



**League of Nebraska Municipalities
2018 Municipal Accounting
& Finance Conference
Sponsor Information/Registration**

**Please join us!
June 20-22, 2018
Graduate, 141 N 9th Street, Lincoln**

Sponsor Fund

Businesses and organizations are welcome to contribute to this fund and help sponsor the conference, including coffee, roll and soft drink breaks. As a sponsor of the conference, your business' or organization's name will appear in the conference handbook, the conference program handed out at the conference, and in our *Nebraska Municipal Review* after the conference. You will also receive special recognition during the conference. To meet printing schedules, sponsor and display information must be returned by **May 30, 2018**.

Conference Registration Fees

The registration fee for up to three representatives from your company includes all conference sessions on Thursday and Friday, a program, and a conference list of registered delegates. **There is a \$50 charge for each additional representative.** The Wednesday Preconference Seminar, conference handbooks and meals are not included in the conference registration fee but may be purchased separately. For more information about registration fees, handbooks, and meal tickets, please see the attached registration form. "No shows" or cancellations made after May 30, 2018, will be billed for display table, meals, and handbooks. **PREPAYMENT IS REQUIRED FOR NON-ASSOCIATE MEMBERS.**

Display Tables

Your business or organization may wish to participate in the Conference Exhibit and reserve a display table. Displays will be set up in the coffee and soft drink break area to ensure best exposure to the municipal delegates. ***There is a limited amount of display space, therefore tables will be assigned on a first-reserved basis.*** Associate members will receive first priority of the registrations received by May 30, 2018. Display tables are 6 feet long. ***You may set up your display on Wed., June 20, after 11 a.m.*** The League and hotel are not responsible for any items or equipment.

**TO MEET PRINTING SCHEDULES, SPONSOR INFORMATION
MUST BE RETURNED BY MAY 30, 2018.**

A complete conference program will be sent at later date. We look forward to seeing you at the Municipal Accounting & Finance Conference! If you have questions, contact the League office at (402) 476-2829. Thank you for your support!

L. LYNN REX, EXECUTIVE DIRECTOR • PHONE: (402) 476-2829 • FAX: (402) 476-7052

WEB SITE: www.lonm.org • E-MAIL: lynnr@lonm.org

ATTENTION CONFERENCE SPONSORS AND EXHIBITORS

The League of Nebraska Municipalities will insert your promotional material in all conference packets to be handed out at our 2018 Municipal Accounting & Finance Conference.

As conference attendees go through their packets, your material will be in their hands. Promote your service or product. Create interest and invite delegates to visit you at your exhibit booth.

- **This service is provided only for conference sponsors and exhibitors.**
- **Cost: \$200 – Prepayment is required.**
- Insert material is limited to a one-page brochure or flyer (front and back printed sheet).
- A sample of your material, this form, and payment must be submitted to our office for approval by May 30, 2018.
- On June 4, 2018, the League will let you know how many inserts you would need to supply.
- Approved material would need to be in our office by June 11, 2018.

Firm _____ Contact _____

Address _____

City _____ State _____ Zip _____

Phone/Fax _____ / _____

Email _____

2018 MUNICIPAL ACCOUNTING & FINANCE CONFERENCE

Graduate, Lincoln
June 20 - 22, 2018



Sponsor Registration

Firm name (as you want it to appear on program): _____

Representatives attending (sponsorship includes registration for up to 3 representatives):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Additional Representatives (\$50 per person):

Name: _____ Title: _____

Name: _____ Title: _____

Type of product or service your company provides: _____

Firm Address: _____

Phone: _____ Fax: _____ Email: _____

PLEASE NOTE: Display tables will be available for setup Wed., June 20, after 11 am.

Display Backdrop (please check one): Free Standing Display Board _____ Tabletop Display Board _____
Table for Literature Only _____

Wednesday Preconference Seminar attendance: _____ \$95 _____ \$125* *After May 30

Associate Members: (includes registration for up to 3 representatives, meals are extra)

| | Through May 30 | After May 30 |
|---|----------------|--------------|
| _____ Contributing to Conference Sponsor Fund, but no display table | \$150 | \$150 |
| _____ Contributing to Conference Sponsor Fund, reserve a display table | \$470 | \$570 |
| Sponsorship includes registration for up to 3 representatives; each additional representative x \$50 | | \$ _____ |
| _____ Will you need a 110 volt outlet? Please provide your own extension cords. | | |

Non-Associate Members: (PREPAYMENT REQUIRED; includes registration for up to 3 representatives, meals are extra)

| | Through May 30 | After May 30 |
|---|----------------|--------------|
| _____ Contributing to Conference Sponsor Fund, but no display table | \$275 | \$275 |
| _____ Contributing to Conference Sponsor Fund, reserve a display table | \$620 | \$720 |
| Sponsorship includes registration for up to 3 representatives; each additional representative x \$50 | | \$ _____ |
| _____ Will you need a 110 volt outlet? Please provide your own extension cords. | | |

Meals: (indicate the number of tickets needed and who will use them)

| Name(s): | Number: | Meals: | Meal Total: |
|----------|---------|---------------------------|-------------|
| _____ | _____ | Wednesday Luncheon – \$25 | \$ _____ |
| _____ | _____ | Thursday Luncheon – \$25 | \$ _____ |

Conference Handbooks: _____ \$58.99 (includes tax) Must be ordered by May 30 Grand Total: \$ _____

Mail registration and payment to: League of Nebraska Municipalities, 1335 L Street, Lincoln, NE 68508, or fax 402-476-7052.
To meet printing schedules for conference materials, sponsor fund or display table information must be returned by May 30.

“No shows” or cancellations made after May 30 will be billed for reserved display table, meals, and handbooks.

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League of Nebraska Municipalities

www.lonm.org P: 402-476-2829



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Tentative Conference Program (subject to change)

Wednesday, June 20, 2018

- 12 pm** Registration for Preconference Seminar
- 12:30–1:30 pm** Lunch
- 1:30–4:30 pm** **PRECONFERENCE SEMINAR: LOSS CONTROL – Limit Your Personal Liability for Personnel Decisions; Understanding First Amendment Rights (Freedom of Speech) of Municipal Employees, Elected and Appointed Officials; Laws and Rules Governing the Employment of Seasonal Workers; and Other Relevant Information to Limit Your Municipal, Personal and Professional Liability.**
Jerry Pigsley, Attorney, Woods & Aitken LLP; LNM Labor and Employment Law Counsel

Thursday, June 21, 2018

- 7:30 am** **Registration:** Visit Display Area
(coffee and rolls available)
- 8–9:15 am** **Budget Update: Budget Forms, Lid Laws and Related Issues for FY 18-19**
Deann Haeffner, CPA, Assistant Deputy Auditor, Nebraska Auditor of Public Accounts' Office
Christy Abraham, Legal Counsel, LNM
- 9:15–9:30 am** **Break:** Visit Display Area
- 9:30–10:30 am** **Loans, Grants and Available Scholarships:** American Water Works Association (AWWA) Scholarships; Wastewater and Electric Service Grants/Scholarships for individuals and systems; U.S. Dept. of Agriculture (USDA) Grants and Loans; and Civic and Community Center Financing Fund (CCCFF) Grants (maximum grant amount just increased by 50 percent).
Craig Reinsch, Scholarship Committee Chair, Nebraska Section AWWA
Rob Pierce, Utilities Field Representative/Training Coordinator, LNM
USDA representative
Nebraska Dept. of Economic Development representative
- 10:30–10:45 am** **Break:** Visit Display Area
- 10:45–11:45 am** **League Legislative Report**
L. Lynn Rex, Executive Director, LNM
- 11:45 am–1 pm** **Lunch and Welcome**
Kelly Oelke, Assistant City Administrator/Clerk/Finance Director, Hickman; Chair of the MAFC Committee
- 1–1:15 pm** **Business Meeting**
- 1:15–2:15 pm** **Concurrent Sessions:**
A. LOSS CONTROL – Internal Controls Necessary to Safeguard Municipal Assets: Learn about the "best practices" for preventing personal use and/or theft of municipal assets.
(Session repeated at 2:30 pm)
Joe Stump, CPA, PFS, Almquist, Maltzahn, Galloway, & Luth, P.C.
Michael Hoback, CPA, Almquist, Maltzahn, Galloway, & Luth, P.C.

2018 MUNICIPAL ACCOUNTING & FINANCE CONFERENCE

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Thursday, June 21, 2018 (con't.)

1:15–2:15 pm **Concurrent Sessions: (con't.)**

B. Using the “Certified Local Government (CLG) Program” in Your Municipality: The CLG Program is a community-wide preservation assistance program for historic preservation. With CLG status, your municipality is eligible for grants, training and other benefits.

Kelli Bacon, CLG Coordinator/Preservation Archivist, History Nebraska, (formerly the Nebraska State Historical Society), State Historic Preservation Office

C. CORE TOPIC: Sales Tax Reporting Requirements

(Session repeated at 2:30 pm)

Steve Drzaic, Revenue Educator, Nebraska Dept. of Revenue

D. Gauging the Financial Health of Your Utility

Nick Willis, Program Manager of Environmental Finance Center, Wichita State University

2:15–2:30 pm **Break:** Visit Display Area

2:30–3:30 pm **Concurrent Sessions:**

A. LOSS CONTROL – Internal Controls Necessary to Safeguard Municipal Assets: Learn about the "best practices" for preventing personal use and/or theft of municipal assets.

(Repeat of 1:15 pm session)

Joe Stump, CPA, PFS, Almquist, Maltzahn, Galloway, & Luth, P.C.

Michael Hoback, CPA, Almquist, Maltzahn, Galloway, & Luth, P.C.

B. Future of Recycling in Nebraska

Jo Leyland, City Administrator/Clerk/Treasurer, Imperial

Sara Pierpont, Founder/Director, Pierpont Consulting

Megan Jackson, Program Manager, Nebraska Recycling Council

Lash Chaffin, Utilities Section Director, LNM

C. CORE TOPIC: Sales Tax Reporting Requirements

(Repeat of 1:15 pm session)

Steve Drzaic, Revenue Educator, Nebraska Dept. of Revenue

D. Water and Sewer Utility Rate Setting

Nick Willis, Program Manager – Environmental Finance Center, Wichita State University

3:30–3:45 pm **Break:** Visit Display Area

3:45–4:45 pm **Concurrent Sessions:**

A. Budget 101 (Part I): Selecting and preparing information to present to your CPA for your municipal budget. This will not be a "highly structured" presentation; questions can be submitted by conference delegates in advance and from the floor to panel members.

B. Discussion on How to Prepare Budgets and Related Issues for Clerks, Treasurers and Utility Finance Officers. This will not be a "highly structured" presentation; questions can be submitted by conference delegates in advance and from the floor to panel members.

C. CORE TOPIC: Utility Issues Update: Everything you want and need to know about the "best practices," laws and regulations governing utility disconnections.

(Session repeated Fri. at 11 am)

Lash Chaffin, Utilities Section Director, LNM

2018 MUNICIPAL ACCOUNTING & FINANCE CONFERENCE

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Thursday, June 21, 2018 (con't.)

3:45–4:45 pm **Concurrent Sessions: (con't.)**

D. Update on LB 840 Programs and the CCCFF: Learn the latest developments about the laws governing LB 840 programs and grants from the Civic and Community Center Financing Fund.

(Session repeated Fri. at 11 am)

Marlene Johnson, Mayor, West Point; League Past President

Tom Goulette, City Administrator, West Point

Christy Abraham, Legal Counsel, LNM

Make plans to network, visit the display area and enjoy the many restaurants and activities in Lincoln.

Friday, June 22, 2018

8 am **Visit Display Area**

(coffee and rolls available)

8:30–9:30 am **Concurrent Sessions:**

A. LOSS CONTROL – Limit Your Municipal Liability: Learn more about risk management and risk transfer contracts and agreements that your municipality should have in place.

(Session repeated at 9:45 am)

Clint Schukei, Attorney, Norfolk

B. Records Retention: Learn more about the legal requirements on which records to save and how long to save them.

(Session repeated at 9:45 am)

Austin Rhodes, Records Information Management Specialist/Document Imaging Services Manager, Nebraska Secretary of State's Office

C. CORE TOPIC: Tax Increment Financing (TIF): Be informed about LB 874, which passed in the 2018 legislative session, changing TIF provisions in the Community Development Law regarding record-keeping, annual reporting requirements, cost reimbursements, editing, substandard and blighted designations, cost-benefit analyses, notifications and public hearings.

(Session repeated at 9:45 am)

Chris Anderson, City Administrator, Central City

Christy Abraham, Legal Counsel, LNM

D. Historic Tax Incentive Program

Ryan Reed, Tax Incentive Coordinator, History Nebraska (formerly the Nebraska State Historical Society), State Historic Preservation Office

9:30–9:45 am **Break:** Visit Display Area

9:45–10:45 am **Concurrent Sessions:**

A. LOSS CONTROL – Limit Your Municipal Liability: Learn more about risk management and risk transfer contracts and agreements that your municipality should have in place.

(Repeat of 8:30 am session)

Clint Schukei, Attorney, Norfolk

B. Records Retention: Learn more about the legal requirements on which records to save and how long to save them.

(Repeat of 8:30 am session)

Austin Rhodes, Records Information Management Specialist/Document Imaging Services Manager, Nebraska Secretary of State's Office

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Graduate Hotel, Lincoln
June 20 - 22, 2018



Friday, June 22, 2018 (con't.)

9:45–10:45 am **Concurrent Sessions: (con't.)**

- C. CORE TOPIC: Tax Increment Financing (TIF):** Be informed about LB 874, which passed in the 2018 legislative session, changing TIF provisions in the Community Development Law regarding record-keeping, annual reporting requirements, cost reimbursements, editing, substandard and blighted designations, cost-benefit analyses, notifications and public hearings.
(Repeat of 8:30 am session)
Chris Anderson, City Administrator, Central City
Christy Abraham, Legal Counsel, LNM

- D. Budgeting 101 (Part II): Definitions, Form Review and Practical Advice for Clerks and Treasurers.** How to complete the budget form which needs to be filed with the State Auditor; questions can be submitted by conference delegates in advance and from the floor to panel members.

10:45-11 am **Break:** Visit Display Area

11 am–12 pm **Concurrent Sessions:**

- A. CORE TOPIC: Utility Issues Update:** Everything you want and need to know about the "best practices," laws and regulations governing utility disconnections.
(Repeat of Thurs. 3:45 pm session)
Lash Chaffin, Utilities Section Director, LNM
- B. Update on LB 840 Programs and the CCCFF:** Learn the latest developments about the laws governing LB 840 programs and grants from the Civic and Community Center Financing Fund.
(Repeat of Thurs. 3:45 pm session)
Marlene Johnson, Mayor, West Point; League Past President
Tom Goulette, City Administrator, West Point
Christy Abraham, Legal Counsel, LNM

12 pm **Adjournment** – Have a safe trip home!

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Conference and Hotel Information

- ❖ All conference sessions will be held at the Graduate Hotel, 141 North 9th Street, Lincoln, Nebraska 68508.
- ❖ To make room reservations at the Graduate Hotel, call 1-402-475-4011 and specify you are with the League room block.
- ❖ The room rate at the is \$104 for a single/double room.
- ❖ The room block will be released **May 18**. Contact the hotel before that date to secure a reservation.
- ❖ Check-in time is 3 p.m.; check-out time is 11 a.m.
- ❖ If you want a written confirmation number, please request it when making your reservations.
- ❖ Preregistration deadline for delegates is **May 30**. Registrations received after this date will incur higher registration costs and are not guaranteed handbooks.
- ❖ Advance registrations not cancelled by **May 30** or “no shows” will be billed for reserved display tables, handbooks and any meal tickets.
- ❖ If you need special accommodations or equipment at this conference, contact the League office by **May 30**.
- ❖ Additional conference handbooks: \$55 each. (If registration is not cancelled by **May 30**, delegate may be charged for a handbook.)
- ❖ To meet printing schedules for the conference materials, sponsor fund or display table information must be returned by **May 30**.
- ❖ For your comfort, we recommend that you wear layered clothing, or bring a jacket, because heating and cooling conditions may vary.