



Executive Committee Report

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Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.



President's Message

Treva Percival, MMC

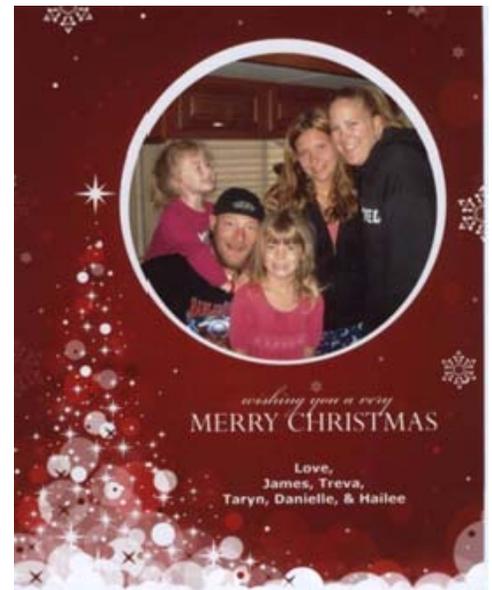
I feel like I just wrote one of these so I don't have a lot of news to update you on. I will start with wishing everyone a wonderful holiday season. I hope it is filled with family, laughter, and good times. The Conference Planning,

Education, and Fundraising Committees are feverishly working on putting on an amazing conference for everyone and providing new items for purchase at the WMCA store. Keep your eye out, you won't want to miss the great new items.

The Executive Committee will meet in January so if you have any items that you would like discussed at that meeting, please let me know by January 3rd.

So for now, from my family to yours:

And as always



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Legislative



Sandy Paul, CMC
President Elect



The AWC Legislative Committee met November 17, 2011 at the SeaTac Doubletree Hotel. The subcommittees have been working for several months on their lists of hot topics to pursue, support, or defend against in the 2012 legislature. Below is the list of topics voted on in order of votes received. I am always energized when the topic of public records comes up because discussion can go on for quite some time! It is a hot button topic with all electeds and City Managers. In 2004, when WMCA first got started talking to AWC and the Legislative Committee about public disclosure NO ONE would go there. We've come a long way!

As clerks, we will, of course, be watching all issues that affect cities but especially those that affect clerks and our work. In addition to public disclosure, also on the list is an item about limiting commercial requests (not visible because voters chose the over-arching of the two public records issues). You know, the data miners who want all your building permits back to the 1920's and they give you the format to put it in so they can read it. We are saying *nyet* – or at the very least, put some teeth into the RCW so we don't have to spend our unfunded time on those requestors so they can make the big bucks. That said, newspapers and TV stations are commercial interests, too, so this one is sticky. You well know that lobby will fight hard to preserve their access to anything they want, and they want it yesterday.

And personally, I do like to provide the media with whatever they need. If they misquote what I give them, I can – and do - call foul. We do not need ½ information enhancing the public image that we are a bunch of dunces. We all work too hard to help them with that.

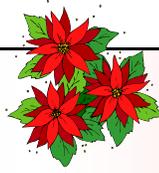
There were about 40 +/- committee members in attendance at the group meeting of the subcommittees. Each member was given 6 votes. The table indicates what they are thinking about issues that face cities in these more than challenging times. We heard the latest state budget forecast, as you all have, that state revenues are down another \$122M – pocket change in the big picture of things, actually. So there was rejoicing that it was only that much.

Next steps – The work of the Legislative Committee is done until 2012. Scary to think that's only weeks from now! These recommendations now go to the AWC Board for approval. Of course, of primary concern to everyone is the governor's proposal to keep liquor profits and some sales tax revenues for the state, the first item on the table. The passage of I-1183 changes some of that in that those monies, or a portion thereof, MUST go to the cities. To change that would take a 2/3 vote of both houses and y'all know there's not a 2/3 vote for anything. We will keep watch on that topic as the legislature convenes after Thanksgiving and discusses their additional budget cuts.

Three new issues brought up yesterday: The one about hydrants/utilities will probably be added to the Flexible General Government Operations subcommittee where utility issues are discussed. I don't know where the library issue will go, maybe with General Ops, but I do know here in King County, Pierce County, too, libraries are their own taxing districts and are no issue for cities. The GMA discussion will be overseen by the Land Use/Environment subcommittee. Each generated quite a bit of discussion and concern. Just be aware that those are now on AWC's radar, too.

Get up to the hour updates at www.awcnet.org, or www.mrsc.org, or www.leg.wa.gov when there are updates to share.





<u>AWC Subcommittee Recommendation</u>	Issue	Votes
Major Priority	Ensure continued appropriation of committed state shared funds.	25
Major Priority	Local transportation funding	21
Major Priority	Preserve infrastructure funding	21
Major Priority	Pursue options for creating sustainable personnel related costs.	19
Major Priority	Enhance local revitalization financing authority	17
Major Priority	Resist transferring responsibilities from the state to cities.	16
Major Priority	Pursue pro-active public records proposals	15
Major Priority	2012 Stormwater permit requirements: New requirements in draft permits will be challenging and expensive to implement. Engage legislature to ensure that requirements will be technologically and financially feasible.	12
Major Priority	Medical Marijuana: Clarification, limits, local control, taxes, and federal reclassification.	11
Major Priority	Preserve existing local revenue authorities, including but not limited to the flexibility for cities to administer, collect and enforce the municipal business and occupation tax and business license in a manner that meets unique, local needs.	10
Major Priority	Reform of State Environmental Policy Act (SEPA)	9
Major Priority	Stormwater funding to assist NPDES cities in meeting permit requirements	6
Other Significant Issue	Extend period by which you have to spend SEPA mitigation fees and Local Transportation Act impact fees	5
New Issue	Fire Hydrant issue – utility v. general fund (new issue)	4
Other Significant Issue	Commercial requests: Limit public records requests that are clearly for commercial purposes.	3
Other Significant Issue	Mitigating offender medical costs.	3
Major Priority	Additional tools for combating gang activity including funding for gang intervention and prevention activities.	2
Other significant issue	Preserve photo enforcement authority	1
New Issue	Clarify GMA Guidelines for cross-county annexation (new issue)	1
Other Significant Issue	Add flexibility on expenditure of impact fees	0
Other Significant Issue	Recording fees on utility liens: Engage in conversation regarding the impact of document recording fees on cities that utilize utility liens to promote payment of delinquent utility bills. Continue AWC support for the underlying fees (the fees support housing programs).	0
Other Significant Issue	Preserve local government's current ability to purchase health care insurance.	0

Call for Candidates!

-Candidate Packet Deadline: December 31, 2011-



By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill officer and board positions on the WMCA Executive Committee. Service in these positions is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association.

The election will be held in February 2012 through electronic voting software. The following positions are available in the 2012 election:

President-Elect (1-year term)
Secretary (2-year term)

Vice President (1-year term)
Two board positions (3-year terms)

The job descriptions for each position can be found at www.wmcaclerks.org/ecpositions (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

Candidate Packets must be received by the Elections Officer (Bobbie Usselman, City of Sequim) no later than Friday, December 31, 2011. An electronic copy of the application materials is welcome; however, the signed originals of the Declaration of Candidacy and the Letter of Support must be provided in hard copy and **received** by the December 31 deadline.

Candidate Packets **must** include the four following pieces of information:

- 1. Declaration of Candidacy:** This is a signed, written document containing the following:
"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."
- 2. Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
- 3. Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
- 4. Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to: Bobbie Usselman, CMC , WMCA Elections Officer
City of Sequim, 152 W. Cedar Street, Sequim WA 98382, busselman@ci.sequim.wa.us
360-681-3432

Nominate a Fellow Clerk!

Karen Kuznek-Reese, Immediate Past President

TIME'S RUNNING OUT! NOMINATIONS DUE FOR CLERK OF THE YEAR

Clerks can nominate each other for Clerk of the Year! 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:

Leadership, organization, administration and communications.

Legislative and governing body procedures, records management and public relations.

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.

Special projects and community activities and volunteerism.

Please note that it is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor. Letters will be sent to all members' elected and/or appointed officials in a few weeks. 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 **post-marked by December 31, 2011**, and submitted to Past President Karen Kuznek-Reese, City Clerk, City of Sequim, 152 West Cedar Street, Sequim, WA, 98382.



AUCTION CONTRIBUTIONS

PRE-HOLIDAY AND POST-HOLIDAY SHOPPING? KEEP WMCA IN MIND!



While you are out shopping this season, keep WMCA in mind. Each year at conference we hold auctions to raise funds for the scholarship program. The items we auction are donated by members and businesses in your local communities. If you have ever been a beneficiary of a WMCA Scholarship, you are well aware of the educational benefits.

Wonderful auction baskets can be put together with some bargain items – maybe a basket of socks, foot lotion, a candle, and a bottle of wine. Or how about thinking spring – some garden gloves, fall bulbs, garden tools, all packaged in a nice pot. For the “fashionista” among us, a nice handbag and scarf would be a hit!

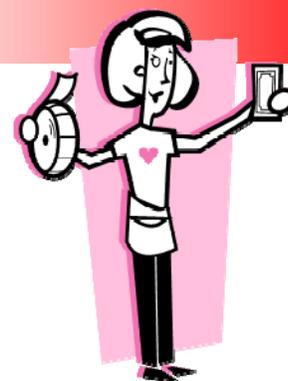
Don't forget the men in your lives - create a “Guy” bucket with outdoor sports items, fishing tackle, bug repellent, hand warmers, wool socks. Perhaps a Poker Night Bucket including snacks. Keep an open for those great tool sales during the holidays, too!

Thank you for your continued support of WMCA, and from your WMCA Fundraising Committee, health and happiness to you and your families in 2012!

50/50 RAFFLE WINNERS!

During the October 7, 2011 Fall Academy Session, Heidi Riojas and Debbie Zabell (City of Toppenish), members of the WMCA Fundraising Committee, conducted two 50/50 Raffles. A total of \$352 was raised, with the WMCA Scholarship Fund receiving \$176, and the two lucky winners receiving the following:

Traci Herman, City of Mountlake Terrace - \$75
Melissa Collins, City of Stanwood - \$101



Thank you for supporting your WMCA Fundraising efforts – Clerks Rock!



BE GREAT SELL G-R-T !

WMCA's Annual Grand Raffle Tickets (GRT) are available to sell NOW! The drawing for the prizes will be during the Annual Conference Banquet, March 15, 2012 at Lake Chelan, WA. We encourage all WMCA members to sell at least one book of ten (10).

GRT Facts:

The GRTs are \$5.00 each!

Come in a book of ten tickets!

Three chances to win **CASH** with one ticket (\$500, \$750, \$1,000)!

Top ticket seller will receive a \$25.00 credit from the WMCA Store!

GRT GOAL:

Sell all 1,500 tickets!

Selling all 1,500 tickets will net \$7,000 for scholarships!



GRT Contacts:

Debby Barham, CMC

Deputy City Clerk

P.O. Box 190 MS-05

Richland, WA 99352

(509) 942-7388

dbarham@ci.richland.wa.us

Debbie Jermann, MMC

Clerk of the Board

PO Box 2529

Vancouver, WA 98668

(360) 906-7303

debbiej@c-tran.org



SCHOLARSHIPS



The Scholarship Committee would like to remind you that scholarships are available to you to help you meet your educational goals.

PD I June 3-8, 2012
PD II June 10-15, 2012
PD III June 17-22, 2012
PD IV Cancelled due to IIMC Conference in Portland.

Professional Development Institute Scholarships

Deadline to apply – February 6, 2011

First time Institute scholarship applicants are eligible for award of both registration and lodging if needed. PD II and PD III scholarship awards are for registration only. You can find more information about scholarship awards and requirements at WMCA's [website](#).

For more information: Traci Herman therman@ci.mlt.wa.us

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Marge Price to the education and professional development of clerks in Washington State and Region IX.

The scholarships are intended to help pay registration costs for members working towards achieving the status of MMC. WMCA is pleased to offer the following scholarship:

IIMC Advanced Academy or IIMC Annual Conference - Deadline for applications is February 6, 2012.

Application can be found on the WMCA [website](#):

[Margery Price Scholarship Application](#)

Traci Herman
therman@ci.mlt.wa.us

Conference Transport

The Executive Committee has received a quote from Starline Bus Tours for transportation to the WMCA Conference in Chelan this March. If there are enough participants the cost for travel would be less than a mileage reimbursement. This is not only a way to save a little money for your jurisdiction, but a great opportunity to relax and network with your fellow clerks on the journey to and from conference. The quote is based on a departure specifically from North Bend and could be very feasibly changed to various departure locations around the state depending on the number of participants. If you are interested in this traveling opportunity, please contact WMCA Board Member Debbie Burke at deb-bieb@ci.normandy-park.wa.us.



FEATURED CLERK

Monica Martinez Simmons was appointed Seattle City Clerk in July 2010, shortly after retiring from a 31-year career with the City of Henderson, Nevada. During her tenure with Henderson, Monica served 20 years with the City Attorney's Office as Legal Administrator and was subsequently appointed City Clerk, serving in that position for 11 years. The second largest City in Nevada, Henderson realized unprecedented growth during Monica's tenure and currently serves a population of 280,000. The transformation brought welcome challenges and opportunity for personal and professional growth. During her tenure, Monica earned her Public Administration degree and Master's Certification through IIMC. She served as president for the Nevada Municipal Clerks' Association, IIMC's Board of Directors - Region VIII, and also served as host clerk for IIMC's 2010 annual conference. Monica was most gratified by her involvement in the publication of *An American Journey* (Henderson's administrative and pictorial history), the establishment of Nevada's first municipal Vote Centers, U.S. Passport and Marriage Licensing services and agency partnerships, and the kick off of iPad technology for council packets.



Monica maintains a deep respect for the municipal clerk profession, and the opportunity to make the transition to the Northwest and serve the City of Seattle was embraced. "This new chapter takes continued dedication and commitment, and I could not be more gratified working with my Seattle colleagues on behalf of this wonderfully diverse community. Working together with all stakeholders toward the enhancement and development of key initiatives and processes we are collectively responsible for is not taken lightly." As Seattle City Clerk, Monica is responsible for five legislative work units, including Legislative Operations, Seattle Archives and Public Records, Technology and Information Services, and Legislative Public Disclosure and Human Resources. Monica currently serves as Vice Chair of the International Relations Committee for IIMC and recently participated in the South Africa Study program (www.southafrica-limc2011.com). Strengthening international relations, programs, and networks which benefit the full IIMC membership and profession is the focus of the Committee.

Monica's family was very supportive throughout her recent transition, most notably her high school sweetheart and husband of 34 years, John. Her daughter, Natalee, and son, Austin, enjoy frequent visits to the beautiful Northwest in between work and attending college. They are looking forward to enjoying the ski slopes together this season... "This part of the country seems to present a welcome adventure nearly every day, and I am grateful to be here."



Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the January edition of the WMCA Newsletter, be sure to email Treasurer Gina Anderson at andersong@ci.woodland.wa.us

