

CITY OF SUNFISH LAKE

DATE: January 30, 2013

TO: Mayor and Council

FROM: Cathy Iago, City Clerk/Administrator

RE: Request for Registration & Lodging Fees 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 at the Best Western Kelly Inn Conference Center, March 19-22, 2013. The early-bird registration fee, which includes meals, is \$210 and the lodging fee is \$85 per night, plus tax. At this time I have not been able to make arrangements to share a room with another City Clerk, therefore the lodging costs should be approximately \$255 for the three nights. The total cost for the conference should not exceed \$500.

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

ACTION REQUESTED: I respectfully request Council authorize the payment of registration and lodging fees for the City Clerk to attend the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference, March 19-22, 2013, in an amount not to exceed \$500.