

**Washington Municipal Clerks Association****PRESIDENT'S MESSAGE**

Well, this is the last issue of WMCA Newsletter before the WMCA Annual Conference in April. I hope everyone has budgeted for it and plans to attend. Seattle has so much to offer and 1st Vice President **Debra Symmonds**, Mercer Island, has prepared an excellent conference agenda! A combined conference registration form and annual dues statement is included in this issue.

I wish to congratulate **Marie O'Connell**, Bellevue, on being elected as Washington's candidate for IIMC Region IX Director. I know she will work hard for WMCA and IIMC and will be a representative we can be proud of. A special thank you goes to **Duke Brunelle** for overseeing the election process and counting ballots.

This year I will be awarding the first "President's Award of Distinction." Guidelines and a nomination form are included in this issue. If you know a clerk you feel is deserving of this award, please fill out the nomination form and return it to me by **March 15**.

I want to personally welcome all the new City Clerks and Deputy Clerks who have joined our "family." I also want to thank everyone who agreed to serve on committees and volunteered their services this past year. It has been a great year, one that has been very rewarding for me.

In closing, I feel we have accomplished a great deal toward strengthening our organization and bettering our profession. No one can survive alone. Working together, helping each other, WMCA can only get better!

Until April,

Reggie Williams, CMC
WMCA President

**1989 WMCA ANNUAL CONFERENCE
APRIL 19-21, 1989
SHERATON HOTEL, SEATTLE**

The 1989 Conference Hostess, **Gail Keefe**, City of Seattle, has been working diligently with her committee over the past few months to make this a productive and successful conference. **Debra Symmonds** has planned a variety of sessions with the overall conference theme, "Diversity." Topics will cover a wide spectrum from advanced technology in the City Clerk's Office to media relations, as well as showcasing Council meetings and customer services.

For the first time ever, there will be special sessions concentrating on the day-to-day professional needs and activities of new City Clerks. A New Clerks' Breakfast will be held on **Wednesday, April 19**, at 7:30 a.m.

An Advanced Academy Session will also be held two days prior on **April 17-18**. The topic and speaker will be announced shortly.

The workshops will provide an educational and fulfilling experience for all City Clerks. Make a New Year's resolution to enhance your professional development--plan to attend the WMCA Conference! Hotel registration forms and specific conference details will be sent to you separately within the next few weeks.

**BIDS TO BE ACCEPTED FOR
1991 CONFERENCE SITE**

The WMCA Conference Committee is still accepting bids from Western Washington cities interested in hosting the 1991 Annual Conference. The host city should: (1) submit a letter from the City Clerk indicating desire to host the Conference; (2) submit a bid from the hotel indicating room rates, meeting room facilities, etc.; and (3) the hotel should accommodate 100-150 participants. Please submit your bids to **Reggie Williams** by **March 31, 1989**.

A NOTE OF APPRECIATION

A special thank you to all of you WMCA members who are supporting my candidacy for IIMC Region IX Director. I am most grateful for your endorsement and if elected, I will continue to promote the continuing education and professionalism of City Clerks.

Being Region IX Director would allow me to give back to IIMC and its members something in return for my rewarding career as City Clerk. Thank you for your support and I hope to justify the confidence you have placed in me.

Marie O'Connell, Bellevue

MCEF TO GIVE SCHOLARSHIPS

For the fourth consecutive year, the Municipal Clerks Education Foundation of IIMC will award 90 scholarships to City and Deputy Clerks to attend an IIMC-recognized municipal clerks institute.

This year, MCEF has extended the award to second- and third-year institute participants who need financial assistance, with preference being given to first-year students. Ten scholarships will be available to clerks in each of the nine IIMC regions in the U.S. Each scholarship carries a stipend of up to \$200 for tuition and registration fees.

For further information regarding scholarship criteria and to obtain an application, write to: MCEF Scholarship Program, IIMC, 160 North Altadena Drive, Pasadena, CA 91107, or call (818) 795-6153. The deadline for submitting an application is **January 31, 1989**.

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PRESIDENT'S AWARD OF DISTINCTION GUIDELINES

1. Any municipal clerk who is a member in good standing of the WMCA may submit confidential nominations to the President no later than **March 15** of each year.
2. Criteria for selection include:

- a. The nominee must be a member of WMCA in good standing (fully paid dues) not holding the office of President, 1st Vice President, or 2nd Vice President.
- b. The nominee must have made an outstanding contribution or performed outstanding service during the fiscal association year (April through March).

In general, it is not sufficient that a nominee perform his/her duties well: "Outstanding" is for individual performance over and above the job description. This service could be to WMCA, the profession of Municipal Clerk, or to the nominee's community in one or more of the following areas of expertise:

- 1) Public relations (work with the press, preparation of a public information pamphlet);
 - 2) Organization/Administration (development of an indexing system, organization restructuring);
 - 3) Legislative and City Council Procedures (enhancements to citizen participation, hearing process);
 - 4) Records Management (records retention and disposition system instituted);
 - 5) Special Projects (cost or time savings contributions, work in other professional or community organizations).
3. Recipient of an award does not restrict future nominations or the recipient.
 4. The President shall select the recipients of the award for each area of expertise if qualified nominations are submitted. There may be areas where no award is presented during years in which there is no outstanding nominee. The decision of the President is final.
 5. One of the recipients may be designated "Outstanding Municipal Clerk of the Year."
 6. Recognition will be given at the Annual Conference.

**1989 PRESIDENT'S AWARD OF DISTINCTION
NOMINATION FORM**

Name of Nominee _____

Title _____

City or Town _____

Area of Expertise (mark only one):

- Public Relations
- Organization and Administration
- Legislative and City Council Procedures
- Records Management
- Special Projects

Describe in detail the area of expertise, the project and the general basis for your nomination (please use additional sheet if necessary):

Date _____ Submitted By _____

(Person submitting nomination may remain anonymous if so desired.)

When completed, please return nomination form to:

Reggie Williams, CMC
WMCA President
City of Union Gap
102 West Ahtanum Road
Union Gap, WA 98903

PROFILES:

WMCA TREASURER PAM OLSEN, BREWSTER

Pam Olsen, CMC, has served as City Clerk of Brewster since 1982. Prior to this position, she worked for a wood products company in its personnel department.

Pam notes that Brewster is famous for its apples, farming, and Fort Okanogan. Brewster's population is 1,510.

Pam is a member of IIMC and served on the IIMC Membership Committee in 1987 and IIMC Conference Committee in 1988. She is a former WMCA Board member and presently serves as Treasurer.

Pam has one daughter and a 3-month-old granddaughter. She is the past president of American Legion Auxiliary. She enjoys snowmobiling, outdoor sports, and camping.

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WMCA BOARD MEMBER SHIRLEY MILLER, PATEROS

Shirley Miller, CMC, has served as City Clerk of Pateros for eleven years. Prior to this position, she worked for an insurance company as a fire rater. She had previous experience as a dental assistant and office manager.

According to Shirley, Pateros has a population of 560, "counting cats and dogs." Pateros is noted for its annual Ives Landing Celebration, apples, and sunshine.

Shirley has been a WMCA member for eleven years and IIMC member for seven years. She was elected to the WMCA Board at the Annual Conference held in Spokane last May and served on the 1988 IIMC Conference Committee.

Shirley has two daughters, 17 and 14. She is active in community fundraising efforts to support youth programs.

Editor's Note: In each issue of WMCA Newsletter, we will highlight a WMCA Officer and/or Board member to allow readers the opportunity to get to know fellow members.

ASSOCIATION OF WASHINGTON CITIES LEGISLATIVE PRIORITIES

By Debra Symmonds, CMC, Mercer Island

On October 14, I represented WMCA at a meeting called by AWC President Vicki McNeill for AWC's affiliated associations. The purpose of the meeting was to discuss AWC's legislative agenda and express positions on various priority issues.

President McNeill and AWC Director, Stan Finkelstein, led the informative session, with the majority of the time spent discussing AWC "A" priorities on legislative mandates and tax reform.

In addition to AWC, ten professional associations were represented, including: State Planning Directors, Building Officials, Municipal Attorneys, Parks and Recreation Officials, Public Personnel Administrators, Fire Chiefs, Police Chiefs and Sheriffs, Finance Officers, Risk Managers, and Municipal Clerks.

Linda Ruehle, Issaquah, who is WMCA's Legislative Chair, has been watching AWC develop its priorities from the inside. She also serves on its legislative committee.

VIDEO REVIEW

By Pam Olsen, CMC, Brewster

Association of Washington Cities has two videos that are valuable educational tools for both new and experienced Municipal Clerks:

Architecture of BARS - This video provides an introduction to the BARS Manual and how it works. It is excellent for the new Clerk-Treasurer, especially for small cities or towns with limited budgets. It is easy to understand and follow and is well worth your time to watch! (1 hr., 10 min.)

Fair Labor Standards Act - This video presents a short introduction to the Fair Labor Standards Act, followed by questions and answers on actual situations regarding municipal governments. (1 hr.)

These can be rented for a small charge from AWC by calling 1 (800) 562-6966.

EMPLOYMENT OPPORTUNITIES:

CITY OF COLFAX City Administrator \$2,500 to \$2,750/month

The City of Colfax is accepting applications for the position of City Administrator. Colfax has 17 full-time employees and a total budget of \$1,792,000. It is governed by the Mayor/Council form of government.

Applicants must have a college degree in public or business administration or related field and a minimum of three years of progressively responsible work experience in administration, personnel, finance, human relations, and management, preferably in local government. The salary range is \$2,500 to \$2,750 per month.

Resumes will be accepted if postmarked on or before January 31, 1989. Mark envelope "Personal" and send resume, five references, and salary history to:

The Honorable Carol Stueckle
Mayor of Colfax
North 400 Mill Street
Colfax, WA 99111

The selection process will include a criminal and background investigation, resume review by the Mayor's committee, and written and oral assessment. Final selection shall be made by the Mayor.

Colfax is an agricultural and retirement community. Its population is approximately 3,000.

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CITY OF NORTH BEND City Administrator \$3,190 to \$3,318/month

The City of North Bend is accepting applications for the position of City Administrator. The Administrator is the supervisor of the City government, under the authority and direction of the Mayor, in this code city. The position is filled by appointment by the Mayor and is subject to confirmation of a majority of Councilmembers.

The Administrator is required to attend all City Council meetings and other meetings as suggested by the Mayor; to recommend measures for adoption; to prepare and submit to the Mayor and Council such reports as are required by them; to keep the Mayor and Council fully advised of the financial condition of the City and its future needs and to assist in the preparation and submission of the annual budget; to investigate complaints about the City government and maintenance of utility services; to see that all franchises, permits, and privileges guaranteed by the City are observed; and to perform all the duties of Clerk-Treasurer. The salary range is \$3,190 to \$3,318 per month.

Send a standard resume and also a structured resume addressing education and experience in each area of responsibility assigned to the City Administrator. Please submit all materials by March 31, 1989 to:

City of North Bend
Post Office Box 896
North Bend, WA 98045

Call City Attorney Loren Combs or Assistant City Attorney Susan Rae Sampson at (206) 235-4800 with any additional questions.

North Bend is located east of Seattle on I-90 and its population is approximately 2,000. It enjoys a semi-rural atmosphere and easy access to the Snoqualmie Pass ski areas, hiking on Mount Si, and to steelhead fishing just below Snoqualmie Falls.



PUBLIC RECORDS POLICY AVAILABLE

Doris Schaible, City Clerk of Redmond, announced that Redmond has recently published a Public Records Policy document. If you are interested in obtaining a copy, please call or write: Doris Schaible, CMC, City of Redmond, 15670 NE 85th Street, Redmond, WA 98052-3584, (206) 882-6422.

BITS AND PIECES

Marilyn Montgomery, City Clerk of Spokane, has been accepted into the IIMC Academy for Advanced Education. Marilyn has worked for the City of Spokane since 1970, beginning as administrative secretary to the Planning Director, then Deputy City Clerk, and assuming her present position in 1977. She was the hostess for the 1988 IIMC Conference in Spokane.

James Neher, Past President of WMCA and former City Administrator of North Bend, has recently accepted the position of City Administrator of Hoquiam. Hoquiam is located in Grays Harbor County and has a population of approximately 9,000.

Beverly Mickle, Clerk-Treasurer of Royal City, has been awarded IIMC's Certified Municipal Clerk designation. Beverly has been Clerk-Treasurer since 1983 and served as Deputy City Clerk in 1982. Beverly is a member of WMCA and IIMC. She is involved in her community's fire department, theatre group, and church. She and her husband have four children and seven grandchildren.

Sharon Mattioli, Deputy City Clerk of Bellevue, has been awarded the CMC designation from IIMC. She has been Deputy City Clerk since 1985; previously she was an elementary school teacher and legal secretary. Sharon is Chapter President of AAUW and a member of WMCA and IIMC. She is involved in community and church activities and has an avid interest in politics. She and her husband, Alton, have two teen-aged children.

Lana Feldman, Clerk-Treasurer of Rosalia, has also been awarded the CMC designation from IIMC. She has served as Clerk-Treasurer since 1975. Lana is a member of Washington Municipal Finance Officers Association and IIMC. She is very active in her community and she and her husband, Ray, have three children.

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Marilyn, Jim, Beverly, Sharon, and Lana--congratulations to each of you on your accomplishments! You are a source of inspiration to all.

CALENDAR OF EVENTS

January 31, 1989:

IIMC Scholarship Application Deadline

March 15, 1989:

President's Award Nomination Deadline

March 31, 1989:

1991 Conference Host Application Deadline

April 17-18, 1989:

Advanced Academy in Seattle (April 17-18)
WMCA Board Meeting in Seattle (April 18)

April 19-21, 1989:

1989 Annual WMCA Conference in Seattle

A DEFINITION OF SUCCESS

To laugh often and much;
To win the respect of intelligent people
and the affection of children;
To earn the appreciation of honest
critics and endure the betrayal
of false friends;
To appreciate beauty;
To find the best in others;
To leave the world a bit better,
whether by a healthy child, a garden
patch, or a redeemed social
condition;
To know even one life has breathed
easier because you lived.
This is to have succeeded.

--Harry Emerson Fosdick



WMCA Newsletter Editor: Marie O'Connell

WMCA NEWSLETTER
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Bellevue, WA 98009-9013



City Clerk
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