

CITY OF SUNFISH LAKE

ITEM 8.b.

DATE: January 27, 2016

TO: Mayor and Council

FROM: Cathy Iago, City Clerk/Administrator

RE: Request for Registration Fee for the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference

The Minnesota Clerks and Finance Officer's Association Conference is held annually in March in the State of Minnesota. The conference offers a diverse variety of training opportunities for Minnesota Clerks and Finance Officers that assist them with enhancing job performance and also provides Continuing Education Credits (CEU's) for attendees.

This year the conference will be held in St. Cloud, Minnesota, March 15-18, 2016. The early-bird registration fee, which includes most meals, is \$220. I have made arrangements to share the lodging costs with the Inver Grove Heights City Clerk, therefore the total lodging costs with tax should be approximately \$240.

I contacted Treasurer Lanoue and she confirmed that there are funds budgeted for my attendance at this conference.

ACTION REQUESTED: I respectfully request Council authorize the payment of registration fee and lodging costs for the City Clerk to attend the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference, March 15-18, 2016, at a cost not to exceed \$500.