocation of levy authority for its
subdivisions (77-3443)
On or before September 20 File adopted budget statement with County Clerk and
State Auditor's Office. (13-508)
Within 20 days after end of month . Treasurer files monthly financial report. (17-606)
Last Day End of Fiscal Year (17-701)
* * Clerk must prepare agenda prior to next Council meeting.
(84-1411)

VILLAGES

Within 10 days following meeting
or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage Clerk publishes ordinances passed. (17-613)
Within 30 days following Trustees'
meeting Clerk publishes official proceedings of meeting, including
claims.(19-1102)
On or before September 1 Village Board determines final allocation of levy authority for its
subdivisions (77-3443)
On or before September 20 File adopted budget statement with County Clerk and
State Auditor's Office. (13-508)
Within 20 days after end of month . Treasurer files monthly financial report. (17-606)
Last Day End of Fiscal Year (17-701)
* * Clerk must prepare agenda prior to next Council meeting.
(84-1411)