

WASHINGTON MUNICIPAL CLERKS ASSOCIATION NEWSLETTER

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PRESIDENT'S MESSAGE February, 1985

Happy New Year - time sure flies - this is our last newsletter prior to our 16th Annual Conference. Since our last newsletter I have attended the Oregon Recorders' Conference (for only their second conference they are well organized) and the Alaska Clerks' Association. It's a great experience and rewarding to attend these as we all have so much in common. It seems that any city we travel to, we have a friend which we can relate to be it business or vacation. WMCA's Board in September granted one scholarship to an Oregon Recorder at their conference. I feel this gesture will be of great value to us in the future as we are showing our support of our positions as well as our continuing support for education.

Annual Conference - The AWC calendar recently was distributed and had an error for the place of our conference. The right place is KELSO. Tom Riffe and clerks in the surrounding area are doing a great job for our April 17-19 Conference and Marge is coordinating the Advanced Academy Session April 15 & 16; both being held at the Thunderbird Inn in Kelso.

We are in the process of finalizing our agenda - Registration will begin Tuesday April 16 at 5:30 p.m. with the welcoming reception beginning at 6:00 p.m. Linda Ruehle has been preparing and contacting all the participants. Much thanks goes to Linda for a job well done. Included on the program will be the following.

1. Helen Kawagor, IIMC 2nd Vice President
2. Dr. Ernie Miller, U of W
3. The Clerk's Role - Police & Fire Pension/ Disability Boards
4. Resource Data Bank
5. How to Write Policies & Procedures
6. Preventing Burn Out - Concurrent
7. Automating Your Office - Concurrent
8. Legal Panel - Concurrent
9. We've Got to Stop Meeting Like This - Concurrent
10. Dealing with Difficult People
11. Agenda, Minutes and Council Packets

Much can be learned from the above as well as discussions with your fellow clerks between and after the sessions.

We are looking forward to a great conference and hope that each and every one of you can attend.

THE INTERNATIONAL INSTITUTE
OF MUNICIPAL CLERKS
Marie K. O'Connell, CMC

The International Institute of Municipal Clerks (IIMC) is the professional association of county, city and town clerks and their deputies. The organization is devoted to the advancement of the municipal clerk's office.

If you are a member of this organization, I would like to remind you of the many benefits and services available to you and urge you to take full advantage of them. If you are not a member, I can think of no better time than at the beginning of this new year, to do something for yourself and your city. I can still remember those first few days after being appointed Town Clerk of Clyde Hill, and not knowing all the aspects of the municipal clerk's position. Many thanks to the WMCA and IIMC for their invaluable assistance at that time and because of this, I have a strong personal commitment to "sing their praises" and share them with each of you.

IIMC was founded in 1947 by a group of 44 city and town clerks from all over the United States, who felt it was important for clerks to share information, cooperate on common problems, and meet on a regular basis to get to know and understand each other. Today that small band has grown into an international association with a membership of over 7,100 dedicated municipal officials in every state, all Canadian provinces, and seven other countries, notably Australia, New Zealand and Israel. Its members are from cities with populations in the millions and from villages of less than 25 inhabitants. In fact, more than a thousand of its members come from communities with populations of between 500 and 1,000 persons.

Why is there an IIMC?

IIMC exists because city and town clerks everywhere want to perform their duties in an efficient and economical manner. IIMC provides the means to share experiences, procedures and solutions to common problems which all of us face at one time or another.

And because municipal clerks are dedicated to helping others, they have organized their association to:

- Serve the entire profession of municipal clerks.
- Serve individual clerks who have specific problems.
- Serve the clerk's community, through that person's office, in any undertakings in which it may be engaged.

What does IIMC provide?

The range of services, programs and activities which IIMC is involved in is as wide and varied as the responsibilities of the municipal clerk's own office. Some specifics are:

1. Management Information - Because the clerk is involved in everything in his or her community, IIMC has to be prepared to answer practically any question relating to local government - from data processing or word processing; from agenda preparation to council procedures; from regulating abandoned

vehicles to satellite dish antennas; from filing systems to computerized indexing; from license fees to revenue sources.

The IIMC Management Information Center has been set up to assist its members in these and other problems. It has literally thousands of reports, studies, articles and samples on anything confronting municipal clerks today. And the Center is continually being expanded to anticipate problems which city and town clerks will be handling in the years to come.

2. The IIMC Ordinance File - IIMC maintains a sample ordinance file containing thousands of regulations on hundreds of subjects. There is no extra charge to use these IIMC services and there is no charge to members for IIMC publications.

3. The IIMC Publications and Research Program - Currently IIMC has over 50 titles in print which are available to its members upon request. They include:

A. Technical Bulletins on indexing and filing of Council minutes, filing systems and principles, records disposition and consent agendas.

Recently IIMC published reports on Using Word Processing to Index Council Proceedings, Preparing an Assessment Needs Study in Obtaining a Computer, and Computerization of Licenses.

B. Case Studies on subjects which include Records Management, Minute Taking, Personnel Regulations, Ordinance Drafting, Council Rules of Procedures, Office Policy Manual, and Agenda Guidelines, to name a few. Each case study deals with a specific operation in one city with pertinent procedures, regulations, ordinances and so forth.

All members receive the monthly News Digest which contains articles and items about developments in the profession happening all over the world.

4. The IIMC Education Program - IIMC is the initiator and coordinator for the professional education of municipal clerks. IIMC has helped develop and sponsor Municipal Clerks' Institutes in 35 universities and colleges serving local government officials in 45 states. Each year nearly 3,000 municipal clerks and their deputies attend a week-long seminar on urban administration and related subjects. These institutes are designed to provide the students with current and comprehensive training in management, leadership development, communication skills, and other specific subjects. The instruction is at a college level and most institutes offer college credits to their participants.

IIMC has a Home Study Course in Management and Supervision for Municipal Clerks. It is a self-instruction program which can be pursued by the student at his or her own pace. Over 325 persons are taking this course. Any clerk or person in the clerk's office may enroll.

5. The IIMC Certification Program - The IIMC Certification Program gives national recognition to professional municipal clerks who, by completing required educational courses, administrative experiences, and activities in state and national professional associations, have demonstrated their dedication and commitment to their office.

It gives this recognition by disseminating wide publicity about the individual's award to the mayor, the council, and the community. Over 2,100 clerks and deputy clerks have earned the title "Certified Municipal Clerk - CMC".

In 1981, IIMC established the Academy for Advanced Education to encourage its members to continue to maintain their educational and professional activities throughout their career. To enter the Academy, a member must hold the IIMC Certification, complete advanced education seminars at the institutes or college, and serve in a leadership capacity in the profession. To date only about 2% of the IIMC membership has qualified for admittance into the Academy but membership is increasing daily.

6. Professional Support - IIMC and its members are engaged in activities which inform the general public and other levels of government of the importance of the office of municipal clerk and its role in strengthening our "grass roots" democratic heritage.

Every second week in May, IIMC sponsors the observance of Municipal Clerk's Week. Through national, state and local proclamations, posters, and news releases, the public is informed of what the municipal clerk does and the office's place in our local government structure.

IIMC continuously monitors federal legislation as it is introduced and informs both its membership and the members of Congress on how such proposals affect the operations of the clerk's office.

IIMC also cooperates with other associations of municipal officials (including finance officers, managers and mayors) to support legislative programs and action plans which will help local government, and especially the municipal clerk. It is represented on an Advisory Committee of the American Association for State and Local History to examine the current status of preservation of local government records. It also provides advisory liaison with the Federal Election Commission and has been an advisor to the National Committee on Governmental Accounting.

7. IIMC Annual Conference - For five days during the third week in May, the delegates combine the proper blend of educational workshops and seminars with social programs which are designed to introduce clerks to each other so they know each other and can share mutual concerns.

Membership Requirements

Membership dues are based upon the population of the jurisdiction and the fee ranges from \$35 for municipalities under 5,000 population to \$215 for those over 300,000. The person who is vested with the powers and duties commonly known as clerk, secretary, or recorder is eligible for full membership. A deputy clerk may join if the clerk is a full member, at the special fee of \$30.

In an effort to have 100% membership of all Washington Municipal Clerks, and as your IIMC Membership Chairman, I urge all non-members to fill out the application form included in this newsletter.

I assure a membership in IIMC will reap rich rewards to you personally and professionally, as well as to your city. If I can help or answer any questions, just give me a call on 455-6805.

(See inserted page for enrollment form.)

DIRECTOR'S REPORT
REGION IX
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Margery Price, CMC

Professional Development I June 23-29, 1985
Professional Development II July 7-13, 1985
Professional Development III July 21-27, 1985

The annual Region IX meeting was hosted by the Oregon Association of Municipal Recordors on October 11, 1984, at The Inn of the Seventh Mountain, Bend, Oregon.

Attending from the State of Washington were Tim McGuire, WMCA President and Margery Price, IIMC Region IX Director. Representing the State of California were Pam Swift, President, City Clerks Association of California, Mary Ann Hanover, City Clerk, San Juan Capistrano, and John Hunnewell, IIMC Executive Director, Pasadena. Kathy Herold, City Clerk, Homer, Alaska, and Georgianna Booth, Ketchikan Gateway Borough, attended from the State of Alaska. Karen Goldman, City Recorder, Eugene, President of the Oregon Association of Municipal Recordors, and a number of Oregon Recordors represented the State of Oregon.

John Hunnewell reported on the Region IX Executive Board meeting held in Nashville, Tennessee, October 6-8. Because of space limitations, I will not repeat his report. Please refer to your past issues of the IIMC News Digest.

Under the newly adopted IIMC Constitutional amendments, Region IX is entitled to be represented by two Directors beginning in 1985, when your Director's three-year term expires. Maureen Swaney, City Recorder, Gresham, Oregon, and Kathleen Herold, CMC, City Clerk, Homer, Alaska were unanimously nominated to fill those two positions. Elections will be held at the IIMC conference in Banff.

Traditionally, Region IX has hosted a hospitality room at the IIMC annual conferences. However, because of the physical arrangement of the Banff Springs Hotel, it was unanimously decided that Region IX would not have a hospitality room in 1985. A Region IX dinner is planned. (Please see your October, 1985 WMCA Newsletter for details on the 1985 IIMC conference.)

The Washington Municipal Clerks' Association will host the 1985 Region IX meeting, scheduled for November 16th, to be held in the vicinity of SeaTac Airport. All Washington Clerks are invited to attend. Please plan to be there and meet your Regional representatives. Details will be provided later.

We invite you to attend the 1985 IIMC conference in Banff, Alberta. Since WMCA is hosting the 1988 IIMC conference in Spokane, it would be well for as many Washington Clerks as possible to have the experience of attending an IIMC conference. It will be beneficial both personally and professionally, and will provide the opportunity to observe an IIMC conference before we begin our plans for 1988.

If I may answer any questions, please contact me at (509) 586-4181.

NORTHWEST MUNICIPAL CLERKS'
1985 CERTIFICATION INSTITUTE
Margery Price, CMC, Chairman
WMCA Education-Scholarship Committee

The University of Washington has scheduled the 1985 Northwest Municipal Clerks' Certification seminars as follows:

All sessions will be held on the University of Washington campus. The fee for each session is \$340.00, which includes a registration fee of \$186.00; room and board, \$144.00; and administration fee, \$10.00.

Municipal Clerk-Treasurers, Deputies, Assistants, as well as other government officials who have similar duties and responsibilities are invited to attend.

The Institute, sponsored by the Washington Municipal Clerk's Association, the International Institute of Municipal Clerks and the University of Washington Graduate School of Public Affairs, is under the direction of Ernest Miller, Ph.D. Dr. Miller has been Director of Continuing Education in the Graduate School of Public Affairs since 1965, and has conducted many workshops, seminars and courses for public administrators at all levels of government, including county officials, city managers, supervisors and department heads.

The other instructors for the Institute include faculty from various schools and departments of the University, specialized consultants and qualified state and local government practitioners. All classes are college level.

In addition to meeting the educational requirements for the Certified Municipal Clerk (CMC) award, the aims of the Institute Seminars are:

- . to increase professional competencies.
- . to increase one's value to the city management group.
- . to facilitate personal growth and development.
- . to increase the quality of service provided to the public.
- . to provide an opportunity for local government officials to gain professional recognition.

The University of Washington brochure will be mailed the first of February.

We invite you to begin working toward achieving the coveted CMC designation by enrolling in Professional Development I. If you have completed one or more sessions, be sure to register with the University of Washington as soon as possible. We expect Professional Development II and III to fill quickly.

A limited number of scholarships will be given by the Washington Municipal Clerks' Association. For further information, please contact Margery Price, CMC, P. O. Box 6108, Kennewick, WA 99336.

A NEW METHOD FOR MINUTES-KEEPING
Marilyn J. Montgomery, CMC

As no doubt is true in most City Clerk/Clerk-Treasurer's offices in the nation, the City of Spokane has historically maintained "formal," typed minutes of each of the weekly proceedings of its City Council meetings. This typing of minutes has been always a time-consuming, tedious, and onerous process (HOW onerous, of course, depending on the length of the Council meeting that week!) from which there seemed to be no relief. However, after uch deliberation over the matter of how to find a solution to a repetitive and tiring office chore, I struck upon the idea of a permanent weekly "City Council Action File" which constitutes a rather considerable change in the

process and keeping of the "minutes" of Spokane's weekly Council meetings. The change, in fact, was so different from the old "minutes typing" that, in some trepidation, I approached my City and Deputy City Managers to present my idea to them. To my delight, my idea was very well received by my two bosses, especially when I advised them of the considerable amount of time that would be saved in the formulating of a "City Council Action File" (CCAF) as opposed to producing our "formal," typed minutes.

Therefore, in May, 1983, I instituted the "CCAF" process. No longer does my staff person spend one to two days typing, typing, typing! Instead, there is developed a permanent "City Council Action File" in which is kept a chart of the actions taken on each Council Agenda item, whether it is approved, denied, deferred, placed on file, etc., and the actual vote cast, by name, by each Council member. Within this file is kept a permanent copy of the "Action Sheet" completed on each Agenda item, as well as a copy of the actual Agenda for the meeting day. More comprehensive "Action Memoranda" which are written by the City Clerk on any items which require a more lengthy write-up than is possible on an "Action Sheet" are also included as a permanent record on this file.

Also documented in this file is, of course, the Council and Staff attendance for the particular meeting for which the CCAF is being made, a copy of the OFFICIAL GAZETTE (the official newspaper for the City of Spokane which the City Clerk publishes weekly and which contains a brief summary of the proceedings of the Council for that week), and a list of all persons who spoke before the Council and which item they addressed.

The "City Council Action File" has replaced our old formal minutes very adequately. And the time save is considerable! Furthermore, because of the "Action Sheets" and "Action Memoranda" contained within the file, rarely does the actual working file have to be pulled and consulted, which saves the time, also, of the records management clerk in my office. Original documents are not placed within the CCAF, but are still maintained in a regular Clerk's Office file, whether it be an ordinance file, a project file, a contract file, etc. This way, the integrity of the records management is not threatened, and retention and destruction of records are of course still processed in accordance with State law. The CCAF is completely separate from the other records and is a permanent record itself, as were the formal, typed minutes. We construct the

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CCAF to be a complete and accurate record of any given Council meeting. This record is fairly rapidly assembled compared to the laborious typing of lengthy minutes as was done in the past.

And, the response of the City Clerk's staff to this task change? What else? It's "HOORAY, HOORAY HOORAY!" And what has been the response of the Spokane citizenry who make requests to see the formal minutes which formerly (no pun intended) were typed? No problems have occurred whatsoever. The CCAF file provides all the information that the formal, typed minutes would have provided; and where there is more specific information desired, the inquirer is welcome to listen to the taped recording of the meeting in which he is interested. Insofar as court cases involving City business or Council actions are concerned, a transcript of the particular meeting or meetings involved is almost always required, and the "formal" minutes served no useful purpose. If necessary, or if so requested by the Court, the Clerk could submit the Council Action File as a "formal minutes instrument," providing essentially the same information as the old typed minutes of the past.

In summation, the Spokane's Office of the City Clerk, at least, the institution of the "City Council Action File" has been an efficient and welcome answer to the constant, weekly problem of maintaining a "formal" minutes record of City Council meetings.

NEWS NEWS NEWS

New CMC's

Donna McLean, Clerk Treasurer, Fairfield
Tom Riffe, City Clerk-Finance Director, Longview
Kathleen Holscher, Deputy City Clerk-Treasurer,
Union Gap

Academy Membership

Debra Symmonds, CMC, City Clerk, Mercer Island, has been admitted as a member of the International Institute of Municipal Clerks Academy for Advanced



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