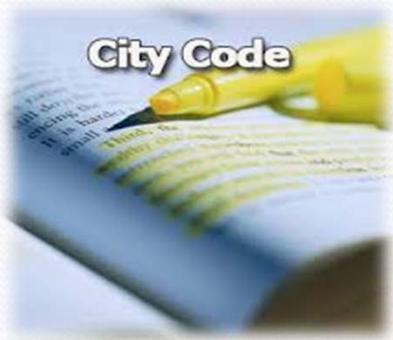


City Clerk's Office



City Council Special Meeting
September 28, 2016
Presented by
Stephanie Courtney, CMC
City Clerk



Stephanie Courtney, CMC **City Clerk (1.00 FTE)**

- Division Direction and Administration
- Prepare and Staff City Council Regular and Special Meetings
- Representation on Management Team
- Prepare City Council Meeting Materials and Official Minutes
- Process and Retain Original City Contracts, Ordinances, and Resolutions
- Coordination of Advertising Public Notices, Hearings, Ordinance Summaries, Calendars, and Legal Notices for Compliance of Open Public Meetings Act
- Facilitate Codification Services of the Federal Way Revised Code (FWRC)
- Hearing Examiner Liaison
- King County Elections Office Liaison

Jennifer Marshall **Deputy City Clerk (1.00 FTE)**

- Track and Respond to Public Records Requests
- Maintain and Manage City's Volunteer Boards and Commission Files and Vacancies
- Liaison to Washington State Archivist for Records Management
- Maintain and Update Internal City Records Database
- Maintain and Publish Weekly Meeting Calendar
- Liaison to Iron Mountain Off Site Storage

Anna Thach **Admin Assistant I (.50 FTE)**

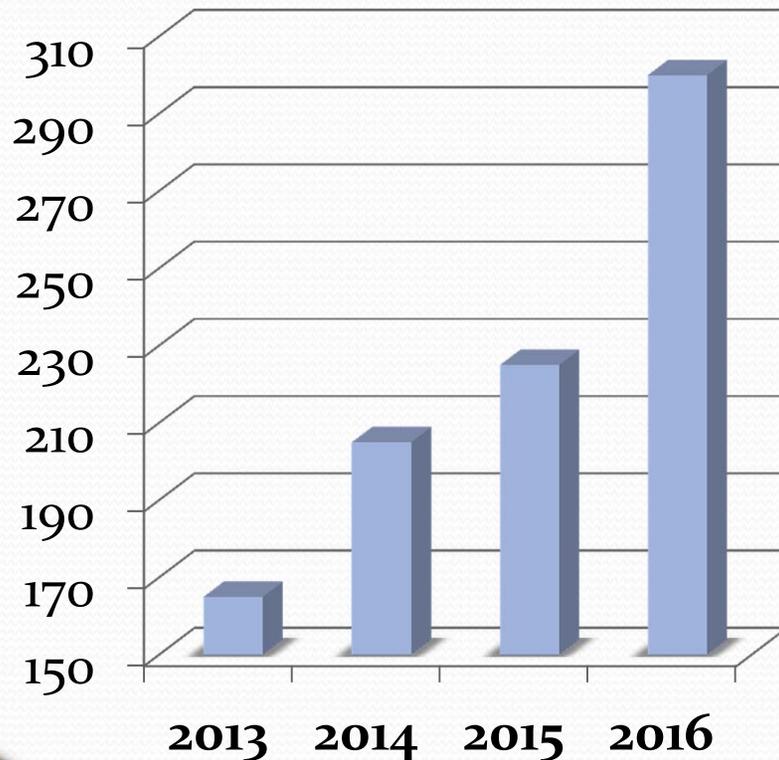
- Council Packet Duplication and Distribution
- Process Division's Accounts Payable Invoices
- Scanning/Filing of City Contracts & Agreements
- Maintain/Update External Information - Website
- Maintain Permanent Records - Document Scanning
- Review and Distribute City Council Mail

Highlights & Accomplishments from 2015-2016

Timeframe: January 2015 – September 2016

- Processed **355** City Contracts/Agreements
- Processed **87** Applications to Volunteer Citizen Advisory Boards/Commissions
- Facilitated **61** Council Appointments to Volunteer Citizen Boards/Commissions
- Received, Processed, and Tracked **638** Public Records Requests (City Hall Records)
- Prepared **87** sets of Official Council Meeting Minutes (Regular and Special)
- Performed **209** Notary Public Acts for city documents and citizen requests
- Continue to train staff and implement the State Archivist approved “Scan and Toss” Program to reduce off site storage costs (Parks, Community Development, and Finance Departments)
- Deputy City Clerk attended the second year of week long training for a three-year certification through the NW Municipal Clerk’s Association

Public Records Requests



■ Number of Requests

Snapshot of Requests for Public Records:

January – September 2013: **165**

January – September 2014: **205**

January – September 2015: **225**

January – September 2016: **300**

Currently 2016 is trending....

25% increase in requests from 2015

31.67% increase in requests from 2014

45% increase in requests from 2013

Goals & Objectives for 2017-2018

- Ensure smooth proceedings of City Council Regular and Special Meetings
- Provide increased support to staff via ongoing training and assistance in accessing and inputting documents into the city's document management system and increasing participation in the "Scan and Toss" Program
- Facilitate and assist staff with the disclosure of public records in an open, timely and transparent manner in accordance with RCW42.56
- Continue to meet or exceed timelines and expectations set for publication of Council Agenda and Agenda Packets
- Increase training and regional networking through agencies including King County Municipal Clerks Association (KCMCA), Washington Municipal Clerk's Association (WMCA); WAPRO (Washington Public Records Officers); NW Municipal Clerk's Institute; and Washington State Archives



Questions