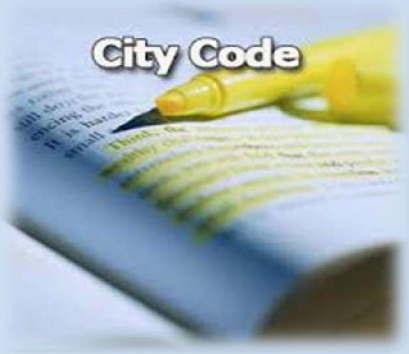
City Clerk's Office

2015/16 Proposed Biennial Budget

November 4, 2014

Stephanie Courtney, CMC
City Clerk



CITY OF
Federal Way

Division Organizational Chart

Stephanie Courtney, CMC
City Clerk - 1.0 FTE

- Division Direction and Administration
- Representation on Management Team
- Staff and Prepare City Council Meeting Materials and Official Minutes
- Process Contracts, Ordinances, and Resolutions
- Maintain and Publish Weekly Meeting Calendar
- Facilitate Codification Services of the Federal Way Revised Code
- Hearing Examiner Liaison
- King County Elections Office Liaison

Cheryl Proffitt Schmidt, CMC
Deputy City Clerk - .50 FTE

- 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
- Liaison to Iron Mountain Off Site Storage

VACANT POSITION
Deputy City Clerk – 1.0 FTE

- Track and Respond to Public Records Requests
- Internal Customer Services
- Processing of City Contracts & Agreements
- Coordination of Advertising Public Notices, Hearings, Ordinance Summaries, Calendars, and Legal Notices
- Maintain/Update External Information - Website
- Permanent Records - Document Scanning
- Review, Maintain and Distribute City Council Mail

Highlights & Accomplishments

- Implemented new Requests for Public Records online module; requests have increased 26% in 2014 over 2012 data
- Prepared Meeting Materials and Minutes for 29 Special City Council Meetings and 22 Regular City Council Meetings in 2014
- Trained staff on "Scan and Toss" Program to reduce off site storage costs
- Compliance with new legislation "Open Government Trainings Act" for volunteer Board, Committee, and Commission volunteers

CITY OF Federal Way

Mayor's Recommended Changes

- Increasing Deputy City Clerk position from .88 FTE to 1.5 FTE to address long term backlog of records management and increase office efficiency
- Elimination of Temporary Help for Document Scanning
- Elimination of portion of election services for 2015
- Decrease due to Internal Service charges accounted for in Non-departmental.

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