

2018 Municipal Accounting and Finance Conference

June 20 - 22, 2018

Graduate Hotel, Lincoln



League of Nebraska Municipalities

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



2018 MUNICIPAL ACCOUNTING & FINANCE CONFERENCE

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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.

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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

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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.

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- 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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Delegate Registration

Municipality: _____

Name (as you want it to appear on name tag): _____

Title: _____ Spouse (if attending): _____

First League Conference? Yes _____ No _____

Check # _____ enclosed for \$ _____ (Advanced payment encouraged)

Billing address: _____

Phone: _____ Email: _____

	Through May 30	After May 30
Wednesday Preconference Seminar:	_____ \$95	_____ \$125
Thursday & Friday Conference: (Includes handbook; meals are extra) Per municipal official, League member	_____ \$325	_____ \$355

Conference Total: \$ _____

Meals: (not included in registration fee; indicate number needed by **May 30**)

Wednesday Luncheon _____ \$25

Thursday Luncheon _____ \$25

Meals Total: \$ _____

Grand Total: \$ _____

Conference Information

- ❖ Preregistration deadline is **May 30**. Registrations received after this date will incur higher registration costs and are not guaranteed handbooks.
- ❖ Advanced registrations not cancelled by **May 30** or "no shows" will be billed for any handbooks or meal tickets reserved.
- ❖ If you need special accommodations or equipment at this conference, contact the League office by **May 30**.
- ❖ Additional conference handbooks must be ordered by **May 30**: \$55 each.

Mail registration and payment to: League of Nebraska Municipalities, 1335 L Street, Lincoln, NE 68508, or fax 402-476-7052

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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.