

City of Palmer
Action Memorandum No. 15-052

Subject: Endorsement of the City Clerk's Submission of Nomination of Candidacy as the International Institute of Municipal Clerks Region IX Director

Agenda of: May 12, 2015

Council Action: Endorsed

Originator Information:

Originator: City Clerk
Date: April 22, 2015 **Requested agenda date:** May 12, 2015

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Public Safety	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

	Signature:	Remarks:
City Manager	<u><i>Joseph A. Hansen</i></u>	_____
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>[Signature]</i></u>	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ Please see "Travel required" for further information.

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ See Travel required
 Creates a negative impact in the amount of: \$

Funds are (√):
 Budgeted Line item(s): 01-02-10-6026
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____
Enterprise unrestricted net position (after requested budget modification): \$ _____
Director of Finance Signature: *[Signature]*

Summary statement: In 2009, the City Clerk served as President of the Alaska Association of Municipal Clerks (AAMC). During the Clerk's 2010 employee evaluation, she expressed future desire to serve as Region IX Director for the International Institute of Municipal Clerks (IIMC).

IIMC information.

IIMC is the worldwide parent organization for municipal clerks and is comprised of 11 different regions. IIMC serves as the authority for municipal clerk certification (Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC)).

The IIMC Region IX director position is a three-year term, from May 2016 to May 2019. The position represents Alaska, Washington, Oregon, and California as one seat on a 26 member board of directors representing over 10,000 members worldwide.

Travel required.

This position requires yearly travel to:

- State Conferences in Washington, Oregon and California.
 - Conferences are usually two to three days in length.
 - The Clerk's Association of Alaska, Washington, Oregon, and California each appropriate money to the Region IX director's travel fund which covers the cost to attend state conferences in Washington, Oregon, and California.
- Mid-Year Board Meeting.
 - The Board is generally two days. The location varies.
 - IIMC provides for the travel costs for the mid-year board meeting, which is usually held in November.
- AAMC and IIMC Annual Conferences.
 - The AAMC Conference is held in Anchorage and is usually three days in length. The IIMC Conference is usually three days and held in varying locations.
 - These conferences are currently budgeted in the Clerk's Office travel budget.

City Council endorsement required.

IIMC requires the Clerk to obtain written endorsement from the legislative body. Action Memorandum 15-052 provides for this endorsement and allows the Clerk to submit nomination for Region IX Director.

After obtaining the Council's endorsement, the Clerk will then submit all required paperwork, including a 200 word essay to the AAMC Executive Board. The Clerk's nomination will then be voted on by the members of AAMC during the annual conference in November.

Administration recommendation: Authorize Action Memorandum 15-052.