



The Quill

Nov 1992

FALL
1992

A NEWSLETTER FROM THE WASHINGTON MUNICIPAL CLERKS ASSOCIATION

President's Message

by Pamela Olsen, CMC/AAE



I hope everyone had a great summer and are looking forward to fall!! Of course I'm sure everyone is ready for our favorite time of the year —Budget!!! Remember, as you prepare your budget requests, be sure to include the 1993 WMCA Annual Conference at Rosario's, March 17 - 19, 1993.

Special Event

In August, I attended a luncheon honoring Marie O'Connell, WMCA Past President. Marie retired from the City of Bellevue September 4th. Marie has done a lot for the Association and she is a very special friend to all of us. We will all miss her very much. (A special article about her on page 2).

Conference

The third week in September I had the pleasant task of attending the Oregon Conference at Bandon-by-the-Sea. Their Advanced Academy featured the Glasers who did an excellent session on "Persuasive Speaking". It was nice to have a preview of the Glasers as they are doing our sessions in March, 1993. They were fun to listen to and they did a great job getting their message across. I think everyone will get a lot out of their sessions.

Board Meeting

Your officers and board will have held their fall meeting by the time you receive this newsletter. We will have met with representatives from the County Clerk-of-the-Boards regarding all of us forming one organization. The other major issue we will have discussed is the program and activities for the 1993 Annual Conference.

In Closing

This year's State and National elections are proving to be very interesting to say the least, so just a reminder, **DON'T FORGET TO VOTE NOVEMBER 3rd, every vote counts.**

Pamela Olsen, CMC/AAE
WMCA President

New Clerks Mentor Program

Are you a new Clerk or Clerk/Treasurer? Do you have questions about situations you encounter from day to day on the job? Are you an experienced Clerk or Clerk/Treasurer, willing to help out your counterpart in another City? The WMCA New Clerks' Mentor Program exists to match new Clerks and Clerk/Treasurer with experienced individuals in similar positions with cities of approximately the same size. Please call Kathy Browning, City of Entiat, at (509) 784-1500, and she'll put you in touch one another.

In This Issue

- ◆Call for Nominations 2
- ◆Good-bye and Good Luck 2
- ◆Give Yourself a Gift 3
- ◆1993 WMCA Conference 3
- ◆1992 WMCA Officers 4
- ◆Job Opening 5
- ◆Professional Development for Municipal Clerks 5
- ◆Budgeting for Local Governments 6-7
- ◆Special Thanks 8
- ◆Presidential Quote 8
- ◆Memories 8

Call for Nominations

The 1992 WMCA Nominations Committee is seeking candidates for the following positions:

- President-Elect
- Vice President
- Secretary
- Treasurer
- Boardmember #5 (full term - 1996 expiration)
- Boardmember #6 (full term - 1996 expiration)

To date, the following clerks have expressed interest in serving in these capacities:

- President-Elect: Bob Ostrom
- Vice President: Robin Wohlhueter
- Secretary: Bev Garvey

Boardmembers whose terms expire in 1993 are Kathy Browning (Entiat) and Susan Wilson, CMC (Steilacoom).

Elections will take place at the March, 1993 Annual WMCA Conference to be held at Rosario Resort on Orcas Island.

Candidates must be WMCA members in good standing. Members may either nominate themselves or another member. Nominations must be made in writing.

Each candidate nominated will be required to submit the following:

1. A written letter of consent to accept the nomination and the responsibilities of the position should they be elected;
2. A statement of their qualifications and why they desire to fill the position for which they were nominated; and
3. A letter of support from their respective Mayor and/or Council.

Please submit written nomination on or before November 30, 1992 to:

Sue Miller, CMC
 WMCA Nomination Committee Chair
 City of Carnation
 P.O. Box 267
 Carnation, WA 98014

Written by Sue Miller, City Clerk, City of Carnation

Good-bye and Good Luck, Marie

Several of us were privileged to say good-bye to Marie O'Connell as she retired as City Clerk of



Bellevue. She has been a mentor to some of us, and a friend to all of us in WMCA cities across the State. She was presented with a bed and breakfast certificate for her and her husband Nick, a beautiful flowering Dogwood, as well as the following Certificate of Appreciation. She will surely be missed.

Certificate of Appreciation

Whereas, Marie O'Connell's devotion to the profession of the Municipal Clerk has greatly benefited all of us through her unselfish sharing of her knowledge and wisdom; and

Whereas, Her special charisma and humor has enriched and touched so many lives; and

Whereas, Marie O'Connell will be greatly missed by all; and

Whereas, I, Nacelle J. Heuslein, Immediate Past President of the Washington Municipal Clerks Association on behalf of Municipal Clerks across the State do hereby congratulate Marie O'Connell for her outstanding achievement; and

NOW THEREFORE, We, her friends feel she is deserving of a peaceful stay at the Manor Farm Inn, Poulsbo, Washington, would like to present Marie and husband Nick with a gift certificate for a weekend stay in a relaxed French Country setting.

Written by Nacelle J. Heuslein, City Clerk, City of SeaTac

Give yourself a gift: **1993 WMCA Conference** **Slow down and enjoy**

By Jennifer James, Ph.D.
 Times Columnist

Christmas can seem overwhelming if you miss the gift it promises. The holidays offer a rebirth of spirit at the coldest season of the year, the winter before the spring.

You are asked to see and hear the beauty all around, the love within. Christmas is a time to move closer to each other, generate warmth, celebrate life.

There is only one thing that can stop the Christmas spirit: the speed at which you travel through the season.

The music is there if you take the time to listen. The spirit is there if you take the time to let it touch your heart. The beauty is there if you give yourself time to see.

The commercialization of Christmas is an injection of speed that you can bypass. Walk slower, feel more, do less. You can have the spirit for nothing more than your time.

Give yourself time for Christmas.



(Reprinted with permission from an article in the Seattle Times)

Submitted by Judith Cary, Executive Secretary, City of SeaTac

"Weathering the Storm" - Conference Theme

During the month of October, the 1992-93 Executive Officers and Board members met at the serene location of our 1993 WMCA Conference, Rosario Resort. Choosing Rosario as our site for 1993 was not an easy decision. The Board's intent is to offer our membership an informal setting by presenting a different educational format than we have had in the past at other WMCA Conferences.

The setting alone invites those visiting Rosario to a simple and slower pace on the island of Orcas. In the peaceful surroundings of the San Juan Islands, Rosario offers a classic place in which to get back to nature and regain physical and mental health while at the same time absorbing an outstanding educational experience. Robert Moran, a Seattle ship-builder, built "Rosario" mansion at the turn of the century for a place to regain his failing health. Today, Rosario offers a wonderful place to rekindle friendships that have been made over the years and to offer a good educational conference facility for the Clerks' Association.

The conference facilities sit above the shores overlooking the Puget Sound and surround the main attraction of the Rosario Mansion. The comfortable accommodations are rustic and timeworn. The mansion offers a number of personal services and it also has an indoor swimming pool, weight room, and sauna which are available for use during unscheduled conference time.

In January, the newsletter will include conference directions on how to get to Rosario and will include ferry schedules and other important conference information. Transportation, as we all well know, is an issue that many public entities are faced with today. As Municipal Clerks, we want to encourage our Association to set an example in employing efforts to carpool with other Clerks to Rosario to cut down on traffic. Plus, you will be able to use the commuter/transit lane traveling either on I-5 or I-405 if you have two or three persons in each car. For those wanting to leave their car in Anacortes and walk onto the ferry, Rosario does provide limo service from the ferry dock to the resort. Prior arrangements do, however, need to be made.

Due to the number of hills that surround the untouched classic setting of Rosario, mandatory attire during the conference is CASUAL. This means jeans, sweats, and tennis shoes are completely acceptable. You may wish to dress semi-formally for our Thursday night banquet, but again, it is up to you.

Do your planning now for the 1993 WMCA Conference at Rosario with the President's Reception opening the Conference on Tuesday evening, March 16, 1993. This conference undoubtedly will be an outstanding educational experience at a location that offers a scenic backdrop and a relaxed atmosphere.

Submitted by Robin Wohlhueter, City Clerk, City of Auburn

Meet the 1992 WMCA Officers

President

*Pam Olsen, CMC/
AAE*



I have worked for the City of Brewster as City Clerk/

Finance Director since November, 1982. I have been on the WMCA Board since 1986. I'm also active in The Washington Finance Officers Association, the North Central Washington Clerk/Treasurers Association and Boardmember for the Brewster Chamber of Commerce.

I enjoy anything to do with the outdoors, especially snowmobiling in the winter.

I have two beautiful grandchildren, Brittani, age 4 (who entertained at our banquet in Chelan this year); and Justin, age 1; and my wonderful husband, Walt, who has put up with me being gone so much this year.

President-Elect *Roland Signett*



Roland is the Clerk-Treasurer of the City of Ferndale, a position he has held for the last 17 years. He enjoys the variety of Clerk-Treasurer position has to offer, and finds working for the City a continual educational experience due to the significant growth and change that has occurred over the years. Roland was first appointed to the WMCA Executive Board in 1988 and served on the Education and Membership Committees. In 1989, he was elected to serve as the Executive Board Secretary.

Roland and his wife, Carol have one daughter, Meredith, 22, and a Brandon, 19. In his free time, Roland enjoys photography. At

home, he has a darkroom where he does his own developing and printing.

Vice President *Bob Ostrom*



Bob previously served as Clerk-Treasurer for the City of Lake Stevens and the Town of Sultan. He is currently the Clerk-Treasurer and Finance Director of the City of Duvall. Born and raised in Seattle, he graduated from Ballard High School and Central Washington University. Bob completed a career in the US Navy as a Naval Aviator. He received his CMC designation in June of 1988. In 1990-91, Bob served as Chair of the Legislation Committee and on the Education and Scholarship Committee in 1991-1992. He is presently the Chair of the Handbook Committee.

Secretary *Robin Wohlheuter*



Robin is City Clerk of the City of Auburn. She has served in this position since 1986. Robin serves the Washington Municipal Clerks' Association as Secretary of the Executive Board, and is a member of the International Institute of Municipal Clerks. Robin has served as Chairman of the Education/Scholarship/Professional Growth Committee for the Washington Municipal Clerks Association in 1989-90, has served as a member of the Handbook Committee, and currently is the Chairman of the Newsletter Committee.

In March, 1992, Robin was honored with the Washington Municipal Clerks' Association President's

Award of Distinction for 1991.

Much like other City Clerks, in Auburn, Robin is responsible for several administrative service functions of the City such as managing municipal records and business registrations: administering LEOFF and Fireman's Pension Plan; and processing property and casualty insurance claims, assures legal requirements are met.

Robin's leisure activities include snow skiing, swimming, golfing, and hiking with her husband Paul and two children Bartley, 12 and Patrick, 10.

Robin says she enjoys being involved with the WMCA during the last eight years. It has offered not only encouragement toward professionalism as a Municipal Clerk, but has provided her with knowledge, expertise, and support to continue facing the many challenges before us as Municipal Clerks.

Treasurer *Bev Garvey*



Bev has worked for the City of Prosser for the last eight years. She was appointed City Clerk in March, 1988. She loves the community she lives in and because of that, she is very involved in the City's economic development efforts. Her interests usually involves people. She is married and has four beautiful children and is also a grandmother. Bev previously served as a WMCA Boardmember and served on the New Clerks Committee and the Conference Sites Committee. She is presently the Chairperson for the Membership Committee.

Job Opening

City of North Bend City Clerk

Minimum Qualifications:
Bachelor's degree in public or business administration and five years of relevant experience in manager/administrative assistant skills. These include management of correspondence, filing, record keeping, and handling varied, sensitive, and controversial tasks.

To apply submit a resume and cover letter to Brian D. Olson, City Administrator, City of North Bend, P.O. Box 896, North Bend, WA 98045, (206)888-1211. This position is open until filled.

Presidential Quote



"As long as our government is administered for the good of the people... As long as it secures to us the rights of person and property, liberty of conscience and the press, it will be worth defending."

In his 1st Inaugural Address, March 4, 1829
Andrew Jackson, 7th President
1829-1837

Professional Development for Municipal Clerks

The University of Washington Graduate School of Public Affairs has been offering the Northwest Municipal Clerk's Certification courses since 1984. The program, which is approved by the IIMC is conducted in three one-week sessions; Professional Development I, II, and III, offered each summer. Completion of the three courses fulfills the educational requirements for certification. PD II and III along with the Cash Management Course for Treasurers also meets the educational requirements for the Certified Municipal Finance Administrator designation awarded by the Municipal Treasurers Association of the United States and Canada. The program is open to clerks, deputy and assistant clerks, treasurers and any government officials with similar duties and responsibilities.

As a recent graduate, I would like to share some insights on the program. The program director, Dr. Ernest Miller is a very bright, amiable and funny man. His wit and professionalism make each course not only a rewarding experience, but also, a memorable and fun personal experience.

Each section of the course is taught by professional amiable instructors. PD I and II have many other valuable lessons on such things as Being an Effective Supervisor, Ergo-Dynamics, Personnel Management and many more. PD III consisted of classes on Administrative Behavior; Ethics and Values; Stress Management; Personal Growth and Professional Development; and Humor in the Workplace.

This year's PD III class consisted

of 21 Clerks from Washington, 2 from Oregon and 5 from Canada. Attendees often come from as far away as Alaska. There is a group dinner at Ivar's Salmon House and many other social opportunities during the week. I left the program with many new friends and professional contacts.

I would urge all Clerks and Deputy Clerks to attend this wonderful program. This year's graduates are:

Paula Beatty, Bellingham
Sandra Bradley, Coulee-Dam
Elizabeth Branham-Fusco, Sultan
Danielle Daskam, Auburn
Lorna Delaney, Jefferson County
Commissioners
Karen Flores, Clallam County
Sacia Graber, Centralia
Mardi Huesman, Long Beach
Debbie Kudrna, Othello
Kelly Leslie, Republic
Valerie Marty, Toledo
Armentia Michelsen, Quest for
Partnership, East Wenatchee
Shila Moores, Ferry County,
Republic
Christine Owen, Dupont
Donna Reetz, Fife
Debbie Sarver, Woodway
Dorothy Spadoni, Pacific
Celia Square, Tukwila
Danielle Stafford, Algona
Kathy Welch, Cosmopolis
Lola Willis, Black Diamond
Congratulations to all!!!

Written by Debbie Sarver, Clerk-Treasurer, Woodway

Budgeting for Local Governments

by Shad Pruitt, State Auditor's Office

A local government budget specifies the resources that are expected to be available to cover the estimated expenditures for carrying out government programs and services. Each local government's budgeting process is unique. It is the product of geographical, historical, economic, and social factors of a particular jurisdiction. Whether local governments realize it or not, their budget processes are more than just a "bean counting" exercise or a handy way of balancing revenues and expenditures. Budgets are a way to rationalize the allocations of scarce resources.

Four major political players are involved in the budget cycle: the executive, the council or board, the departments, and the public or citizens who benefit from specific programs. The interactions among these players are determined by organizational structure and budget procedures, which vary in cities or counties of different size, scale of services, and form of government (council-manager or mayor-council). However, many basic principles of the budget cycle apply across the board.

The budget cycle has four phases:

- (1) Preparation - when estimates are determined for resources (revenues) and expenditures,
- (2) Adoption - when the proposed budget is submitted to the council or board for review and approval of both expenditures and financing authority,
- (3) Implementation - when the adopted budget is executed throughout the year through management of revenues and expenditures, and
- (4) Evaluation - when the performance of the government is assessed for their implementation of the budget.

Budgeting practices are established and constrained by State law, local ordinances/resolutions, and accepted standards. Some of those legalities are presented in the following Budget Calendar which outlines the major steps in budget preparation:

<u>Steps in Budget Preparation</u>	<u>Time Limitations</u>	
	<u>Cities</u> (RCW 35.33, RCW 35.34)	<u>Counties</u> (RCW 36.40)
1. Department heads are requested to prepare estimates of revenue and expenditures for the next fiscal year.	By second Monday in September (See Note A on page 7)	By second Monday in July
2. Estimates are to be filed with the City Clerk/county auditor.	By fourth Monday in September	By second Monday in August
3. Estimates are presented to the chief administrative officer for modification, revision, or additions.	By the first business day in October	
4. Setting tax levies (RCW 84.52.020.006.070)	On or before November 15 for first class cities except cities having a population of 300,000 or more. November 30 for 300,000 or more town and code cities.	
5. Upon receipt of the estimates, the auditor prepares the county budget and submits it to the board of county commissioners.		By the first Tuesday in September

Time Limitations (Continued)

<u>Steps in Budget Preparation</u>	<u>Cities</u> <u>(RCW 35.33, RCW 35.34)</u>	<u>Counties</u> <u>(RCW 36.40)</u>
6. Chief administrative officer prepares preliminary budget and budget message and files it with the city clerk.	At least 60 days before the ensuing fiscal year.	
7. Clerk publishes notice of filing of preliminary budget with city clerk and publishes notice of public hearing on it once a week for two consecutive weeks.	Published during the first two weeks in November.	
8. The legislative body, or a committee thereof, must schedule hearings on the budget or part of the budget, and may require the presence of department heads.	Prior to the final hearing.	
9. Copies of the preliminary budget are made available to citizens upon request.	Not later than six weeks before January 1.	Two weeks prior to hearing
10. Budget hearing notice.	Publish notice once for two consecutive weeks. State availability of budget at clerk's office and schedule for final public hearing.	Publish notice once for two consecutive weeks. State availability and location of budget. Advise of schedule for final public hearing.
11. Final hearing on proposed budget	On or before first Monday of December, and may be continued to not later than the 25th day prior to next fiscal year.	On the first Monday in October (see Note C)
12. Adoption of budget for next fiscal year.	Adopt by Ordinance. Following the public hearing and prior to the beginning of the ensuing fiscal year.	Adopt by Resolution. Following the public hearing and prior to the beginning of the ensuing fiscal year.
13. Mid-biennial review and modification (optional).	Provide by ordinance for this step. If provided for, shall occur no sooner than 6 months after start nor later than conclusion of first year of the fiscal biennium.	

Notes:

A. Or at such other time as the city may provide by ordinance or charter (RCW 35.33.031/051).

RCW 35.33.031 actually provides "on or before the second Monday of the fourth month", etc. Therefore, pursuant to the state budget law, that step (and certain others) could be taken before the dates listed herein.

Budget requirements for first (under 300,000), second, third, and fourth class municipalities are listed in Ch. 35.33. RCW, as amended, and for Cities under the Optional Municipal Code in Ch. 35A.33 RCW, as amended. Ch. 35.32A contains the budget law for cities over 300,000 population (Seattle).

B. The public records section of the Public Disclosure Law guarantees full access to information concerning the conduct of government, with exceptions made for privacy of individuals and efficient administration of government. Citizens participating in the budget process should be aware of their right to inspect and copy any document or public record needed in the evaluation of a county or city budget.

C. The law has established dates for the budget process allowing counties a great deal of flexibility through RCW 36.40.071, to set up alternate dates for budget hearings and other elements of the budget process. Several counties have chosen to set the budget hearings at a later date. Citizens are urged to contact their county commissioner regarding the exact dates for the budget hearing.

Presidential Quote...



"A popular Government, without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy; or, perhaps both."

Letter to W.T. Barry, August 4, 1932, James Madison, 4th President 1890-1817

1989 Southern Heritage Prints Excerpts from "Presidential Quote Notes," which is a pad of 100 sheets of memo paper featuring 100 "Famous Quotations" of all the Presidents of the United States of America. Second Edition President Washington thru President Bush.

Special Thanks

Thank you to all the Newsletter Committee members for all of their hard work on "The Quill".

- Robin Wohlhueter, Chair
City of Auburn
- Jackie Gleason
City of Brewster
- Debbie Sarver
City of Woodway
- Judith Cary
City of SeaTac
- Michelle Thomas
City of Port Orchard

Memories...

A current WMCA project is the collection and formulation of historical data of our organization since its early beginnings. Anyone having items such as photos, historical information, etc., please contact or forward items to:

- Karen R. Pfau, CMC
City Clerk-Treasurer
City of Benton City
P.O. Box 70
Benton City, WA 98320-0070
(509)588-3322

Washington Municipal Clerks Association

1992 Officers:

- Pam Olsen, President, City of Brewster
- Roland Signett, President-Elect, City of Ferndale
- Bob Ostrom, Vice President, City of Duvall
- Robin Wohlhueter, Secretary, City of Auburn
- Bev Garvey, Treasurer, City of Prosser
- Nacelle J. Heuslein, Past President, City of SeaTac

1992 Boardmembers:

- Sue Wilson, City of Steilacoom
- Karen Pfau, City of Benton City
- Sue Miller, City of Carnation
- Kathy Browning, City of Entiat
- Charlotte Taylor, City of Lacey
- Steve Dubail, Town of Friday Harbor

Washington Municipal Clerks Association

c/o City of Ferndale
5694 - 2nd Avenue
P.O. Box 936
Ferndale, WA 98248

CARY, JUDITH EXEC. SEC.
19215 28TH AVE. S.
SEATAC WA 98188