

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MONTHLY REPORT

OCTOBER 2008

Sandy Paul, Board Member

FALL MASTER ACADEMY SESSIONS SCHEDULED

WMCA will sponsor a master academy session in two locations this October. Please mark your calendars. The presentation, by popular speaker Michael Buschmohle, is titled "Managing Meetings and Handling Tough Situations." Attendance at the full six hour session will earn 3 MMC educational points or 3 CMC experience points.

October 17, 2008 - The "east" session will be held in Moses Lake at the Best Western Lake Front Hotel on Friday, October 17. Call 509.765.9211 for reservations. The WMCA rates of \$70 plus tax for one person and \$80 plus tax for two people expired on September 26. The Best Western can be reached at: www.bestwesternwashington.com/hotels/best-western-lake-front-hotel.

October 31, 2008 - The "west" session will be held at the Kitsap Conference Center at the Bremerton Harborside on Friday, October 31. This beautiful new facility is right on the water and just steps from the Seattle-Bremerton ferry. A block of rooms has been reserved at the Hampton Inn (360.405.0200), which is just across from the Convention Center. Tell them you are with the Washington Municipal Clerks Association to receive the government per diem rate. The rates change each October, but the hotel estimates the cost will be about \$85.00 for a single. Rates are also good for Friday evening and include breakfast. Check out the facility at www.hamptoninn.com. Deadline for hotel registration is October 15, 2008, but the block is small so please call early if you want to have a relaxing night on the waterfront before or after the session.

Both sessions will begin at 9:00 a.m. and conclude at 4:30 p.m. The \$125 member registration fee includes morning and afternoon breaks with snacks, lunch, and parking.

WMCA 2009 CONFERENCE
Quinault Beach Resort and Casino, Ocean Shores, WA
Advanced Academy - Tuesday, March 17, 2009
Conference - March 18-20, 2009
X MARKS THE SPOT ... X-PERIENCE and X-CELLENCE

Our annual conference will be held March 17-20, 2009, at the beautiful Quinault Beach Resort and Casino in Ocean Shores. The conference will begin with an Advanced Academy on Tuesday, March 17, and will be followed by two and a half days of general and concurrent educational sessions. Our Education Committee is hard at work gathering speakers to make this a great conference. This year we will have a "free night" on Wednesday and on Thursday evening we will have our annual banquet, which will include the silent and live auctions, as well as the awards and swearing-in ceremonies. It will be a busy night, but we heard that many of you wanted a night off again so we'll try it out this year and see what happens!

Room Reservations: The block of rooms for our conference is now open. Room rates are as follows: Wetland View: \$89.95/night and Ocean View: \$99.95/night (taxes not included). Please call 1-888-461-2214 to make your reservations and make sure you say that you are with the Washington Municipal Clerks Association for the conference rates. We are also asking that members double-up and share rooms this year as there are only 156 sleeping rooms available. We'd like to make it possible for all of our members to stay at the resort. Please contact your Professional Development or conference buddies to see if they'd like to share a room! Don't forget you'd also be saving money by sharing!

All the information is now on the website at: http://www.wmcaclerks.org/fall_academy_08.htm

NOTES FROM THE FUNDRAISING COMMITTEE

During these uncertain economic times, the need to raise additional funds for WMCA training and education scholarships is critical.

Raffle Tickets are available! The \$5.00 raffle tickets are ready for you to sell and you don't need to be a Fundraising Committee member to sell them. All you need to do is order tickets from Valerie Loffler by contacting her at valerie-loffler@ci.kennewick.wa.us or 509. 585.4273. The tickets are in books of 10. Two prizes will be awarded during the 2009 WMCA Conference, of \$1,000 each!

2009 AUCTION

Another way to support the scholarship fund is to provide items for the annual auction during WMCA's Conference. Examples of past auction items include: clothing, jewelry, overnight or weekend trips, special events (Seahawks or Mariners game tickets), handmade specialties, and themed gift baskets.

Start contacting businesses, hotels, and services in your area now for auction items. There are two WMCA letter templates available to you - one is a "request for donation" letter and the other is a follow-up "thank you for your support" letter. Please contact Debby Barham (dbarham@ci.richland.wa.us or 509.942.7389) if you want the templates.

Lastly, we have WMCA clothing on sale! Check out the [WMCA webpage](#) or contact Valerie Loffler or Debby Barham.

SCHOLARSHIPS FOR 2009

Margery Price Scholarships Available

Have you obtained your CMC status and are now working towards your MMC? The Margery Price Scholarships are awarded to qualifying members for job-related courses or WMCA-sponsored Advanced Academies. Please look at the Margery Price Scholarship guidelines on the WMCA website to see if you qualify, and apply! Please contact Claire Lider, Scholarship Committee Chairperson at claire.lider@ci.battle-ground.wa.us or 360.342.5008 if you have any questions.

Scholarship Committee News:

Members of the Scholarship Committee would like to remind you that next year's conference in beautiful Ocean Shores will be here before you know it! As such, we would love to have you start thinking about what you'd like to bring for either the silent or live auction next year! Local businesses, restaurants and hotels are great places to talk to in order to procure auction items.

New applications for scholarships are now available online! You can find information about the three types of WMCA scholarships at WMCA's website. We'll be accepting scholarship applications later this year for conference, and then shortly after that for the Northwest Clerks Institute. The Marge Price Scholarship can be applied for at any time.

Our Committee is always looking for new members, so if you want to join a fun committee, please feel free to contact Claire Lider at (360) 342-5008 or via email at Claire.lider@ci.battle-ground.wa.us. This committee is a great way to interact and get to know your fellow clerks better!

December 19 - Save the Date! WMCA Conference Scholarship Applications Due!

Ocean Shores is the place to be this March for the Washington Municipal Clerk's Association's Annual Conference. So, don't miss out on your opportunity to apply for a WMCA Conference Scholarship! Scholarships are available online at <http://www.wmcaclerks.org/Scholarships/2008%20Scholarship%20-%20Conf%20App.pdf>.

CLERK OF THE YEAR AWARD

It's not too early to start thinking about who you will nominate for the Clerk of the Year Award. Nomination forms and information on the process can be found under the Clerk of the Year Policy and Awards Committee description on our website at www.wmcaclerks.org. You can also see a list of past Clerk of the Year Award recipients, as well as those honored with the President's Award of Distinction.

The criteria for the Clerk of the Year nomination include:

- Eligible nominees shall be active WMCA members (fully paid dues) for the preceding five consecutive years.
- The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:
 - 1) Leadership, organization, administration and communications.
 - 2) Legislative and governing body procedures, records management and public relations.
 - 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees; attendance at State conferences; involvement in regional groups and/or IIMC Committees); and contribution to the clerk profession.
 - 4) Special projects and community activities and volunteerism.

It is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor.

The Executive Committee recently approved changes to the make-up of the Awards Committee. This will eliminate all members of the Executive Committee from serving on the Awards Committee, except for the Past President, who shall serve as the Chair of the Awards Committee.

All Executive Committee Board members with the exception of the Executive Committee members holding the office of President, President-Elect, Vice President and Past President are eligible to be considered for nomination.

Begin thinking about nominating an eligible member for this prestigious award. Nominations must be **postmarked by December 29, 2008**, and submitted to Past President Alice Bush at the City of Lakewood, 6000 Main Street SW, Lakewood, WA 98499.

LEGISLATIVE COMMITTEE REPORT

It's finally done! The response document for the comments, questions, and suggestions stakeholders submitted for the proposed rules for preservation of electronic public records.

Next steps:

- Additional changes have been made to RCW Section 40.140.
- The cost-benefit analysis has been worked up and will be distributed shortly.
- A CR-103 for final adoption of the proposed rules will be filed on October 15th for adoption on January 1, 2009 (Sections 010 - 110 will take effect). January 1, 2010 - Sections 140 and 150 will take effect. If you need a copy, contact Sandy Paul at spaul@ci.pacific.wa.us.

The Association of Washington Cities began its legislative process August 15, 2008 with one new sub-committee to be chosen to work with the issues of sustainability, green house gases, and other climate change issues, freeing the other sub-committees to discuss only their pertinent subtopics. For a full list of sub-committees, please refer to <http://www.awcnet.org>.

The subcommittee which deals with issues most related to City Clerks is the Flexible General Government Operations Committee. Among other oversight duties, the Flexible General Government Operations Committee supports a transparent and open government, whether it is public participation

in open meetings or the availability of public records. The challenge is to achieve the appropriate balance between the ease of access to government information and potential impacts on city budgets for records management personnel, retrieval and storage of documents, and legal counsel needed for public meetings and public records. This committee also encourages legislative and administrative solutions that are free of unfunded mandates, and strongly opposes additional state and federal mandates (both legislative and administrative) unless they are accompanied by sufficient financial resources and are compelled by significant public interests.

The Flexible General Government Operations Committee also strives to maintain and enhance cities' ability to efficiently and effectively manage personnel and control personnel-related costs; seeks an objective review of the impact of statewide ballot measures and initiative on local governments, both prior to and after passage of such measures; encourages policies that ensure the authority of cities to contract with public and private entities to provide needed services and programs; seeks innovative solutions to the burgeoning costs of maintaining a transparent, open government; and pursues state and federal telecommunications policies that protect local government authority to manage the right-of-ways, retain franchise authority to ensure buildout and universal service, and protect public access television.

On September 26, the AWC Board of Directors adopted five emerging top legislative priorities for the 2009 session. They are:

- Infrastructure Funding
 - State Infrastructure Funding:
 - Local Infrastructure Options and Flexibility
 - Municipal Stormwater Funding
- Oppose the Requirement to Tape Executive Sessions and Oppose the Attempt to Limit Public Agencies Attorney Client Privilege
- Oppose Diversion from Public Works Trust Fund
- Mitigating the Medical Costs for Offenders
- Fiscal Aid for Distressed Cities and Counties

PARLIAMENTARY PETE Q & A

Bob Baker, CMC, City Clerk of the City of Newcastle
President Elect, WMCA

Dear Parliamentary Pete:

At last night's Council meeting, Mayor Marble-Noggin asked for a roll call vote. That's fine because I've won two beauty pageants and am the prettiest Councilmember and with that, I know I get to vote first. At least that's what I said.

The rest of the knuckleheads disagreed. Oh, Pete, I cried and cried so hard I held up the meeting for a few minutes. Sadly, I caused a scene. Finally, to get the meeting moving again, the Mayor did as I asked in the first place and I got to say my vote first. I smiled right away. Was I right? Doesn't the prettiest Councilmember vote first in roll call votes? If not, who does?

Signed,
Gorgeous in Georgia

Dear Gorgeous:

Incredible! Although Mayor Marble-Noggin may have seemed a tad hard-headed, he is correct and should have stuck to his guns. Although you are undoubtedly a beautiful lady, the prettiest isn't necessarily the first to vote in a roll call vote.

Unless your City Council Rules of Procedure read differently, the Clerk of the Council, sometimes known as the City Clerk, takes the roll call in *alphabetical order* and the *name of the Mayor or Council President is read last*. When a member's name is called, they may vote with the following responses: yes, no, abstain, present or pass. A response of "present" is the same as "abstain." If a Councilmember is not ready to vote the first time their name is called, they may answer, "pass." Once the Clerk reads the roll in its entirety, they must again call the names of those who answered, "pass," giving them a final opportunity to vote.

As the City Clerk calls each Councilmember's name, the Clerk repeats the vote aloud and makes a written note of it. At the conclusion of the roll call vote, the Mayor may ask if everyone who wants to vote has done so. At this time, Councilmembers **may also change their prior vote** before the Clerk presents the final tally and before the Mayor or Council President announces it.

The City Clerk verbally reports the final number of those voting on each side and the number of those abstaining. The Mayor or Council President repeats the results and declares a motion as "carried," "adopted," "defeated" or "failed."

Hope this helps. Be sure to contact me again. Best of luck in your future beauty pageants.

Parliamentary Pete!

DEAR NOTARY NED:

While working for the City of Everywhere, Washington, I was proud to offer notary services. As I used the seal primarily at work, the City paid for my seal, certificate, bond and journal.

I took a job with Sunny Day, Washington three weeks ago. That made the Mayor from Everywhere, Washington hotter than a hornet as I was the only notary in that city. When I left, the Mayor demanded that I leave my seal, certificate, bond and journal behind as city funds were used to purchase them and because I was "robbing the community" of a public service.

I argued the point, yet was told to "move on, and let it go."

Was it right for the Mayor to demand I leave those items behind?

Signed,

Seal-less in Sunny Day, Washington

Dear Seal-less:

In short, Washington State law shows the demand of your former Mayor (employer) to be unlawful.

Citing from the Revised Code of Washington, the somewhat longer answer is that these items are the exclusive property of the Notary Public. These items can neither be used by any other person than to whom they were issued; nor surrendered to an employer upon termination of employment - "regardless if the employer paid for the items." RCW 42.44.090(4)

Please recite this law in written correspondence to your former employer and make a professional ("gentle") demand for YOUR personal property.

Thanks for writing and let me know when other questions arise.

Ned

WMCA'S NEWEST BOARD MEMBER

Congratulations to Virginia Olsen, CMC, City Clerk, City of Mountlake Terrace, who is WMCA's newest Executive Board member! Filling an unexpired term (through March 2009), Virginia will officially be appointed to the Board at her first Executive Committee meeting on Friday, October 24th.

In addition to Virginia, the following people represent you and are here for you:

- Ali Spietz, President, City of Mercer Island (March 2009)
- Bob Baker, President-Elect, City of Newcastle (March 2009)
- Terri Pfister, Vice-President, City of Spokane (March 2009)
- Cheryl Proffitt-Schmidt, Secretary, City of North Bend (March 2010)
- Sheryle Wyatt, Treasurer, City of Tumwater (March 2009)
- Alice Bush, Past-President, City of Lakewood (March 2009)
- Kammy Hill, Board Member, City of Walla Walla (March 2010)
- Karen Kuznek-Reese, Board Member, City of Sequim (March 2010)
- JoAnne Giesbrecht, Board Member, Skagit County (March 2011)
- JoAnne Trudel, Board Member, City of Bothell (March 2009)
- Sandy Paul, Board Member, City of Pacific (March 2011)

CONGRATULATIONS ARE IN ORDER

Belated Congratulations to Rachel Baker, CMC, City of Medina, who received her CMC certification in the spring of 2008.

Congratulations to the following Washington Clerks that recently received their Certified Municipal Clerk (CMC) status:

Debbie Clark, CMC, City Clerk, City of Pasco, WA
Kathy Bruno, CMC, Clerk to the Board, Wenatchee Valley Transportation

And double congratulations to Kammy Hill, MMC, City Clerk for the City of Walla Walla, who recently received her Master Municipal Clerk certification.

Another job well done for all of you. Congratulations to all.