

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MONTHLY REPORT**



DECEMBER 2009

Treva Percival, Vice President

CLERK OF THE YEAR NOMINATIONS

Perhaps the most prestigious award a Clerk can receive is that of “Clerk of the Year” and - it’s not too early to start thinking about who you will nominate for this award. That’s right – Clerks can nominate each other! Past nominees will tell you that just being nominated for this award is an honor in and of itself.

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.

Know of a clerk you think should be nominated? Please contact Past President Ali Spietz (ali.spietz@mercergov.org) and she can help connect you with other members and/or the nominee’s elected and/or appointed officials and/or supervisor to submit a nomination.

Letters will be sent to all members’ elected and/or appointed officials next week. The only

WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President.

Don't let this opportunity to recognize one of your peers pass you by! Nominations must be **postmarked by December 28, 2009**, and submitted to Past President Ali Spietz at the City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040.

WMCA 2010 CONFERENCE

Mirabeau Park Hotel and Convention Center, Spokane Valley, WA

Advanced Academy: Tuesday, March 16, 2010

Conference: March 16 – 19, 2010



“Celebrate You – The Gem of a Community”

Our 40th annual conference is scheduled for March 16 – 19, 2010, at the Mirabeau Park Hotel and Convention Center in Spokane Valley <http://www.mirabeauparkhotel.com/>. The conference offers an Advanced Academy on Tuesday, March 16 and will be followed by two and half days of general and concurrent educational sessions.



The annual banquet will have a **ruby** colored theme in honor our organization's 40th anniversary. The gala dinner will feature the coveted “Clerk of the Year” award, swearing-in ceremonies, and other awards. A DJ will play tunes following the banquet and help close out a great night with dancing and musical entertainment for all to enjoy!

Room Reservations:

The block of rooms for our conference is now open. Room rates are \$92.00 and \$10/person per night for each person after the first two guests (taxes not included). Please call 1-866-584-4674 to make your reservations. Don't forget to say you are with the Washington Municipal Clerks Association for the conference rates. To help ease your budget, share a room and transportation with another clerk. Call your PD or conference buddies and share expenses.

Don't miss out on all the fun and the opportunity to get an education while earning points toward your CMC and MMC designations! Registration and vendor information is online at www.wmcaclerks.org.

SURVEY COMING...

You will be asked to participate in an educational planning survey soon. We know that budgets are tight and we need to know where you are planning to spend your educational funds so we can plan for 2010. We will be asking how you plan to spend whatever funds you might have and what classes you are planning or hoping to attend in 2010. For example, will you plan to attend the IIMC conference in Reno rather than Institute or Master Academy? Your response is

important! We hope to tailor our educational programs to your needs. You will be notified when the survey is ready.

CALL FOR CANDIDATES!!!

Don't forget! The call for candidates is up and on the WMCA website. You can find all the information [here](#). The positions available in the 2010 election and their terms are as follows:

- President-Elect (1 year term)
- Vice President (1 year term)
- Treasurer (1 year to fill unexpired term)
- Secretary (2 year term)
- Board members, two positions (3 year terms)

The job descriptions for each position can be found at www.wmcaclersk.org under the Executive Committee tab.



The application materials must be received by the Elections Committee no later than Thursday, December 31, 2009. An electronic copy of all the above is welcome; however, signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hardcopy and received by the December 31st deadline. Submit the candidate packet to the following: Michelle Murphy, Deputy City Clerk, PO Box 90012, Bellevue, WA 98009-9012. Email address: mmurphy@bellevuewa.gov. Phone: (425) 452-6466.

Please consider running for a position! We would love to see at least two names for every available position.

COMMITTEE CHAIRS NEEDED!

Reminder that the following committees need chairs in 2010-2011:



Audit
Bylaws
Elections
Historical
Legislative
Membership
Scholarship

Please contact Karen Kuznek-Reese at kkuznek@ci.sequim.wa.us or 360-681-3428 if you are interested in chairing one of these committees.

SCHOLARSHIP OPPORTUNITIES

Upcoming Scholarship Opportunities include:

- **Spring Academy**, Margery Price Scholarships are available for registration; the **deadline to apply is December 18, 2009**. You must have your CMC designation and be working towards your MMC designation to apply for a Margery Price Scholarship.
- **WMCA Annual 2010 Conference**, **deadline to apply is December 18, 2009**. (Annual Conference Scholarship Application)
- **Northwest Clerks Institute (NCI), PD I, II, & III**, **deadline to apply is February 19, 2010**. (NCI Scholarship Application)
- **NCI Master Academy, PD IV**, **deadline to apply is February 19, 2010**. (Margery Price Scholarship Application)
- **IIMC Advanced Academy**, **deadline to apply is February 19, 2010**. (Margery Price Scholarship Application)



Please see the WMCA website for full guideline and application details on WMCA Scholarships.

Other scholarship sources include IIMC (International Institute of Municipal Clerks), WCIA (Washington Cities Insurance Authority), AWC (Association of Washington Cities), CIAW (Cities Insurance Association of Washington) and regional clerks associations.



KEEP WMCA IN MIND BEFORE, DURING, AND AFTER THE HOLIDAY SHOPPING SEASON!

It is that time of the year where we get so wrapped up in the hustle and bustle of the season – so much to do and so little time to get it all done. The WMCA Fundraising Committee would like you to thank you for supporting our scholarship efforts over the years and urge you to continue that support. As you shop this season, consider picking up an item for the annual auctions, or if you receive that certain gift that is nice but just not you, instead of returning it, consider donating it to WMCA – we can turn that unwanted item into funds for education. From all of us on the committee, to all of you and your families, have a wonderful holiday season!

IIMC EDUCATION GUIDELINE CHANGES

Several changes to the IIMC Education Guidelines were made at the mid-year IIMC Board meeting held in early November. These changes will take effect on January 1. You have received a more comprehensive e-blast from IIMC headquarters detailing these changes. We will also be putting out a Region IX newsletter in the next 4-6 weeks to report on the meeting and other news.

Some of the major decisions include:

- **Elimination of the Recertification Program:** If you have your CMC, you no longer need to recertify. As long as you remain a member of IIMC you can use your CMC designation. Members will be highly encouraged to work toward their MMC.
- **MMC Timeline:** You no longer have to accumulate a specific number of points per year to remain in the MMC program. You may take as long as you like to earn your MMC (previously MMC candidates were required to earn a certain number of points per year to remain in the program).
- **MMC Certification Requirements:** The requirements for MMC certification have changed from 104 total points to 100 total points. In addition, the ratio of points has been changed back to the previous guideline: 60 advanced education points, 20 social/professional points, and 20 points that you can earn either through advanced education or social/professional. (Under the newer guidelines, the mix was set at 84 advanced education and 20 social/professional).
- **IIMC Annual Conference Points:** You can earn up to 8 points by attending the IIMC annual conference. A tracking system will be in place and you will receive credit only for classes attended. Two tracks will be provided, intermediate and advanced: advanced classes receive advanced education credit at 2 points/hour; intermediate classes receive CMC experience points or MMC social/professional points at the same ratio. There is no requirement to complete an assessment to earn IIMC conference points.

There were many other items addressed which will be shared in the e-blast from IIMC headquarters and in your Region IX newsletter. If you have questions, contact Pam Kolacy at pkolacy@cityofpt.us or 360-379-5045. The staff at IIMC headquarters is also available to take questions. The good news is that new guidelines will be coming out in January that will be simpler to read and understand and should be less than half as long as the previous guidelines.

REGION IX REPRESENTATIVE

At the Alaska Association of Municipal Clerks conference held in Anchorage in November, Kristie Smithers of Wasilla, Alaska, was elected as the new Region IX Director upon confirmation from CCAC, OAMR, and WMCA. Her term will begin this May at the Reno conference.

PLANNING FOR 2010

Northwest Clerk Institute dates have been set for 2010. Please mark your calendars:

- PD I - June 6-11
- PD II - June 13-18
- PD III - June 20-25
- Master Academy - June 13-16

Don't forget to check the Institute website at www.nwclerksinstitute.org.

The Spring Academy will be held Tuesday, March 16, just prior to the start of the WMCA annual conference in Spokane Valley. Mark Towers will be our speaker.

LEGISLATIVE REPORT

The AWC Legislative Committee of the Whole met in person at the SeaTac Marriott Hotel on November 20, 2009. It became a gloomy day following revenue projection reports from the Washington State Department of Revenue, which were predicted to be worse than previous projections. However, among several issues of great concern to cities (and clerks) for the 2010 Legislative session, the issue concerning the taping of executive sessions was #1 in importance for all sub-committee categories. WMCA was not the only organization in opposition to recording Executive Sessions. Many City Council members/Mayors and City Managers/Administrators also strongly oppose the issue. Further work would also be pursued to look for efficiencies in public disclosure.

For a full accounting of the action of the Legislative Committee, please see the AWC website, www.awcnet.org.

Subcommittee on Flexible General Government Operations Major Priority Issue

1. Oppose the Requirement to Tape Executive Sessions and Any Restrictions of Attorney-Client Privilege or Attorney Work Product

Background:

In 2008, a bill was introduced that would have required all public agencies to record in entirety all executive sessions and retain the recordings for two years. The recordings would be considered public records not subject to public inspection or copying under the public records law except by court order and only under judicial review. The burden of proof would be on the governing body to establish that refusal to permit public inspection and copying is in accordance with the limited purpose of executive sessions.

Also in 2008, several bills were introduced that would have limited attorney-client privilege or attorney work product, based on recent court decisions.

Political Situation:

Cities and other local government agencies did not support these proposals in 2008 and the bills died. The sponsor of the tapings proposal has stated a related bill will be reintroduced in the 2009 session. It is likely that proposals relating to attorney-client privilege or attorney work product will be introduced, as well.

Subcommittee Recommendation: Cities will continue to oppose a requirement to tape all executive sessions, and any attempt to restrict attorney-client privilege or attorney work product.

Issues to Endorse

1. **Address operational issues related to the Public Records Act (PRA).** This would be a proactive, multi-year approach to address rising costs, the growing number and size of records requests, and other related issues stemming from the PRA. AWC would partner with other local government groups who share these same issues to find innovative alternatives for managing public records.
2. **Exempting personal information of citizens who use public agency services.** In past years, this issue has been discussed as a possible legislative proposal, but was not supported by key interest groups. This year, the Public Records Exemption Committee will forward a recommendation to the Legislature to clarify that lists of citizens, particularly personal information about children who sign up for recreation events or other public programs, will not be disclosable.
3. **Elimination of election dates.** The County Auditor's Association is planning to advance a bill to eliminate two election dates per year. This is similar to a proposal advanced in previous sessions where two spring dates would be eliminated and all spring elections would be compressed into the remaining two dates. AWC would support a resolution to this issue that satisfies both the auditors' concerns and local governments' concerns.

CONGRATULATIONS

Congratulations are in order for Sandy Paul on her new position with the City of Des Moines effective December 1. Make sure you update your contact information for Sandy to:

City Clerk: Sandy Paul

21630 11th Avenue South, Suite A

Des Moines, WA 98198

(206) 870-6519

Fax (206) 870-6540

E-Mail: spaul@desmoineswa.gov

WMCA DATES TO REMEMBER

Conference Scholarship Application Deadline: December 18, 2009

Clerk of the Year Nominations Deadline: December 28, 2009

Call for Candidate Deadline: December 31, 2009

Northwest Clerk Institute (NCI) Scholarship Deadline: February 19, 2010

Spring Advanced Academy: March 16, 2010

Annual Conference: March 16 – 19, 2010

IIMC Annual Conference, Reno-Tahoe, NV May 23 – 27, 2010

Northwest Clerks Institute PD I: June 6 – 11, 2010

Northwest Clerks Institute PD II: June 13 – 18, 2010

Northwest Clerks Institute PD III: June 20 – 25, 2010

Northwest Clerks Institute PD IV: June 13 – 16, 2010

