

DEPARTMENT HEAD REPORT

Clerk's Office

April 2nd, 2024

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

1. Budget

- Posted Vouchers for 1st Council April 2024
- Paid Vouchers for 2nd Council March 2024

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits

4. Payroll

- Completed 2nd Payroll for March 2024

5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues

6. Utilities

- Updated Utility Accounts
- Printed & Mailed March statements
- Updated Website
- Calculated utility billing adjustment request

7. Sports Complex

- Updated Plex Calendar

8. Wellness

- Working on Wellness Calendar of Events

9. Clerk Treasurer

- Annual Report Preparation
- Attended Washington Municipal Clerks Association Conference
- Attended budget review meeting with Dept of Ecology
- Completed grant billings for WSDOT, TIB, FEMA and Okanogan County
- Completed quarterly report for Public Works Board grant
- Completed housing unit and population census survey for Office of Financial Management

WMCA Conference Highlights

New Clerk's Orientation

Reviewed Clerk and Treasurer Compliance Calendar. Reviewed frequently used acronym list.

Discussion and overview of the following topics:

- Open Public Meetings Act
- Public Records Act/Records Retention
- Roles and Responsibilities of Local Government Leaders
- Parliamentary Procedure
- Guidelines for Meeting Minutes
- Introduction to Budgets
- Meeting Agendas
- Available Resources

CMC, MMC, & WAPRO Certification Processes

Learned of the process to become a certified clerk and public records officer.

Discussed learning opportunities available through Northwest Clerks Institute and the Washington Association of Public Records Officers

Public Records Fundamentals

Discussed the basics of the Public Records Act. Walked through the process of overall approach and best practices, response within 5 days, tracking log, and how to conduct your search. Explored options for public records requests when employees/elected officials use their personal devices. Discussed resources available on the Attorney General's website and through email at praconsultation@atg.wa.gov

Public Comment and Open Public Meetings Act (OPMA)

Reviewed updated legislation regarding public comment requirements. Discussed what constitutes a meeting subject to the OPMA. Talked about how and when to manage verbal public comments during meetings, using a script for meeting disturbances and council rules of delegation for meeting disturbances.

Advanced Public Records

Dug into more difficult public records requests, including when records qualify for an exemption, what constitutes a medical record, and requests with vague terms.

Networking

Met with clerks around the state to discuss various topics and discover how they handle similar situations. Spoke with several vendors to include topics of finance software, records retention software, form printing, websites, MRSC, AWC, and credit card processing.