

Feb 1988



Washington Municipal Clerks Association

IIMC CONFERENCE IN SPOKANE

Plans for our IIMC Conference in May are falling into place with what I consider to be precision and beauty! The outstanding assistance and cooperation from the Core Committee and the WMCA Coordinating Committee have been never-ceasing, and the follow-through of each person with a project has been marvelous.

IIMC Executive Director **John Hunnewell** met with us Friday, February 12th, and he stated he was very impressed with the progress we have all made with the planning. He says he feels we are presently one month ahead on the progress he had anticipated, and he feels very comfortable with our coordination. I am sure you have all by now received the International Conference flyer which John published earlier this month, and all the functions are outlined therein. Folks, our Spokane Conference will be GREAT!

Our two Coordinating Commit-

tees have decided upon a very nice burgundy vinyl 3-pocket attache' case as our Washington Clerks' gift to the delegates attending the Conference. It is a good-looking case with detachable carrying strap, and it will have our Conference emblem **"Wings to the Future"** and **"IIMC Conference - Spokane '88"** printed on the front. We can be very proud of providingg the delegates with this case as our gift to them to carry on their daily rounds when they get back to their various hometowns, and it will be serviceable and help make our Washington conference memorable!

Apparently there are about 16 people who have signed up for the Alaskan Cruise already, and this is early in the game. Spokane Valley Travel reports over 160 plane reservations already, and they are very pleased. And our hotel reservations are over 200 to date, and more coming in every day. There are some delegates who seem to want my personal attention and handling of their hotel reservations, and while I would be glad to do this, it not only isn't necessary, but it delays their registration. It's first come, first served! at the hotels. So

sending it to me might just delay it a day or two, depending upon how rapidly I can transfer it on.

There will be MANY highlights during the Conference. From the Presidential Reception which will be held around the steps of the Opera House by the Spokane River with a barbershop quartet singing and old-time fiddlers playing at random, to the CHAMPAGNE GALA on Tuesday evening (ladies and gents, bring out your best ``duds`` -- it's going to be a delightful and elegant night, with champagne and hors d'oeuvres from seven to eight pm in the lobby of the Opera House, the BROTHERS FOUR from eight to ten pm and scrumptious desserts with coffee from ten to eleven pm), to the final Banquet event on Thursday evening, when the NORTHWOODS PERFORMING ARTS group (an exciting bunch from across the border at Idaho) will entertain us with a performance celebrating ``Home Towns Everywhere.``

We will need MANY -- if not ALL -- of our WASHINGTON CLERKS to assist us in various capacities during the Conference: From cheerful and helpful GUIDES for the out-of-town delegates; to TRAVEL DIRECTIONISTS to help delegates find their correct bus to such functions as the GOLF TOURNAMENT and PLAYFAIR; to volunteers helping delegates find where to REGISTER; to ASSISTANTS with Conference registration

(contact **Peggy Reinbold** in Ritzville if you wish to assist with this -- her telephone number is 509-659-1930); to HOSTS/HOSTESSES to help the INTERNATIONAL DELEGATES find their ways around (please contact **Jim Neher** in North Bend at 206-888-1211 and give him your name if you're interested); to serve as REGION IX HOSPITALITY SUITE volunteers to help keep the suite hopping during the Conference (again, call **Jim** on this if you can help).

IMPORTANT DATE: MAY 13, 1988:
PACKET STUFFING DAY!!!

Anyone wishing to help with this, please call **Susan Beeman** at 509-235-6211 and give her your name. This will require the TEDIOUS stuffing of the packet material into the 800 attache' cases which we intend to have delivered by that date. We presently have 13 people committed to help with this, but more will be welcome. We plan to have fun along with the work, beginning at 10:00 am at Cheney City Hall, and extending to whatever hour is necessary, or, possible, to Saturday, if necessary. I have plenty of sleeping bag room at my house, and any of you would be welcome to spend the night if it should become very late (never having done this before, we have no real idea how long it will take, but we know it will take us awhile!). Lunch on Friday will be a no-host affair at Cheney's local pizza establishment ``Gatto's`` which specializes in

pizza and/or sandwiches, then back to work. We'll see if we can't have a ``modicum'' of energy-boosting beverages in the late afternoon. It should be more fun than work, and please, we do need your help. Those of you who have already given Susan your name for this help needn't call her again -- she'll be contacting you just prior to the packet-stuffing day.

SPECIAL NOTE: If anyone has additional packet material which can be used for these 800 packets, please mail it or bring it to Cheney City Hall by Friday, May 13th.

SECOND SPECIAL NOTE: Each of us should obtain products/gifts from our local merchants or whomever for door prizes that we may award to the delegates at the EXHIBIT AREA during the Conference. We should all try to get at least one from each of our cities, and we should have plenty to give away to our guests and make this Conference more memorable for them. If you are able to get a door prize or prizes, please write to **May Fedric** in Colville to let her know what you have so that she can keep a list. From this list we will better have an idea of how we will wish to award these, and when. All door prizes may be taken to the Region IX Hospitality Suite when you arrive at the Conference where they will be held until awarded to the lucky winners. Thank you for taking time to obtain these!

Your joint CORE/WMCA Coordinating Committees have been a grand source of help and ideas throughout all the planning for this Conference, and I wish to humbly thank each and every one of them for their wonderful assistance to date, and for their help which I know is yet to come. When this is all over, I know we will wonder why something for which you prepare so long is over so quickly, but it looks to all of us who have worked on this so earnestly as if the Conference at Spokane will be great in May '88! So, plan now to attend this wonderful conference week, plan to help us greet the visitors to our State, wear your lilac conference jackets with pride, and enjoy!!!

Respectfully submitted,

Marilyn J. Montgomery
Host Clerk - City of Spokane

WMCA COMMITTEE REPORTS

A lot has been happening lately in our attempt to amend the State-mandated legal publication requirements, especially as they relate to publication of ordinances in their entirety! (You may recall that prior to enactment of Senate Bill 3800 in 1985, many cities ``posted'' copies of their ordinances in three public places. SB 3800 changed all of that, and has a tremendous financial impact on cities from the smallest population...to the largest.) Last year, the law was amended to allow cities under 3,000 populations to publish summaries of their ordinances; however, that did not help the rest of us with higher populations.

In June 1987, during the AWC Convention in Yakima, the House Local Government Committee held a special hearing on this issue, and many of us testified as to the need to further change the law for cities over 3,000 population.

This year, the House Local Government Committee presented House Bill No. 1317, which--much to our dismay--attempted to change the law to require that the text or a summary of each ``proposed'' ordinance be published at least once in the city's official newspaper. Needless to say, we almost came ``unglued'' at the prospect of publishing proposed ordinances,

prior to their adoption!

To make a long story short--we met with **Stan Finkelstein** and **Jim Justin** of AWC on a Sunday afternoon at Milton Town Hall and hammered out an amendment to HB 1317 which would provide for the following:

- Publication, after adoption, of the text or a summary of the content of each ordinance at least once in the official newspaper of the city. (Note: a ``summary'' is defined in SHB 1317 as a ``brief description which succinctly describes the main points of the ordinance.'' This is considerably different than a detailed section-by-section summary allowed under RCW 65.16.160.)

- A ``disclaimer'' clause that reads: ``A mistake or omission in publishing the text or a summary of the content of an ordinance shall not render the ordinance invalid.''

- A means of informing the public of proposed ordinances/hearings/agenda items for the forthcoming council meeting. Basically, this is simply saying that every city shall establish a procedure for notifying the public of upcoming agenda items for the forthcoming council meeting; and that the procedure may include, but not be limited to, (a) written notification to the city's official newspaper, (b) posting of upcoming council meeting agendas, or (c) such other processes as the city

determines will satisfy the intent of this requirement. (I believe most cities have already been doing this.)

• A change in the Bid Laws to allow cities to publish advertisements for sealed bids "in a newspaper of general circulation most likely to bring responsive bids" as an alternative to publication in the city's official newspaper.

NOW THE GOOD NEWS: AWC presented a "substitute" Bill (SHB 1317), with these amendments to the House Local Government Committee...and they have **approved it**, and passed it on to the House Rules Committee for action by the full House of Representatives. It must, of course, still go through the Senate.

Please keep abreast of the status of SHB 1317 (through the weekly AWC Legislative Bulletin)...this is an important issue to all City Clerks, and we may need to call upon you to urge your Legislators to support it. The Bill is not "perfect," but we have come a long way this year in our attempt to change the State requirements and ease the financial impact of publishing ordinances in full.

Our sincere appreciation to AWC for all their help!

2/26/88 Update: The Bill passed the House and was sent to the Senate Government Operations Committee. A hearing was help

2/23/88 and the Committee passed it on to the full Senate with a "do pass" recommendation!

Linda Ruehle, Chairman
WMCA Legislative Committee

The Nominations Committee announces the following nominations for WMCA Officers:

President - **Reggie Williams**,
Union Gap
1st VP - **Deb Symmonds**, Mercer
Island
2nd VP - **Marie O'Connell**,
Bellevue
Secretary - **Nacelle Heuslein**,
Marysville
Treasurer - **Pam Olsen**, Brewster*
Board - **Maxine Motor**, Renton
Board - **Gayla Gjertsen**, Milton

*If elected, the Committee nominates **Sue Miller**, Pateros for the resultant vacant Board position.

Further, if another Board position is vacated, **Tanya Nolte**, Shelton is nominated to fill it.

Members are reminded that nominations from the floor will be accepted for all positions. Requirements of the nominees are:

The schedule has been set for the 1988 certification seminars for Northwest municipal clerks. The dates are:

July 10 - 15 PD I
July 31 - Aug 5 PD II
Aug 7 - 12 PD III

Please note: Price information in the brochure differs on page 5 versus page 6. Page 6 shows the correct dollar amounts, i.e.:

Registration/Administration Fee
\$210
Single Room Rate - University
197*
Double Room Rate - University
176*
Commuter Lunch Package (5
meals) 28
Salmon Barbeque Dinner
20

A limited number of scholarships for tuition only will be awarded by WMCA. If you have not received a brochure in the mail, need scholarship information, or should you have questions, please call Janice Perry, City of Kirkland, 206-828-1266. Scholarship applications must be received on or before March 31, 1988.

*Includes 5 nights lodging, 5 breakfasts, 5 lunches, 2 dinners and salmon barbeque.

CITY CLERKS IN THE NEWS

Dorothy Campbell, Richland's Deputy Clerk, has been working at the City of Richland for 9 years and in the 3.5 person Clerk's office for 2, and just recently joined WMCA. Her job duties include transcription of Council minutes, general office duties, City Council and City

Manager related work and record keeping for the City. Although Dorothy will not be attending the IIMC Convention in Spokane, she will be looking to attend the 1988 Certification Seminars for Northwest Municipal Clerks. Dorothy has been married 23 years and has 2 children, ages 22 and 19, both in college. Dorothy comments that she enjoys her work, especially working with **Leslie Smith**, City Clerk, because of her caliber of professionalism.

Margery Price has been the City Clerk of Kennewick for 12 years and is a candidate for the second vice-presidency of IIMC (see related articles later in this issue). Recently Marge talked about the impact on the Tri-Cities area the closure of the N-Reactor is having. She tells us that if the Department of Energy decides not to restart the Reactor, \$70 million dollars in safety repairs and improvements will be lost. Not only will the closure of the N-Reactor in this Eastern Washington Community impact 6,000 to 12,000 jobs, the closure will also cause an estimated loss of \$60-120 million dollars throughout the State. The City of Kennewick faced a similar situation with the closure of two Washington Water Public Power Supply System reactors in 1981 and 1982; at that time the City increased its population through annexations. The Staff at the City of Kennewick is maintaining a positive attitude, says Marge, and feel that the City has much

resiliency and a great deal to offer prospective investors and residents.

Snohomish County Clerk's and Finance Officers Association has set their calendar of monthly meetings for 1988. Next meeting is March 24th and the subject is "Personal Development" presented by Betty Nahoopii. Other topics of note include: humor, parliamentary procedure, council minutes and packets, financial reports and communication. Call **Nacelle Heuslein** in Marysville for meeting details.

FATAL BUSINESS MISTAKES

1. Automatically addressing all business associates by first names.
2. Mistreating business associates' secretaries.
3. Displaying a cavalier attitude about business telephone calls.
4. Smoking in the wrong place.
5. Laxity about making and keeping business appointments.
6. Failing to say "thank you" in writing.
7. Sending out sloppy looking business letters.
8. Fingering objects in other people's offices.

9. Rocking in chairs and balancing on the back legs.

10. Spitting in the street.

11. Giving conflicting signals about who is going to pay the bill when lunching or dining with a business associate.

12. Not knowing how to choose and comment on fine wines.

13. Flubbing a toast.

14. Talking solely about business on a business/social occasion.

15. Inviting your superior or boss out socially before he or she has issued any such invitation to you.

16. Mistreating your spouse or behaving disrespectfully.

17. Inviting a business associate to meet you at a place where he or she may feel demeaned.

CLASSIFIED ADS

Win a cruise for a party of four with a champagne brunch on board Lucky Swede IV, captained by Steve Norman, Seattle, and help elect an IIMC 2nd Vice President! The lucky winner and his/her guests will cruise Lake Washington and Lake Union for four hours on a day of their choice. Arrangements will be made with Steve. Tickets may be purchased for \$2 each, three for

it's fun. T-shirts bearing Marge's campaign slogan ``PRICE IS RIGHT, IIMC 2ND VP'' will be available for purchase (\$7 each), by Region IX members. The election will be held from 8:30 am to 9:30 am on Thursday the 26th before the annual business meeting. Each city has one vote. A deputy member may be entitled to vote upon assignment of said voting right by the clerk of the governmental unit they both represent. That assignment must be filed in writing with the IIMC Secretary, John Hunnewell. Marge expresses appreciation for your confidence, good wishes and support.

WMCA
c/o CITY OF MERCER ISLAND
PO BOX 1440
MERCER ISLAND WA 98040-1440



CITY CLERK
CITY OF POULSBO
P. O. BOX 98
POULSBO, WA 98370

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CITY OF POULSBO WA