

APRIL 2013

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The Art of Professionalism

UTAH MUNICIPAL CLERKS ASSOCIATION

PRESIDENT'S MESSAGE



Springtime...a time for new beginnings. So what are you beginning anew? I'm starting by applying some time management principles we learned in Institute/Academy.

SETTING NEW GOALS: "Goals are the fuel in the furnace of achievement." (Brian Tracy)

CUTTING THE ELEPHANT INTO BITE-SIZED PIECES: "It is not enough to take steps which may some day lead to a goal;

each step must be itself a goal and a step likewise." (Goethe)

SETTING PRIORITIES AND DEADLINES: "What may be done at any time will be done at no time." (Anonymous)

THEN TAKING ACTION: "The essence of the best thinking in the area of time management can be captured in a single phrase: organize and execute around priorities." (Stephen Covey).

My first goal....get this President's Message written. Come up with a subject (that first bite is the hardest). That was to be done over the weekend. Then write the message *today* and get it submitted to Leigh Ann, who is faithfully hounding me for it.



✓ Finally, the big checkmark on the list because it's done (at least until the next newsletter).

Seriously, what are your goals at work? Do you want to get more work done, or do you want to find an easier way to do things? Do you want to move to a different position or do you want to improve the world from your current desk? Do you want to learn better ways to interact with your co-workers and those pesky citizens? According to Lee Iacocca, "The ability to concentrate and to use your time well is everything if you want to succeed in business—or almost anywhere else for that matter." Without goals, we are often just busy. We let trivial things take over. We are busy but we aren't getting anything accomplished. According to Mary O'Connor, "It's not so much how busy you are, but why you are busy. The bee is praised. The mosquito is swatted."

Let's "bee" busy reaching out for our goals!



Upcoming Election Deadlines

Remember to Edit your notice on the State's website with the NEW declaration of candidacy dates (June 1-7).

May 6, 2013—Have election notice prepared for military/overseas voters.

June 1-7 — Candidate filing period.

June 15—Candidate list to Lt. Governor's office.

June 17—Candidate list to County Clerk, and to printer for ballot printing.

June 18—publish list of candidates nominated.

June 28—Ballots transmitted

to military and overseas voters.

These are just the hard and fast deadlines. Keep your Election Checklist close for a list of all the many other things that need to be done with their suggested dates. This a fabulous tool for our members and we couldn't function without it!

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Upcoming Education Schedule:

- **UMCA Annual Conference**
Cedar City, Utah
September 25-27 2013
- **67th IIMC Annual Conference**
Atlantic City, New Jersey
May 19-23, 2013



2013 INSTITUTE & ACADEMY

March 11-15



We had a simply fantastic Institute and Academy this year at the University of Utah Sandy Campus. We express our appreciation to Anne O'Brien, Kara Hetrick, and Karen Winningham for the fabulous job they did planning topics, scheduling presenters and arranging for food. It is a lot of work and can be very stressful making sure everything is taken care of and running on schedule as well as keeping everybody happy during the week. I & A just keeps getting better and better.

We are also excited about the number of new recorders and clerks that were able to attend this year. The value of this training is invaluable to everyone regardless of how many years they have been working in this field.

Is there something you particularly liked this year? Is there a topic you would love to see presented next year? We welcome your comments and suggestions for next year's Institute and Academy; contact any one of the UMCA board members listed on the back page of this newsletter.

Institute and Academy Highlights



Mary Street—Challenges of an Aging Population



Networking



Tiffany Hall—Grant Writing



Corper James
Liability as a Public Employee

WHO'S ON THE MOVE?

STANDARD EXAMINER

City employee earns FEMA certificate

Deputy City Recorder Emily Thomas received the FEMA Advanced Professional Series Certificate from Ted Wooley of the Utah Department of Public Safety.

This award took Thomas many years to complete because only a few classes are offered each year.

Each councilman extended their congratulations and support for her endeavors.

UMCA Member, Emily Thomas, is the kind of Deputy Recorder that takes the bull by the horns when given a task. She just completed and received the FEMA Advanced Professional Series certification from Ted Wooley, of the Utah Department of Public Safety. The local paper, The Ogden Standard Examiner, did a write-up acknowledging Emily's hard work.

I called Emily to get her story:

When the City Manager assigned Emily to write an Emergency Operations Plan for her city of 6,200 people, Emily didn't know what to do, so she called the County and other cities to get their input, and she put together a good plan. In the process, Emily started taking online FEMA classes. After taking ten classes online and some in-person classes through the State, Emily realized that she wasn't far off from the FEMA certification mentioned above.

During all the training, Emily began to identify gaps in the City's current plan that she was able to amend. She found that she could encourage other Staff and Council members to take classes that would most benefit them as major players during an emergency.

Emily is just a semester away from a Master's Degree in Emergency Management. While this all started with an assignment, she has become the

City's expert on emergency planning.

Emily is the kind of UMCA member that makes our organization shine. We congratulate her on her well earned award and look forward to applauding all she will accomplish in the coming years.

(Written by Renee Garner, Toquerville Town Clerk)



EMILY THOMAS
SOUTH WEBER DEPUTY

Request from UMCA Members Regarding Website

For those of you who could not attend the UMCA Business Meeting during our recent Institute and Academy, and as a reminder to those who were present, the UMCA Board is in the process of a major website re-design.

We are working with Loretta Gale, of Infobytes, who is working hard to get things up and running for us.

One of the changes will be a rotating picture banner at the top of the site. We would like to feature pictures from all of the cities represented by the UMCA.

I am asking all Recorders, Deputy Recorders and Clerks to please e-mail pictures to be included on our website to leighannw@ephraincity.org.

Be creative in the pictures you submit. Examples could include pictures of your City Hall, a favorite park, scenery, the welcome sign at the entrance of your city, etc. There are many things that could be done. If at all possible, label your pictures with the name of your city.

We are excited for our new site. Thank you for your help.



FROM OUR READERS

REPORTS OF THE 2013 INSTITUTE & ACADEMY

Rachelle Conner Orem City Deputy Recorder

This year's Academy was wonderful!! It is always a great opportunity to attend classes, learn, and see friends and fellow Clerks/Recorders that I only get to see twice a year. There were a lot of new Clerks/Recorders attending Institute. I was happy to see them utilizing this resource to learn more about the job, and to get to know other people through networking. That is always very valuable.

My favorite class was Emotional Intelligence taught by Amy Weiland, Vice President, Jefferson Smith Training and Consulting. She was a great presenter and the information I learned is something I can use in my job on a day-to-day basis.

Many thanks to the UMCA Board, the Education Committee, and the staff at the University of Utah for their efforts in making this an educational experience that was time well spent.

Aubrea (Abbie) Zampedri, Ogden City

It was my first year at Institute and as nervous as I was to go, I was equally excited. I joined the Ogden City Recorders office in October 2012 and I must say I had no idea what I was going to be introduced to. I am so grateful to have had the opportunity to attend this training. I wasn't sure what to expect or what it would be like to be around so many people in my line of work from all over Utah.

I really enjoyed the classes and there were so many amazing instructors. The knowledge and experience they brought to share with us was great and they made the classes comfortable and engaging. There were a couple classes that did not apply to me as much as others, but overall, I thought they all brought something to the table of learning. I thought some of the classes were longer than they needed to be while others could've been much longer. We were still discussing things when a couple classes were scheduled to end.

One class that stood out to me was

Corper James' about "Liability as a Public Employee." He was wonderful and very funny, which made for a light atmosphere. He explained things in a way that helped me understand more about my own situations at work and I was sad to see his class end so quickly. I felt as though we could've talked for another hour and continued learning even more. My hope is that he'll be back next year.

Another class I really enjoyed was Rich Landwards' "Ethics and Conflicts of Interest". He taught us "Cowboy Ethics" and that has stuck with me since his class ended. He had us break into groups, which was a great way to get everyone networking with one another. Not only did this class teach me things about my work environment, it taught me some tools to use in my personal life. I felt that was a very interesting class and I really liked it.

I would like to thank the U of U and everyone involved in putting together such a wonderful experience. I look forward to attending next year and continuing my education. The friends I gained during the week are ones I'll never forget and hopefully will keep in touch with throughout my career.

"I am so grateful to have had the opportunity to attend this training."

~Abby Zampedri





FROM OUR READERS

REPORTS OF THE 2013 INSTITUTE & ACADEMY

Gail Ahlstrom Huntsville Town

I was asked to share my feelings about attending Clerk's training this year. I haven't attended for a couple of years, so I was really looking forward to networking with other clerks from around the State. It's always fun to hear how different each of our communities, councils, and cities are, and yet deal with so many of the same issues and problems.

First off, I need to express my gratitude and thanks for the scholarship I received to attend the week-long training as well as pay for hotel expenses. This was a huge blessing to me and our community. It was so wonderful to

finish a long day of classes with a 1-mile drive to the hotel for a relaxing walk or bubble bath (I mean writing in my KTAP Daily Log!) instead of an hour and 20 minute drive home each night. So, THANK YOU, THANK YOU!!



I absolutely loved having the Institute in the spring, the timing works out better for me than in the summer months. I was grateful to find out that we are doing a lot of things right in Huntsville, but there are always areas for improvement. I enjoyed the presenters this year; they were knowledgeable and

all the clerks participated and shared thoughts and ideas freely.

The highlight of the week for me was the keynote speaker Amanda Dickson; she is an engaging, energetic, fun speaker, and a joy to listen to. She was

filled with positive ideas and suggestions. I am so glad I stayed to listen. Laughter is truly the best medicine, and the best way to finish off a great week with my fellow clerks!

See you all next year!

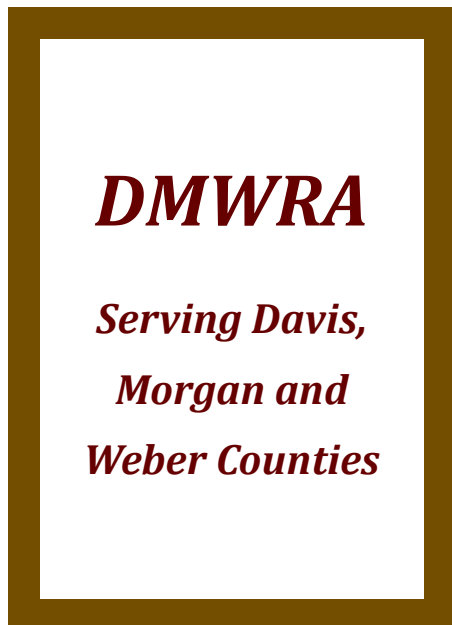
Nancy Leigh Brian Head

I enjoyed the session on Emotional Intelligence. The presenter was knowledgeable and I found myself questioning my interactions with others who seemed, at least to me, not on the nice side of life. I guess that the saying "life is 10% of what is thrown at you and 90% of how you react to it" is one quote that applies every day if you're willing to use it.

The presenter, Amy Weiland, was personable and definitely knew her stuff. She made me step back and look at things from ALL directions. This session would be one of my favorites.

STATE REGIONAL ASSOCIATIONS

Region Reports



The DMWRA group is off to a great start in 2013. We have had some wonderful "meetings" so far.

January brought us together at Clearfield's City offices for a presentation on elections by Davis County Elections Director, Pat Beckstead and Weber County Elections Officer, Jennifer Morrell.

In February we met at West Bountiful City Hall to hear from their own Chief of Police, Todd Hixson, who talked with us about emergency preparedness from a city perspective.

March saw a number of us head down to the University of Utah campus in Sandy for Institute and Academy.

The classes at Institute and Academy this year were wonderful (as usual) and we came back with some great information on changes to election law and other legislative updates including new posting requirements for City Council minutes.

It was great to get together with old friends we may see once a year and make some new friends too. Speaking of new friends, there were quite a few new faces there and to you we say . . . Welcome!



STATE REGIONAL ASSOCIATIONS

Region Reports, Cont.

BRAG

The Brag Area Clerks and Record-ers met on January 25, 2013 at the



Copper Mill Restaurant in Logan.

North Ogden's City Manager, Ron Chandler, gave a delightful presentation on using social media to benefit cities and towns. Public Hearings are the required way to com-

municate with our residents, but it is not usually the best way. City's have a variety of residents with different abilities and circumstances. We need to find a way to communicate with all of them. Continue with the traditional ways and take advantage of new technology which provides many possibilities.

North Ogden has a City Website, City Blog, and several Facebook pages. Facebook is a very powerful way to communicate to a lot of people. Newsletters and email are other ways to communicate.

The next BRAG luncheon will be

held in April on the topic of Elections. We welcome a new town clerk to our group, Tammie Morgan, from Snowville.

CURA

When the dust settled after January's meeting, Susan Farnsworth had been elected as President for 2013 with Linda Midgley as Vice-President. Jackie Nostrom had been appointed as Secretary and Colleen Mulvey as Treasurer.

CURA continues to meet each month for training, bonding and some great lunches. This year's training schedule includes Initiatives and Referendums, Public Presentations, Best Practices, and everybody's favorite, the Election Recap.

We're growing, thriving, and, thanks to the attendees emphasis on positive thinking, having a great time!

GSLCRA

Since the last update, GLSCRA has met with Salt Lake County regarding contracting with them for the upcoming municipal elections. They provided us with some good information about the elections and agreements to fill out to contract with them for their services. Most of the cities in GSLCRA use Salt Lake County for election services.

Quite a few of us attended Institute and Academy during March. There were a lot of good classes and information, as always.



SCURA

The South Central Utah Record-ers met shortly after Institute and Academy at Mom's Café in Salina. Great food and friends. Most in our region were unable to attend the training in Sandy, so we recapped a couple of the classes.

Michele Jolley, Richfield City Recorder, gave a review of the changes to elections law as presented by Justin Lee of the Lt. Governor's Office.

Ephraim City Recorder, Leigh Ann Warnock summarized the class taught by Sheryl Ivey on Managing Boards & Committees.

CAUGHT IN THE CODE TRAP

By Susan Farnsworth, Santaquin City Recorder



With the 2013 Legislative Session behind us, let's be sure we are not "Caught in the Code Trap" when performing our duties as Clerks/Recorders.

Those who attended the Friday session of Institute and Academy had the opportunity of receiving the 2013 Municipal Elections Training taught by Justin Lee of the Lt. Governor's Office.

Although there were many election codes discussed, the one that "catches" a lot of Cities/Towns pertains to Ballot Propositions and/or Special Elections. After July 1, 2013, a special election for a ballot proposition related to a bond, debt, leeway, levy or tax can only be held during the November General or Municipal General Election. (SB 34 (2013) (20A-14-204(d)). Any other special election may be held on the Fourth Tuesday in June or the First Tuesday after the First Monday in November. (20A-1-204 (1)(a)).

When using a Voter Information Pamphlet (VIP), the municipality that is the subject of an initiative, referendum or other ballot proposi-

tion shall prepare a local VIP that meets the requirements of (20A-7-402).

Those wishing to make an argument have the right to be heard; however, the request to make the argument shall be filed with the City Recorder 65 days before the election. The actual argument shall be filed 50 days before the election. This allows time to distribute the VIP no less than 15 days before the election.

If the local Legislative body prefers, a form, rather than a VIP, informing the voter where to get information pertaining to the ballot proposition can be mailed. (20A-7-403(c)).

Public officials can exercise First Amendment Rights through speaking, campaigning, and/or contributing personal money.

Public Entities can provide factual information about the ballot proposition, analyze pros and cons of the proposition and provide neutral encouragement to vote.

REMEMBER

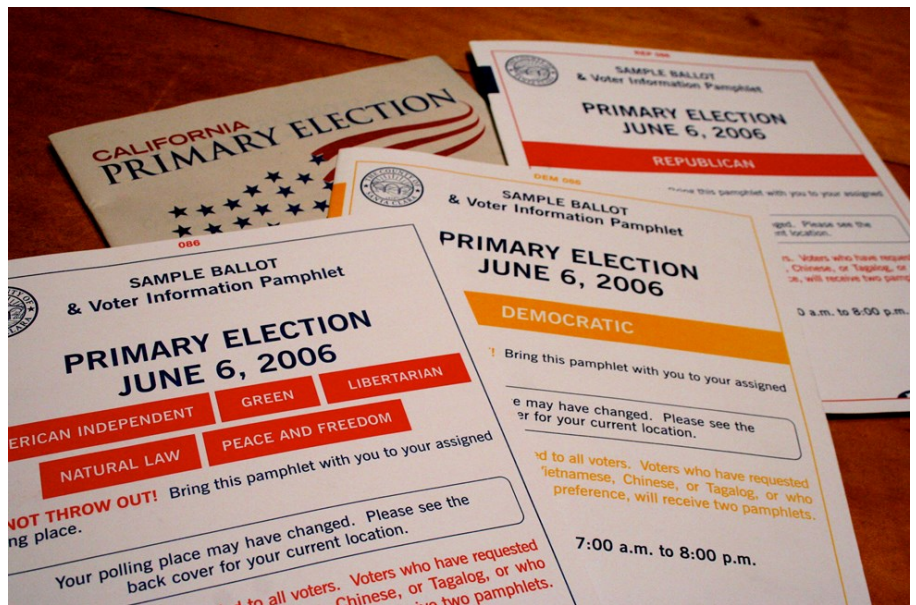
Any information included in a Voter Information Pamphlet or newsletter, etc. *must* be unbiased, portraying both sides of the issue.

When election officers receive ballot propositions that are eligible for inclusion on the ballot, the Lieutenant Governor's Office is con-

tacted. The numbering of the ballot propositions is handled by their office using a unique number for each ballot proposition. (20A-6-107) This requirement does not include bonds. (11-14-206)

For answers to any questions you may have with regard to ballot issues, contact the Lieutenant Governor's Office at 800-995-VOTE.

For a copy of Justin Lee's complete Power Point presentation, visit the UMCA Website.



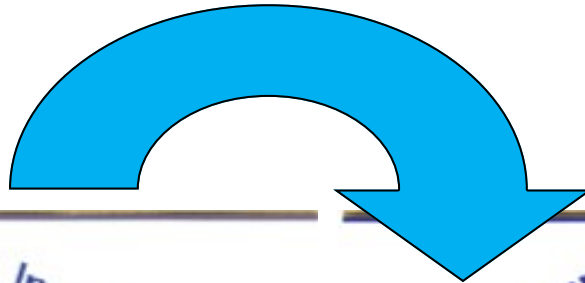
Has your CMC Certificate Expired?

CMC recertification was eliminated 4 years ago in 2009. This means if you received a certification in early 2009 with an expiration date and did not request a new certificate, yours may now be expired or will be soon!

Double check that certificate on your wall! If you have not yet requested your free replacement CMC certificate devoid of an expiration date, copy and paste the address below and IIMC will send you a new CMC certificate.

I received mine within a week!

<https://ca-iimc.civicplus.com/FormCenter/Education-6-6/CMC-Replacement-Request-Form-38-38>



 <p>Hereby Confers the title of</p> <p>Certified Municipal Clerk</p> <p>upon</p> <p>Leigh Ann Warnock, CMC</p> <p>who has completed the requirements prescribed by the International Institute of Municipal Clerks for Certification.</p> <p>Certified for the period of <u>July 16, 2009</u> <u>July 16, 2013</u></p> <p> IIMC President</p> <p> IIMC Director of Education</p>	 <p>Hereby Confers The Title of</p> <p>Certified Municipal Clerk</p> <p>upon</p> <p>Leigh Ann Warnock, CMC</p> <p>who has completed the requirements prescribed by the International Institute of Municipal Clerks for Certification. <small>(You must remain an active member for IIMC to recognize your CMC)</small></p> <p>Certified This <u>16</u> Day Of <u>July</u> A.D. <u>2009</u></p> <p> IIMC President</p> <p> IIMC Director of Education</p>
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Proclamation

Municipal Clerks Week

May 5 - 11, 2013

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, _____, Mayor of _____, do

recognize the week of May 5 through May 11, 2013, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, _____ and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2013

Mayor

Attest: _____



International Institute of Municipal Clerks

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E-mail: hq@iimc.com

Mayor and City Manager Email Address Request

IIMC is in the process of collecting our member Mayor's and City Manager's email addresses with the purpose of advertising the Municipal Clerks Week each year and for promoting IIMC to your municipality.

We have found that our members desire IIMC advertise our Education Programs and Annual Conference on their behalf to their Mayors and City Managers. This would be our privilege to do so.

IIMC can accept only two email addresses. It will be your responsibility to update these emails when they change. Thank you for your participation.

Your Name _____

Your Email Address _____

Municipality _____ State/Province _____

City Manager Name _____

City Manager Email Address: _____

Mayor Name _____

Mayor Email Address: _____

Don't hesitate to let IIMC provide necessary encouragement to your City Manager and Mayor.

When complete, please fax this form to (909) 944-8545.

If you have any questions, please contact Janis Daudt, Director of Member Services at janis@iimc.com or call (909) 944-4162 Ext. 22.

Thank you!

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2012-2013

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MUNICIPAL CLERKS ASSOCIATION

Please submit prospective newsletter
Articles and ideas to
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NEWSLETTER

**Networking and
Education for Success**

