

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**CM No. 99-02(AM)**

**SUBJECT: ALASKA ASSOCIATION OF MUNICIPAL CLERK'S EXECUTIVE BOARD**

REQUESTED/PREPARED BY: Kristie VanGorder

DATE: January 26, 1999

FOR AGENDA OF: January 25, 1999

---

**SUMMARY:**

I have been approached to hold a position on the executive board of the Alaska Association of Municipal Clerks (AAMC). The positions available are second vice-president, education coordinator and secretary. Each of these positions require some time to be spent during normal working hours, mainly telephone calls, a few teleconferences, and very limited travel. The only exception is the position of second-vice president, which requires travel the year to be served as president. I would expect to do the preparation of documents and other materials for AAMC on my own time.

For your information, the travel commitment for each office is outlined below:

**PRESIDENT**

- Travel requirements include attendance at the AAMC and IIMC conferences (which will be attended this year) and approximately five additional business days throughout the year to attend academy sessions in Washington, California and Oregon. The sessions are scheduled over weekends, however depending on flight availability, I may be away from the office one day on either end of the weekend, which is included in the five additional business day estimate. Attending AML is also encouraged, and I will be requesting funding to attend, since the AAMC will be holding an academy session during AML this year. Currently \$2,000 reimbursement by AAMC is available for the president.
- On the year served as second-vice president and first-vice president, travel is not required but encouraged, and no reimbursement is available.

**SECRETARY**

- Travel requirements include attendance at the AAMC conference however no additional travel is required. Currently no reimbursement is available for the secretary.

By holding a position on the AAMC executive board, I will be able to maintain my credentials in the Advanced Academy of Education (AAE). At the time I applied for this position, a Certified Municipal Clerk (CMC) was preferred. I was in the process of attaining the designation of AAE at the time of my hire, which I have since received. In order to maintain my AAE designation, additional education is required over a period of a two to four-year time frame. This is why I currently request funding for education during the budget process and will continue to do so.

By remaining an active member of AAMC I will provide education for professional development that benefits not only the organization, but more importantly the city of Wasilla. Continued education, in any profession, expands your knowledge and prepares you to meet the diverse tasks required in your job. The City has proven its ability to meet the challenge of growth. By allowing an employee to take part in organizations such as these, it would allow them to keep up with today's standards and represent the City of Wasilla to the best of their ability.

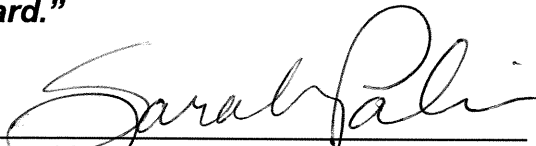
**FISCAL IMPACT:** \_\_\_ No  Yes, Funds to be considered by council in the budget process.

**RECOMMENDED ACTION:**

Support the city clerk to run for a position on the AAMC executive board and authorize the Mayor, on behalf of the council, to commit financial support of the clerk's participation in the AAMC if elected.

**MAYOR REVIEW AND COMMENT:**

***“Upon revelation of the “lift on the ban for any outside travel/training” by the council, I will share with other employees the fact that now all employees have the opportunity for outside travel and training. To be fair to all employees, this “lifted ban” should have been revealed long ago; now that it is, we will move forward.”***



Reviewed by: SARAH PALIN, Mayor

Attachments: AAMC Declaration of Candidacy and Financial Commitment

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS EXECUTIVE BOARD  
DECLARATION OF CANDIDACY AND FINANCIAL COMMITMENT**

\_\_\_\_\_  
(Nominee's Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Municipality)

Mailing Address:

\_\_\_\_\_  
(Street Number or P.O. Box)

\_\_\_\_\_  
(City, State and Zip)

Telephone: \_\_\_\_\_  
(Home)

\_\_\_\_\_  
(Work)

Facsimile: \_\_\_\_\_

I hereby declare myself a candidate for:

2nd Vice President

Secretary

Treasurer

and request that my name be placed on the ballot for election at the Alaska Association of Municipal Clerks 1998 Annual Meeting.

I declare that I will serve and participate actively in the designated office and that I will accept the time and financial commitment if elected.

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(Date)

On behalf of the Municipality, I am authorized to commit financial support of the above individual's active participation in the Alaska Association of Municipal Clerks if elected.

\_\_\_\_\_  
(Mayor/City Manager)

\_\_\_\_\_  
(Date)