

## Briefing for City Council Candidates

**Department:** Executive/ City Clerk's Office

**Reports to:** Erin Leonhart, Interim City Manager

**City Clerk:** Laura Hathaway

**Number of Staff Members in Department:** 3

**2021-2022 Department Budget:** \$889,317 = \$437,249 (2021) + \$452,068 (2022)

**Primary responsibilities include:**

The City Clerk's Office provides legislative support to the City Council, including preparation and distribution of council meeting agenda packets, meeting minutes, updating Legislative webpages on bothellwa.gov, maintaining the legislative budget, and preparing legal notices.

The City Clerk's Office directs the Citywide Records Management Program that includes maintaining all official city records and training staff, ensuring timely response to public records requests, adhering and applying records retention schedule, and fulfilling state reporting requirements. Maintain city contracts and Interlocal Agreements, cemetery records, and recorded documents.

Serves as the lead for Board and Commission recruitments and provides training to members and staff liaisons on the Open Public Meetings Act and the Public Records Act.

Serves as Elections Liaison to King and Snohomish Counties regarding ballot measure filing, advertising for pro-con committees, and communications with both counties.

**Major 2021-2022 Initiatives:**

- Implement the approved iCompass Agenda Management System, including training for Staff and Council;
- Implement mandatory annual public records management training (staff and board/commission members);
- Onboarding of new councilmember(s);
- Work with IS and AV staff to develop process for hybrid open public meetings.