

**City of Menahga  
Action Memorandum 17-008**

**Subject:** Authorize the City Administrator to Attend the IIMC Conference

**Agenda of: February 13, 2017**

**Council action:** Authorized

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**Summary statement:** Action Memorandum 17-007 authorizes the City Administrator to attend the International Institute of Municipal Clerks (IIMC) conference.

“IIMC is the professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe.” (Excerpt from the IIMC website)

IIMC’s primary focus is education. City Administrator Bower has obtained her Master Municipal Clerk certification through IIMC and is required to continue her education to maintain and enhance certification. Most of her educational and professional skills have been achieved through IIMC’s. These opportunities have provided her with the knowledge base to serve as the City’s administrator. Continuing education will build upon Ms. Bower’s existing skills and ensure her knowledge is relevant to current situations and the professional climate of today. All of which will be of benefit to the City.

The 2017 IIMC Conference is in Montreal Canada. The conference begins on Sunday, May 21 and goes through Wednesday, May 24.

Some of the educational sessions are:

- Enhancing Your Workplace Culture
- The Fear Factor: Minimizing Fear to Realize Goals
- The Importance of Emotional Intelligence in the Workplace
- Threatening People, Threatening Times: Municipal Safety Through Strategy
- Records Management Health = Public Information Effectiveness
- Communicate with Attitude!
- Project Management Essentials
- Amending with Precision: Making Amendments on the Fly
- Does EGO Stop Your Effective Workplace?
- Goal Alignment and Accountability: Never Forgotten, Always Rewarded
- The TAO of Local Government: Transparent, Accountable and Open
- The Importance of a Complaint Mechanism System
- And many more...

In an effort to keep costs down, City Administrator Bower contacted a fellow colleague and will room with that colleague in Montreal. Doing so saves the City money as the hotel expenses will be divided equally between the two.

The approximate cost for this educational opportunity is \$1,700. This amount includes the airfare, hotel, and education sessions. Funds are budgeted.

**Fiscal information:**

Total amount of funds listed in this legislation: \$ 1,700

This legislation (✓):

Has no fiscal impact       Creates a positive impact in the amount of: \$ \_\_\_\_\_  
 Creates a negative impact in the amount of: \$ 1,700

Funds are (✓):

Budgeted      Line items(s): 101-41400-331  
 Not budgeted      Affected line item(s): \_\_\_\_\_