

Impacts of Growth

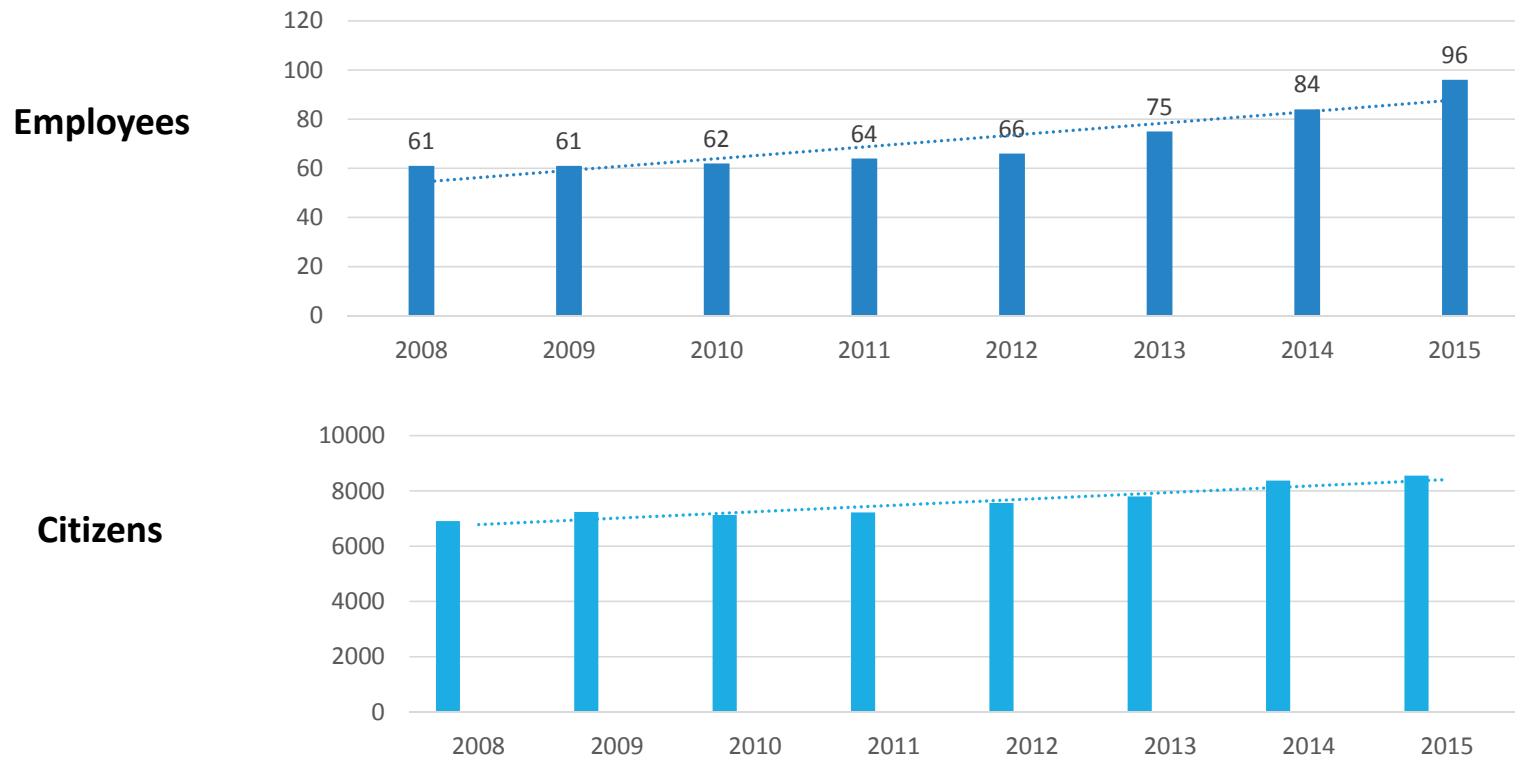
ADMINISTRATION – CITY CLERK'S OFFICE

MOLLY TOWSLEE, SHAWNA WISE






Support to Internal and External Clients



Support to Mayor, Council, City Administrator

- Agendas / Council Packets
 - Council Meetings / Workstudy Sessions / Retreats / Receptions
 - PowerPoint Presentations for Council Meetings
 - Recordings / Minutes for Meetings
 - Weekly Agenda Planning Meetings / Document Update
 - Manage Schedules and Meeting Calendars
 - Records Requests
 - Written Correspondence
 - Staff for Intergovernmental Affairs Committee
 - Leadership Council / West Sound Alliance
- 

Support to Clients


Internal Client Requests for Information and Documents

Recording of Legal Documents / Notary

AV Capture All Software Support

- Train and Support **10** Staff / Manage Software Issues and Upgrades

Boards and Commissions

- Track Terms for **57** Commissioners on **8** Boards and Commissions
 - Advertise / Schedule Interviews / Correspondence with Applicants / Council Agenda Bills for Appointments
 - Staff Support: Arts Comm, Boards & Commissions, Intergovernmental Affairs, Employee Safety Committee, Salary Commission
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Support to Clients

Records Management

Compliance with WA State Retention & Destruction Schedules for the following:


- Boards, Commissions, & Committees:
Applications, Meeting Packets, and Minutes
- Bonds, Budgets, LIDs, ULIDs,
- Claim for Damages / Lawsuits
- Contracts / Agreements
- Correspondence for Mayor, City
Administrator and Department Heads
- Deeds / Easements / Street Vacations /
Annexations
- Implementation of Off-Site Storage at WWTP
- Insurance Coverage / Policies
- Lease Agreements
- Minutes / Council Packets / Recordings
- Municipal Code Updates
- Ordinances / Resolutions
- Policies & Procedures
- Property Purchases
- Public Records Requests
- Scanning for Archival and Public Access
Purposes
- Vehicle Licenses

Support to Clients

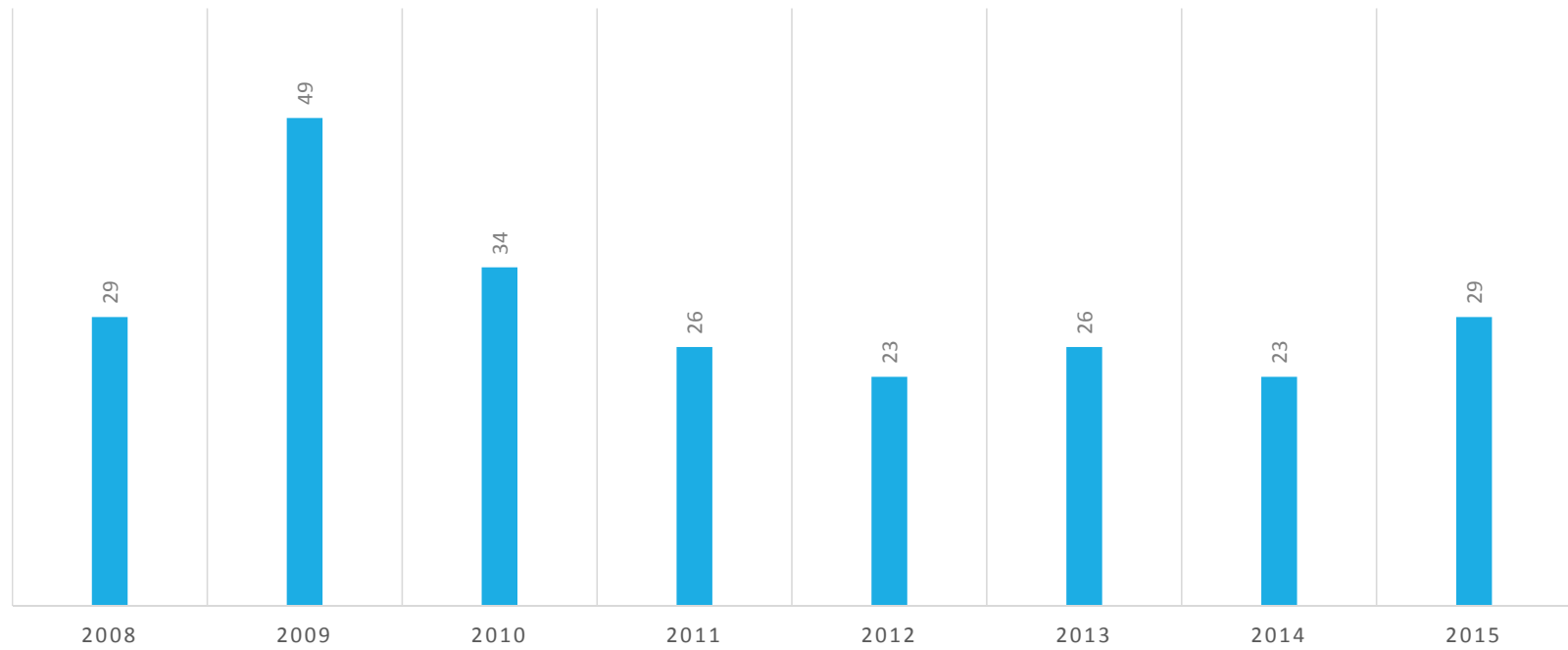
Risk Management

- Compliance with AWC RMSA Policies
- Claim for Damages
- Maintain Property / Equipment / Vehicle Coverages
- Employee Safety Committee
- Serve on AWC RMSA Operations Board

Lawsuits / Claim for Damages

- Acceptance of Lawsuits and Claims for Damage
 - Distribution to proper entities
 - Coordination with staff for police reports and estimates
 - Coordination with AWC RMSA and Attorneys from both sides
 - Coordination with Insurance agencies, court or citizens for recovery
 - Track payment
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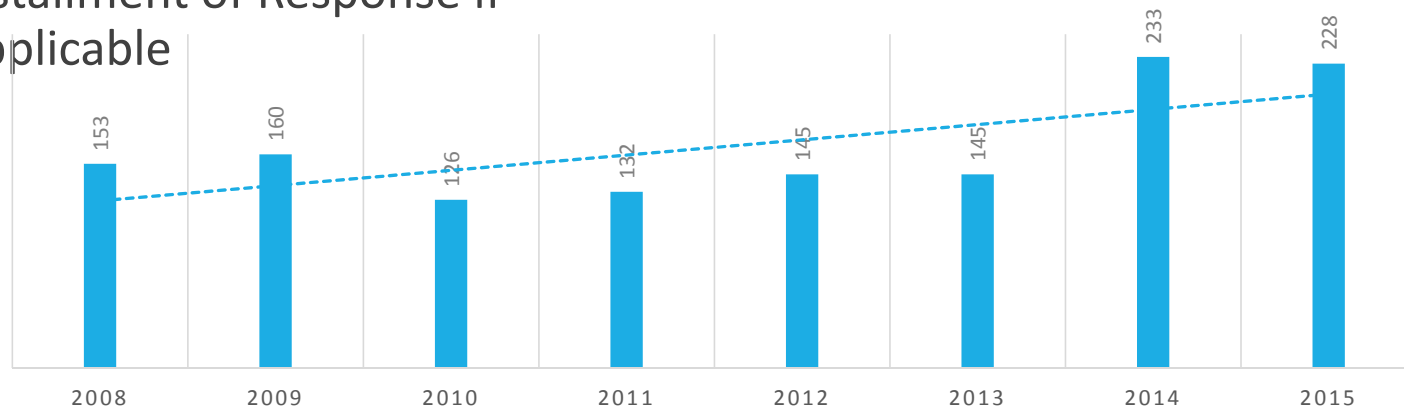
Claim For Damages



Public Records Requests

Public Record Requests

- Legal Acceptance Point
- Response for Admin / Finance
- Exemption / Redaction Logs
- Installment of Response if Applicable
- Oversee Attorney Records Review
- Database Tracking System
- Retention



Support to Clients


Website

- Publish Online Public Documents
- Public Notices
- Meetings Calendar
- Agendas / Minutes / Recordings

Facility Use Agreements

- Peninsula Advisory Commission
- PenMet Parks
- WA Transportation Commission
- Pierce County Auditor

Special Events

- Review all special event application packets
 - Ensure compliance with city codes and insurance requirements
 - Distribute internally for department's approvals
 - Issue permits
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Support to Clients

Fireworks Stand Applications

- Correspondence to Stand Owners
- Review Applications
- Submit Application Packets to Fire Marshal for Fire Inspections

Wellness Committee Program

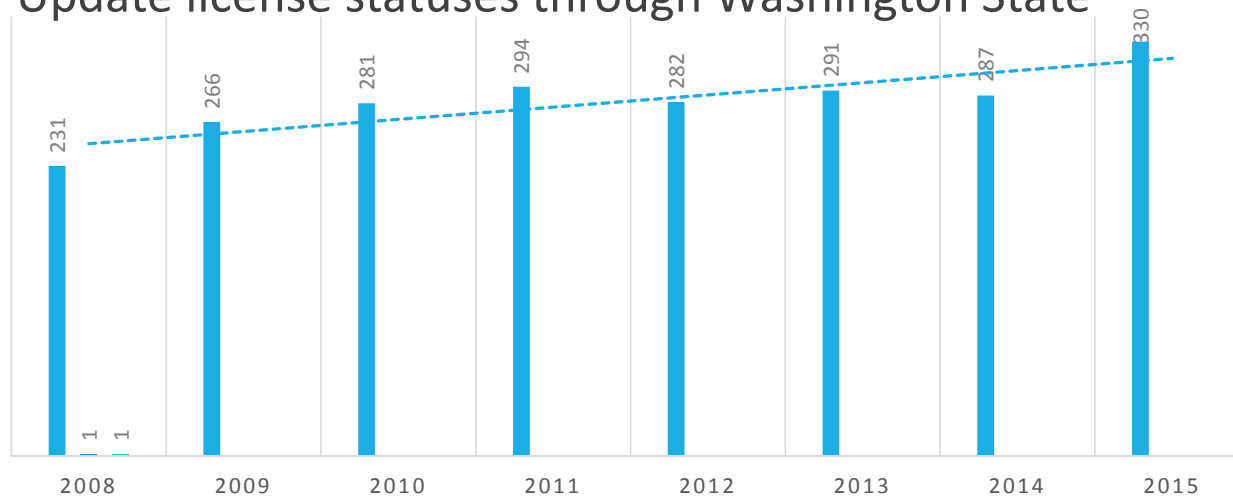
- Complete and Submit Annual WellCity Application to AWC
- Manage Annual Health Questionnaire Program
- Quarterly Employee Newsletter

Building Keys / Card Access Program

Support to Clients

Business Licenses

- Review all licenses submitted within City limits
- Distribute internally for department's approvals
- Update license statuses through Washington State



Outside Associations


Association of Washington Cities / RMSA

- Operations Committee – Molly

Washington Municipal Clerks Association

- Audit Committee / Elections Auditor – Molly
- Scholarship Committee Board Member – Shawna

Pierce County Clerks & Finance Officers Association

- President – Molly
 - Vice President – Shawna
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How Do We Keep Up With Growth?

- December 2005 – Administrative Receptionist Reclassified to Executive Assistant
- February 2013 – Human Resource Analyst
- January 2015 – Executive Assistant promoted to Assistant City Clerk

Streamline Processes

- Records Requests – Electronically Provide Records through Box.com
- Internal Business License Review – Online Access for Internal Review
- Special Event Application Review – Online Application and Event Planners Guide, Online Access for Internal Review

Information Accessibility

- Agendas / Minutes / Recordings
- Website Updates
- Document Scanning

Continuing Education



