



Certified Municipal Clerks and Master Municipal Clerks Training Institute

August 27 -29, 2014 | Tuscaloosa, AL | Bryant Conference Center

Wednesday, August 27, 2014

- 7:00-8:00 a.m. **Registration & Breakfast**
- 7:50 a.m. **Welcome/Announcements**
- 8:00-10:00 a.m. **Business License** – *increasing revenue, Taxpayer Bill of Rights, sales and use tax, changes and improvements since Business License Reform Act, etc.*
Mike Gamble, Director, Tax Policy and Research Division, Alabama Department of Revenue
- 10:00-10:15 a.m. **Break**
- 10:15 a.m.-12:15 p.m. **ONE SPOT Overview** - *ALDOR's electronic single point of filing for state, county and/or municipal sales, use, and rental taxes.*
Julie Magee, Revenue Commissioner, State of Alabama
- 12:15-12:45 p.m. **Lunch (Provided) & IIMC Update**
Lynnette Ogden, MMC, Millport Town Clerk, IIMC Region III Director
- 12:45-1:45 p.m. **Cloud Computing**
Randy Weaver, Account Executive, VC3
- 1:45-3:00 p.m. **Bid Law** - *under \$15,000, reverse bidding, preparation of bid specs, public works bids, contracts, new 2013 sales tax exemption process, how to bid, how to advertise, requirements for architect/engineer specifications, bonding, insurance, e-verify, etc.*
Lori Lien, General Counsel, Alabama League of Municipalities
- 3:00-3:15 p.m. **Refreshment Break**
- 3:15-5:00 p.m. **Bid Law (continued)**
- 6:00-9:00 p.m. **Join us in the Hospitality Suite!**
Hotel Capstone, Hosted & Sponsored by VC3

Please take a moment to visit with our sponsors and thank them for their support.



Hollon Accounting Services, Inc.
Certified Public Accountants & Consultants



RiverTree Systems, Inc.
GOVERNMENTAL AUDITING SERVICE

Thursday, August 28, 2014

- 7:00-8:00 a.m. **Breakfast**
- 7:50 **Welcome/Announcements**
- 8:00-10:00 a.m. **ERS Retirement** – *1st & 2nd tier, payroll calculations, service reporting, purchasing prior time, employees vs. law enforcement*
George Frost, Retirement Executive, ERS, Retirement Systems of AL
- 10:00-10:15 a.m. **Break**
- 10:15 a.m.-12:15 p.m. **Workers Compensation** - *public safety overtime, military leave, withholding tax, 1099's*
Donald M. Harrison, III, Assistant General Counsel, Alabama Department of Labor
Ben Goldman, Hand Arendall LLC, City Attorney & Prosecutor for Tarrant, AL & Town Attorney for Mulga
- 12:15-12:45 p.m. **Lunch Provided**
- 12:45-1:45 p.m. **Creating a Solicitation Ordinance**
Rebecca Leavings, MMC, City of Vestavia Hills
- 1:45-3:15 p.m. **HR Issues** – *employment discrimination, disability accommodations, overtime/wage & hour regulation, handbooks & FMLA*
James Leonard, Vice Dean, James M. Kidd, Sr. Professor of Law, The University of Alabama School of Law
- 3:15-3:30 p.m. **Refreshment Break**
- 3:30-5:00 p.m. **HR Issues (continued)**
- 6:00 p.m. - *Until* **Networking Dinner (Dutch Treat) - Location TBA**

Friday, August 29, 2014

- 7:00-8:00 a.m. **Breakfast**
- 7:50 a.m. **Welcome/Announcements**
- 8:00-11:00 a.m. **CMC: Beginner Basics**
OMA, public meetings, minutes, ordinance resolutions, liability, working with elected officials, utilizing other clerks for information, clerks email service, etc.
Gail Busbey, Cullman, AL
- MMC: Preparation of Budgets**
Forecasting revenue, preparing a general fund budget, special funds budgets, capital funds budget, special funds accounting
Melinda Lopez, City of Hoover, Director of Information Management & Reporting
- 11:15 a.m.-12:15 p.m. **Review/Test/Graduation/Adjourn**

