



SEATTLE CITY CLERK Annual Report 2012

Photo of the Month
Black History Month
Seattle Open Housing Campaign
1959-1968
Seattle's African-American population increased dramatically between 1940 and 1960, making the community the City's largest minority group. Until 1958, however, it was legal to discriminate against minorities in Seattle.



NORM RICE
Seattle's first African-American Mayor

Presidents
in the
City Archive

Search Seattle Voices
Seattle's Audio Archives Collection

VOTE NOVEMBER 6

Learn more about the Seattle City Clerk

Be Informed. SEATTLE Be Involved.

HOW TO READ A BILL

A CITY OF SEATTLE
ORDINANCE
COUNCIL BILL

BILL COMPONENTS:

A. Legislative Act: Every legislative act of the City shall be by Ordinance (City Charter 21.06.010)

B. Ordinance Number: Upon passage and approval of Council, all an Ordinance number is assigned.

C. Council Bill Number: A proposed Ordinance is identified as a Council Bill (City Charter 21.06.010)

D. Bill Title: Every Ordinance shall be clearly stated and shall contain no other subject, which shall be clearly expressed in its title (City Charter 21.06.010)

E. Bill Title: This sample Bill is proposing an amendment to the Seattle

Visit Seattle's Ethics & Elections Voters' Guide

check out the City Archives on YouTube



Learn how to read a Bill

ARCHIVES GAZETTE Fall 2012

Seattle at Work
Click for Archives exhibit



Sunshine on City Government

"Sunshine laws" promote open government and access to public records. Learn how these laws shine on Seattle City government.

Seattle celebrates the LGBT Pride Month
Learn about the history of Seattle's Pride Parade

Asian American and Pacific Islander Heritage Month

CENTURY 21 EXPOSITION
... in the Archives

Women's History Month
Captain Beers: The First Woman Firefighter in Seattle

PHOTO OF THE MONTH
Chief Seattle statue at Fifth and Denny, 1932

ARCHIVES GAZETTE Winter 2012

Be Informed. SEATTLE Be Involved.
History Lesson: Seattle Facts

Be Informed. SEATTLE Be Involved.

Council

Legislative Definitions

Bill, Calendar, Ordinance, Resolution, Quorum, Act, Passage, Adoption, Proclamation, Emergency, Report, Journal, Order, Effective Date, Chair, Sponsor, Session Agenda, Code, Budget, Fiscal Year, Code, Committee, Meeting, Special, Rules, Municipal, Introduction, Amendment, Public, File, Constitution, Initiative, Referendum, Open, Public, Hearing, Consent

Keep Informed!
HOW A BILL BECOMES A LAW

Be Informed. SEATTLE Be Involved.

What is the City Clerk responsible for?
The Mayor and Council

Fostering civic education, participation, and openness in Seattle city government through effective facilitation of the legislative process and transparent, accountable stewardship of public information and official records.



Public Service

Provide public information, resources, and assistance;
maintain online access to legislative records and materials.

Civic Education and Participation

Provide resources which inform internal and external audiences;
develop processes and services which allow maximum public participation.

Openness, Transparency, and Accountability

Serve as custodian of legislative actions and historical records;
ensure public accessibility to public information and resources.

Efficient Stewardship of Public Resources

Ensure stewardship of public resources; maximize efficiencies.

Equitable and Equal Access

Ensure fair and equal access to information, assistance, and resources; adhere to legal requirements.

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2012 Year in Review

Stakeholder partnerships and citywide planning efforts were focused on streamlined processes and the continued development of sustainable system solutions supporting improved service delivery. Steady progress also continued on established division goals and objectives, including but not limited to:

Championing principles of open government

Providing fair and consistently reliable access to the City of Seattle's legislative process is a key tenet in the operations of the Office of the City Clerk. This commitment has been demonstrated by the volume and accuracy of the legislative workload, the integrity of the process, and through expanded legislative training opportunities for city staff stakeholders.

Promoting civic education and participation

Early in 2012, the City Clerk's home page and the online Council calendar were redesigned to provide the public greater ease of access to information and to provide an organized distinction between City Council meetings and events. The *Be Informed. Be Involved.* web resource civic tool was also expanded to include the *Legislative Glossary* and *How to Read a Bill* resources.

Paperless legislative process implementation

The Paperless Legislative Process Implementation Pilot Project was launched in 2012 with the deployment of iPad legislation notebooks. Each committee implementing a paperless meeting provided the pilot with identifiable issues and solutions which moved the Legislative Department closer to our goal of standardized configurations and seamless distribution of electronic documents. The Information Technology team continues to work closely with Council staff and the Council Clerks to implement new technologies for greater efficiencies.

Legislative Statistics 2012	
Clerked Meetings	151
Agendas Prepared and Posted Online	420
Legislation Receiving Final Action in Full Council	645
Council Bills	288
Resolutions	73
Clerk Files	284
New Legislation Introduced	722
Council Bills	309
Resolutions	76
Clerk Files	337
Journals of Proceedings, Published	53

Deployment of sustainable and streamlined applications and systems

Increasingly, the way in which we engage with government is channeled through technology. The Information Technology team worked diligently on the deployment of paperless council notebooks (iPads) and completed various major projects in support of sustainable and streamlined systems. In addition to this work, the group performed back-end synchronization and publication services that facilitate data and services for other divisions serving the City. New dais monitors were installed as part of ongoing Council Chamber upgrades.

Citywide Legislation Management System (CLMS) Project

The CLMS Project Team established an automated workflow management charter which details legislative processes from initial department proposals through final Council action including the drafting, review, and submittal of proposed legislation and briefing material for committee meetings. An automated process will streamline the workflow processes for the Executive and Legislative branches by providing an enterprise tracking system with efficient, easily accessible access to all published

agendas and proposed legislation. The initial planning efforts were extensive, and the project team has been identified. A steering committee comprised of staff representatives from the Legislative Department, Mayor's Office, City Budget Office and Law Department has been established. Legislative staff members and other department stakeholders have also been identified as Subject Matter Experts (SME's) for project requirements and vendor evaluation moving forward.

Legislative Operations

The Legislative Operations team continues to provide a key supporting role for the entire Legislative Department. Unit staff support the Council, Central Staff, Communications, and City Clerk divisions by providing technical support in various legislative process functions, including the administrative staffing of the Office of Professional Accountability Board (OPARB). Information services, reprographics, and front office administration continue to be delivered at a high level as a result of this team's efforts.

Ordinance No. 124007

The Council adopted Ordinance No. 124007 in 2012, directing the City Clerk to establish and maintain a registry of appointments to certain City positions and constituent Boards, Commissions and Committees; monitoring and making public the status of all such appointments; and directing the Clerk to notify the Mayor and Council of pending and actual expirations of such appointments.

Expanded Legislative Training Series

Training is an essential function as organizational goals are achieved through a capable workforce. The Legislative training series expanded and now includes 30 distinctive citywide and department level training sessions addressing the Legislative Process, Public Disclosure, and Emergency Preparedness.

Archives and Records Management also placed a heavy emphasis on citywide training during 2012 and will expand on those efforts in 2013. Archives staff revised and updated its curricula related to digital images and archival database use. Exploratory work was also completed on the development of online, on-demand delivery of training, and records management staff worked with the Personnel Department to arrange participation in the City's New Employee Orientation classes beginning in January 2013. An overview of training developed and presented is provided on page 20.

Merging City Archives with the City Records Management Program

The merger of Archives and Records Management facilitated more efficient coordination of resources, especially in the area of training and customer service, the development of operational efficiencies, expansion of training, and attention to broadening our impact with our user communities.

Acknowledgments in 2012

The Office of the City Clerk Legislative Operations team received the **2012 Outstanding Washington State Employer Award** from Community Employment Alliance for "*exceptional efforts to employ people with disabilities; and who by their recruitment, hiring, retention, and promotion policies are role models in their community.*"

City Archivist Scott Cline was elected a fellow of the Society of American Archivists, an honor bestowed by his professional peers.

City Records Manager Jennifer Winkler served as the Region Manager for the Great Northwest Region of ARMA International (Association of Records Managers and Administrators).

City Records Management Analyst Andrea Bettger served as the President of the Greater Seattle ARMA Chapter.

City Clerk Monica Simmons was appointed to Chair the International Relations Committee of International Institute of Municipal Clerks (IIMC), an education-based organization serving local government professionals.

Seattle Central Community College acknowledged the Archives team for reaching over 4,100 internal and external customers through its curriculum.

Barb Graff, Director of Emergency Management, presented an acknowledgement recognizing the Office of the City Clerk and the Legislative Department for their emergency planning efforts.

Public Disclosure

Public records request tracking and search forms were developed and implemented supporting the department's response to 179 public records requests received and processed in 2012, involving the review of over 55,829 records. Expanded training opportunities continue to support department employees in meeting public disclosure requests efficiently and consistently.

Expanded Outreach

The Archives team expanded its presence on social media sites in 2012 including mounting images to Pinterest and films to YouTube. In addition, we have maintained a Flickr site since 2008. While each site maintains different types of statistics, it is clear that the exposure to viewers is well worth the minimal amount of time to grow the sites. For instance, in 2012, the Flickr site received 683,446 views. The YouTube site was first developed in September; it currently includes 23 videos and has been viewed 4,165 times.

Human Resources

The Legislative Department continued involvement in the Race and Social Justice Initiative (RSJI), a citywide effort to end institutionalized racism and race-based disparities in City government through participation on RSJI Core Team 4 and the initial phase of RSJI practicum on the workforce equity team. The Legislative Department's HR Manager also served as an RSJI representative, participating in the Citywide Performance Management Advisory group contributing to curriculum development applying the RSJI lens to the process.

The screenshot shows the homepage of the Office of the City Clerk for Seattle. At the top, there is a navigation bar with the Seattle.gov logo and links for Departments, Services, Staff Directory, and My Seattle.gov. Below this is a header for the Office of the City Clerk, featuring a search bar for legislative records and a list of menu items: Municipal Archives, Legislative Records, Rules, Decisions & Resources, Municipal Code, and Visiting City Hall. A central banner advertises the 'ARCHIVES GAZETTE Spring 2013'. The main content area is divided into three columns: 'CITY CLERK BLOG' with recent legislative updates, 'BE INFORMED. BE INVOLVED.' with links to various city processes, and 'SERVICES' with links to public records and other city services. The footer contains contact information for Seattle City Hall, mailing address, phone numbers, and a navigation grid for various city services and resources.

Office of the City Clerk homepage update, 2012

Organization

Administration

A division of the Legislative Department, the Office of the City Clerk is responsible for administering the City's legislative process, serving as steward of the City's official and historical records, managing the City's Archives and Records Management program, and providing research and information services. In addition to the Legislative Public Disclosure Program, the Office of the City Clerk performs a variety of duties as delegated by State statute via Revised Code of Washington (RCW) directives, Seattle City Charter, Seattle Municipal Code (SMC), and Council Rules and Procedures.

The Division organization includes 24 full time employees with seven distinct work units and programs. Each work unit and its employees provide support to the citywide organization, the department, and the public. Division staff and work units are represented in the organizational chart on the following page.

Legislative Operations now represents the combined units of Administrative Services and Information Management Services. This combined work unit evaluated current service levels and made the necessary adjustments for department-wide service delivery. Staff within the unit also supported a gap need within the department's emergency preparedness unit which expanded and now includes department safety and security initiatives.

Archives and Records Management represents the combined work units of the Seattle Municipal Archives and the City Records Management Program. A proposed ordinance formally merging the Archives and Records Management programs will be submitted for Council consideration in 2013. This legislation codifies the new structure and strengthens and clarifies duties and responsibilities. The proposed ordinance lays out the scope of the program with focus on its authority to establish certain recordkeeping and preservation standards and procedures, as well as expansion of its training program, and internal and public service. In addition, in compliance with State law, it establishes the responsibilities of City agencies in properly managing their records and working cooperatively with the Archives and Records Management Program in carrying out that function.

Technology and Information Management Services represents the consolidated work units of the Information Technology team and a section of the Information Management team. This provided the opportunity for the combined teams to work together to identify sustainable systems for managing the volume of official records and digital information, including historical, permanent, and statutorily required records.

The Legislative Public Disclosure and Human Resources units are managed within the Office of the City Clerk and served by single incumbents.

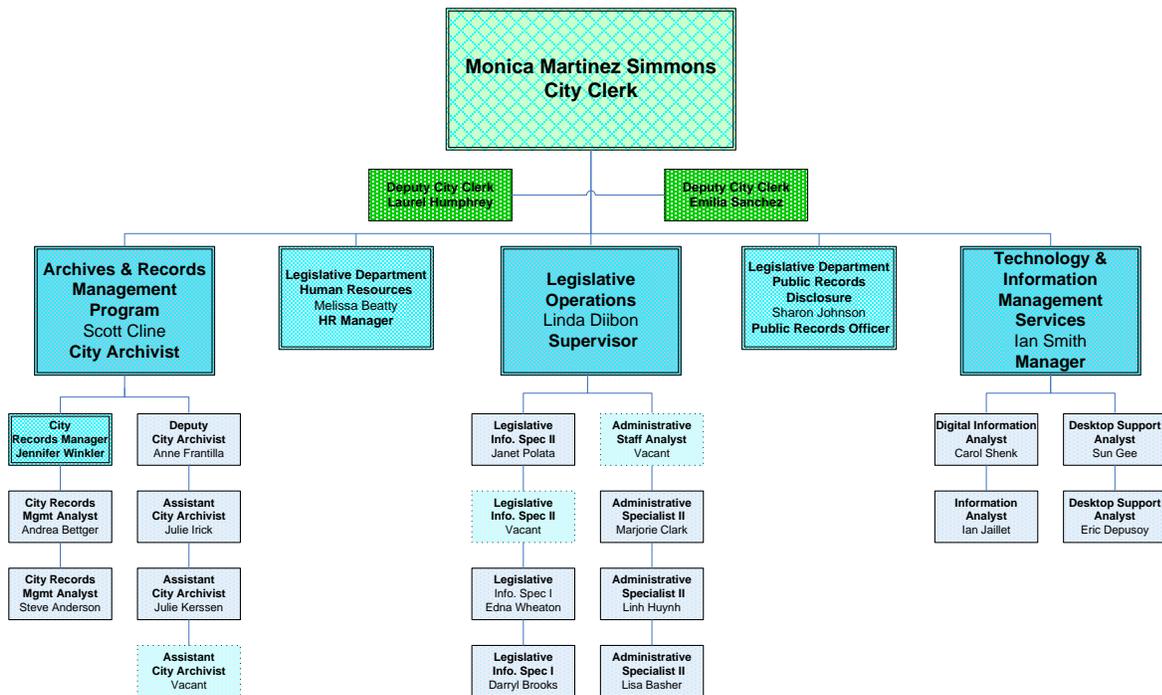
- ❖ LEGISLATIVE OPERATIONS
- ❖ ARCHIVES & RECORDS MANAGEMENT
- ❖ TECHNOLOGY & INFORMATION MANAGEMENT
- ❖ HUMAN RESOURCES
- ❖ PUBLIC DISCLOSURE
- ❖ EMERGENCY PREPAREDNESS
- ❖ BOARDS & COMMISSIONS REGISTRY

Organizational Chart

Office of the City Clerk

December 2012

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Legislative Operations

Unit Highlights

With the numerous filings received by our office, the team developed several transmittal forms to assist City departments with filings. The group tasked with this project sought feedback from internal and external stakeholders, including the Leadership Team. The new forms were made available for use and can be found on our website.

Working closely with the Technology and Information Management Services team, we migrated and merged our Public Works and Bond Records into a new database allowing faster data entry and easier retrieval of the records.

The department rolled out MailerMailer email subscription service for City Council Agenda notification allowing staff to post the agenda directly into the body portion of email. We continue to see a steady growth of subscribers for the MailerMailer email subscription service.

The 2nd annual City Clerk's Open House was hosted in June 2012, for the benefit of all city employees. This outreach event provides employees the opportunity to tour the office, meet our staff, and gain greater insight into the services offered within the Legislative Department.

Introduction

The Legislative Operations Unit continues to provide dedicated service to the Legislative Department and constituents. This unit is responsible for numerous functions, providing administrative support and information, intake and referral services. Operations staff continues to improve processes and utilize resources wisely, being aware of the need for transparency and efficient expenditures.

Paperless Work Environment

In 2012, the unit strived to make available to the public older legislation, traditionally found on microfiche, via PDF scans. These scans are posted to our website and are viewed worldwide. The unit continues to support the paperless work environment, producing fewer copies and more electronic documentation.

Transmittal Forms

In collaboration with City departments frequently filing documents with our office the unit developed several transmittal forms. These new forms have allowed our unit to educate departments on required filings as well as assist in streamlining the incoming filing process.

Ballot measures processed and transmitted to King County Elections

Proposition No.1—Seattle Public Library (SPL) Levy (August)

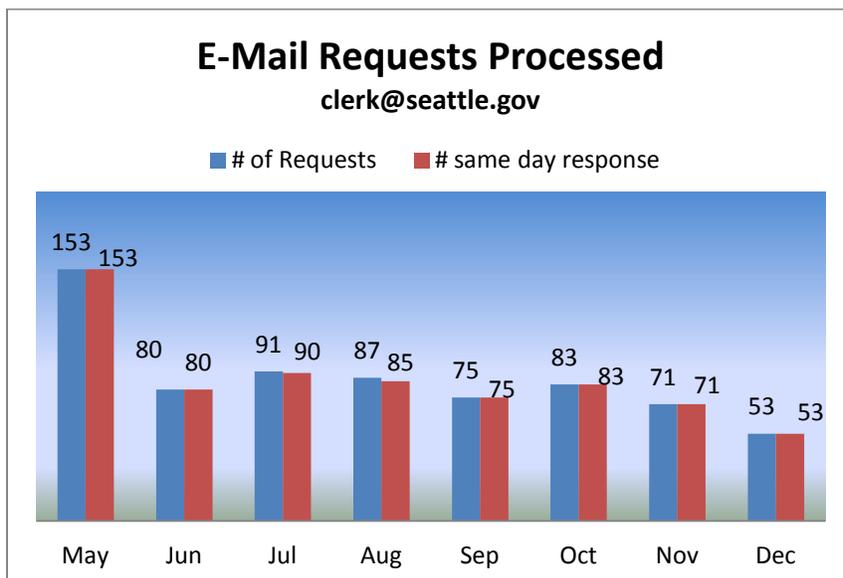
On April 9, 2012, the City Council passed Ordinance 123851, authorizing placement of a seven-year, \$122.6 million regular property tax levy supporting, maintaining and improving core public library services on the August 7, 2012 ballot. Proposition No. 1 passed with an approval rate of 64.17% by Seattle voters.

Proposition No. 1—Alaska Way Seawall Bonds (November)

Ordinance 123922, authorizing a \$290 million bond measure for the reconstruction of the Alaska Way seawall and associated public facilities and infrastructure was passed by the council on July 9, 2012, and forwarded to King County Elections for placement on the November 6, 2012 ballot. Proposition No. 1 passed with a 77% approval rate by Seattle voters.

Initiative Measure No. 103

On February 23, 2012, “Envision Seattle” filed with the City Clerk a proposed initiative petition relating to securing peoples’ rights to clean government and elevating the rights of residents above those of corporations. The number of signatures filed with the City Clerk on September 4, fell short of the required 20,629. No additional signatures were filed following a 20-day extension and the petitioner was notified that the proposed initiative was closed.



The email statistics represented above reflect public inquiry received via the City Clerk Homepage (clerk@seattle.gov).

Goal and Objectives

Effectively facilitate the legislative process, stewardship of information and records, and management of administrative functions

- ❖ Promote civic education and participation
- ❖ Champion principles of open government
- ❖ Enhance customer service delivery
- ❖ Strengthen emergency preparedness to ensure continuity of City government

City Archives and Records Management Program

Unit Highlights

The Archives continues to acquire between 450-700 linear feet of records per year. We acquired 62 original Olmsted Brothers landscape architecture drawings from the Parks Department. These drawings document much of the Olmsted Brothers original plan for the development of the Seattle park and boulevard system. Another collection of records from Magnuson Park partially documents the transition of the portions of the park from Federal jurisdiction to the City. The Law Department transferred a small collection of records illuminating negotiation and treaty development with Canada around the construction of the High Ross Dam in the Skagit and the impact it would have on British Columbia.

The Archives expanded its presence on social media sites in 2012 including mounting images to Pinterest and films to YouTube. In addition, we have had a Flickr site since 2008. While each site maintains different types of statistics, it is clear that the exposure to viewers is well worth the minimal amount of time to grow the sites. For instance, in 2012, the Flickr site received 683,446 views. The YouTube site was first developed in September; it currently includes 23 videos and has been viewed 4,165 times.

City Archivist Scott Cline was elected a fellow of the Society of American Archivists. The merger of Archives and Records Management facilitated more efficient coordination of resources, especially in the area of training and customer service. Through its curriculum and customer assistance, ARM reached over 4,100 internal and external customers.

Archives Database Statistics

Index/Database Hits	1,187,994
Number of Website Hits	404,251

Introduction

The Archives and Records Management Program (ARM) activities in 2012 encompassed an increased work load, the development of operational efficiencies, expansion of training, and attention to broadening our impact with our user communities. The brief discussion here and in the Achievements section of this report highlight changes to the ARM training modules, our level of outreach to customers and users, and the steps being taken and planned for the future in addressing the management and preservation of electronic records and other digital assets.

Publications and Social Media Postings	
Flickr/Pinterest	1,062
Publications	5
YouTube	23

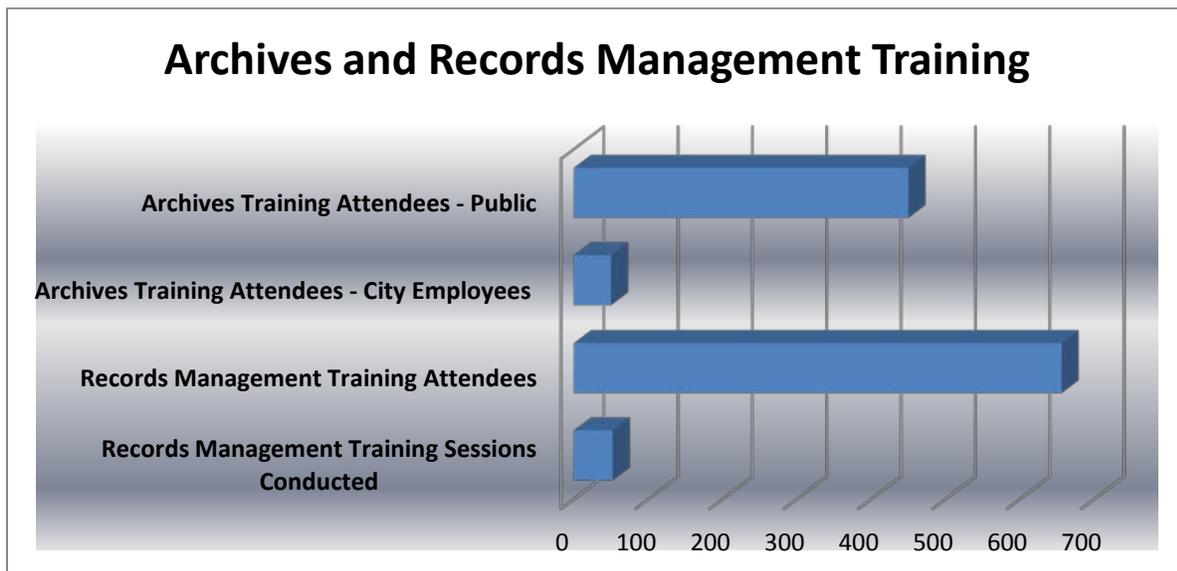
Collaborations

More and more, our work is facilitated by collaboration with both internal and external partners. Within the City Clerk’s Office, ARM has worked effectively with the Technology and Information Management Services (TIMS) team on a wide variety of records management and archives issues related to the management of electronic records and enhancing public access to archives databases. In addition, we have worked with citywide departments such as Law, Seattle Public Library, Finance and Administrative Services (FAS), and the Department of Information Technology (DoIT) on a variety of records and archives issues. ARM continues to partner and work closely with external groups such as college faculty and the Northwest Digital Archives, and has begun to explore collaborations with the Washington State Archives and Oregon State Archives in digital preservation and electronic records management.

Training

ARM placed a heavy emphasis on records management and archives training during 2012 and will expand on those efforts in 2013. Records management staff revised training curricula to eliminate redundant information and make training content more precise; Archives staff revised and updated its curricula related to digital images and archival database use. Exploratory work was completed on the development of online, on-demand delivery of training, and records management staff worked with the Personnel Department to arrange participation in the City’s New Employee Orientation classes beginning in January, 2013.

Records management staff provided 54 training sessions during 2012, directly reaching 656 City employees. Archives staff offered three Digital Image Management workshops to approximately 50 City staff and provided many one-on-one tutorials in the use of the automated image submission system. Staff also provided training to over 400 Seattle Central Community College students on resources in Archives as part of an ongoing relationship with College faculty.

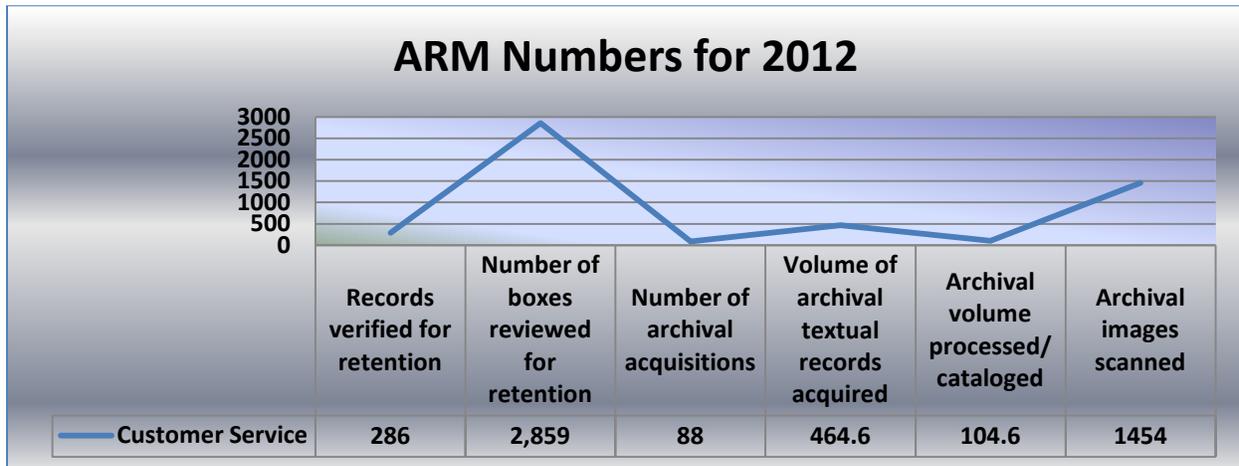


Merger

The Seattle Municipal Archives and City Records Management Program teams merged in 2011, with the bulk of the integration taking place in 2012. Reporting relationships were established and an enabling ordinance was drafted to formalize the new organizational structure; it will be introduced in 2013.

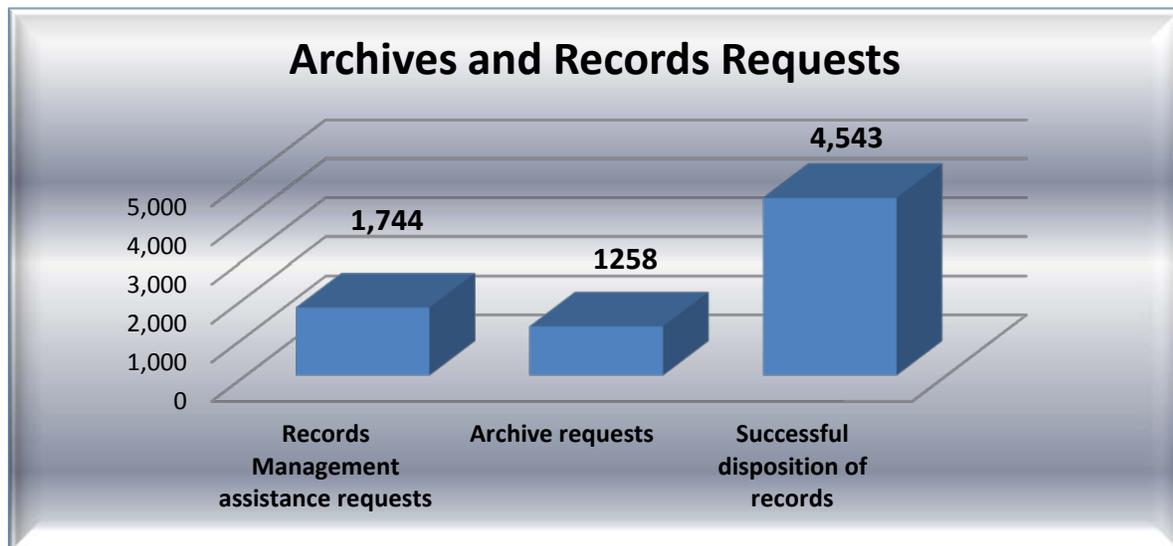
Better use of resources and great efficiency in our work has been realized, especially in the key areas of training, records destruction review, and ultimate disposition of records. In addition, archives volunteers have been able to assist with certain records management tasks.

Customer service continues to be a driving motivator for ARM. The unit responded to 1,258 direct-contact archival records requests from City employees and public customers; ARM handled 1,744 requests for records management information or assistance on a wide variety of topics such as email, retention periods, and electronic records.



Professional Activity

ARM staff continues to be professionally active through membership in a wide variety of professional associations, performing governance services in some of the associations, and in the presentation of professional papers at archives and records management annual meetings.



Public Records Disclosure

Unit Highlights

In 2012, the Public Records Disclosure Program implemented new Public Records Request (PRR) tracking and search forms and implemented an end-to-end electronic delivery system pilot for the purpose of determining viability of the process.

Training continued to be a priority and we delivered additional training focused on search techniques and written and verbal PRR identification.

The Public Records Disclosure Program also worked with the Executive and Law departments in submitting a collective response in regard to reporting compliance with the OPMA per a request from the State Auditor.

Month	# PRR Received	# Pages Reviewed for Responsiveness	# Pages Provided	# Completed
January	10	2,275	838	11
February	17	1,944	573	17
March	9	9,257	2,801	15
April	11	2,260	1,301	9
May	11	2,321	967	18
June	18	3,547	2,008	12
July	31	25,157	13,871	31
August	19	6,141	4,186	17
September	9	1,047	422	8
October	18	826	587	17
November	12	427	87	11
December	14	627	47	13
Totals	179	55,829	27,688	179

Introduction

The Public Records Officer stayed apprised of recent court decisions and reviewed and revised existing policies as appropriate to ensure maximum compliance with recent court decisions.

New media brings with it a new set of disclosure challenges. As a result, our methods of document preservation were evaluated with each new media launch to ensure effectiveness and public records compliance.

Five Public Disclosure Training sessions were conducted for new Department employees and implemented two new media outreach platforms, iPad and eDT Toolbox.

Electronic Delivery Process

In 2012, we implemented an end-to-end electronic delivery process as part of our efforts to design an exemplary automated public records disclosure program. Public Records Request tracking was also linked to reporting to maximize efficiencies.

In response to the State Auditor's request for compliance, we worked with the Executive and Law department in submitting a collective response reporting compliance with the OPMA by the City of Seattle. The Public Disclosure function encompasses:

- Tracking costs associated with fulfilling public records requests
- Forwarding misdirected requests
- Providing each requestor with the opportunity to appeal the decision to withhold or redact any requested record
- Legislative Department Public Records Disclosure Office:
 - Developed a policy in regard to how electronic records are provided
 - Developed an electronic delivery system where records are routinely provided in electronic format unless specified otherwise
 - Utilizes electronic delivery to further reduce costs to requestors

Tracking Tool

A Legislative Department Disclosure Tracking Tool and revised Public Disclosure Request Search Form were also developed and implemented.

Goal and Objectives

Foster transparent and open government by employing model principles of public disclosure

- ❖ **Promote public records disclosure compliance**
- ❖ **Identify disclosure challenges of new media in support of City Council outreach efforts**
- ❖ **Design an exemplary automated public records disclosure program**

Technology and Information Management Services

Unit Highlights

Developed a workflow in collaboration with the Legislative Department Public Records Officer, Records Management, and Archives, to capture and preserve archival electronic records when employees leave the Legislative Department. The workflow is designed to ensure consistent preservation according to approved retention schedules and to ensure complete and consistent search of captured records in response to public records disclosure requests. The Electronic Records Management Team, coordinated by the City Records Manager and the City Archivist, completed an Electronic Records Management Initiative Charter.

The feasibility testing for the continued use of our online search and retrieval systems was completed. This work provides the foundation for the future of search and retrieval of Council, City, and Archival records.

Information Technology staff completed the migration to Microsoft Configuration Manager. This new tool aligns the City on a single workstation management and inventory tool. These capabilities will assist as we move to Windows 7 and Office 2010 in 2013. New features will enable us enforce patching and licensing compliance.

The Technology team continued its work on the deployment of paperless Council notebooks (iPads). This technology has greatly reduced the amount of paper used to support meetings. At year end we have three committees remaining on paper based materials.

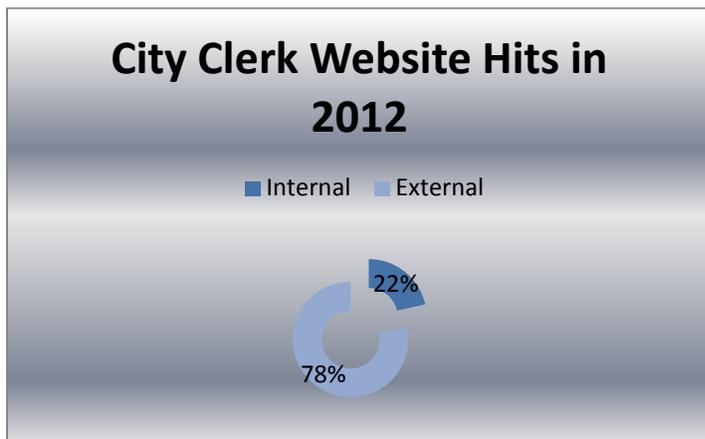
Chamber upgrades are in continuous progress with 100% dais installation completion. Each Councilmember can log in to a workstation as well as select from three possible video sources.

Introduction

The Technology and Information Management Services (TIMS) group provides technology and infrastructure support to the department and City in a variety of ways. In 2012 the unit completed several major projects in support of sustainable and streamlined systems. In addition to this work, the group performs back-end synchronization and publication services that enable data and services for other divisions that serve the City.

Clerk staff ingests and publishes the Seattle Municipal Code on our own servers to add necessary functionality and rich cross-linking. In 2012, we completed the transition to a more streamlined translation and publishing process. This will save time and resources over the next 12-18 months while the City looks for a vendor to provide all the functionality currently sought.

Senior team members supported the Municipal Archives in digital audio processing. This work requires creating non-proprietary WAV format digital files from deteriorating analog reel-to-reel and cassette tapes and from digital files that were created in a proprietary format. These electronic audio records are managed through a multi-stage process of conversion and are then catalogued. After cataloguing, the files are transferred to the Archives' digital repository and are prepared for transfer to the State Archives. TIMS provided support in workflow design, determination of technical standards, file conversion, metadata capture, and database development and management, and cataloguing by Archives and Legislative Operations staff.



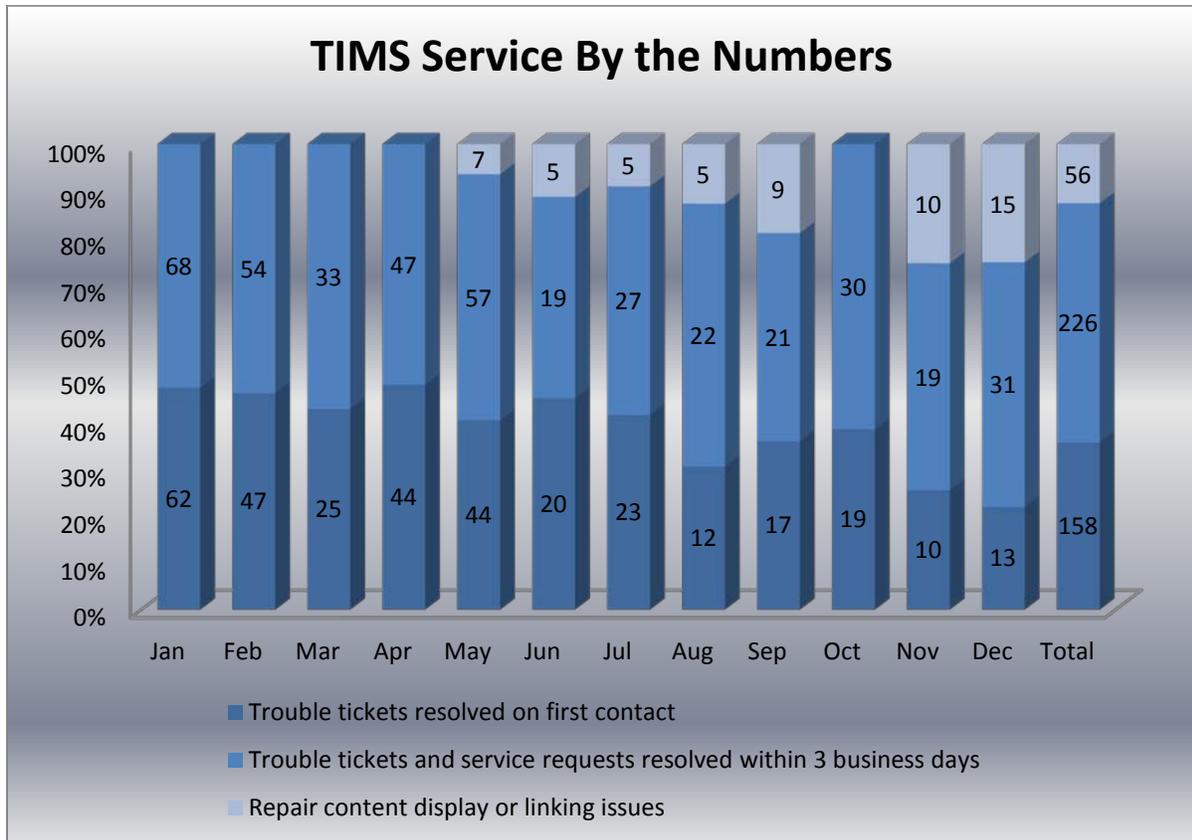
In 2012 we began working in partnership with the Washington State Digital Archives (WSDA), which provides digital preservation and online access to State and Local government archival electronic records at no cost to agencies. We transferred close to 1,000 archival audio recordings of Council meetings to the Digital Archives collection, making them publicly searchable using Microsoft's speech-to-text search tool. We also oversaw the microfilming, digital imaging, and transfer to the Digital Archives of previously unpreserved City Council meeting minutes dating from 1881-1900.

Goal and Objectives

Design, deploy, manage, and support information systems and technology in support of the operations of the Legislative Department

- ❖ Deploy sustainable and streamlined applications and systems
- ❖ Ensure long-term access to business essential and archival digital records
- ❖ Promote and support best use of public resources
- ❖ Advance civic engagement and open government

We are currently in the planning stages of transferring archival City Council email accounts to the State Digital Archives to ensure preservation and to facilitate public disclosure and historical research on these records. In addition, Legislative Department electronic records, including current active drives and the archival collection, are being backed up to tape and stored off site with the WSDA in Cheney, WA, for redundant emergency backup.



Legislative Human Resources

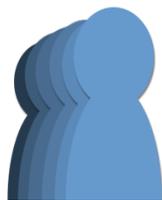
Unit Highlights

The Human Resources program continued to provide high quality services to the department and staff during 2012. Many projects were undertaken and met with success, including:

Race and Social Justice Initiative: Continued HR's involvement in the Race and Social Justice Initiative (RSJI), a citywide effort to end institutionalized racism and race-based disparities in City government; continued participation in RSJI Core Team 4; started initial phase of RSJI practicum on the workforce equity team; appointed as an RSJI representative to participate in the Citywide Performance Management Advisory group and contribute to curriculum development applying the RSJI lens to the process.

Policies and Procedures Management: Completed review of the department policies, including subject matter expert review, along with recommended changes and editions; put together a process for policies management moving forward pending review and approval from the Council President.

Performance Management and Employee Counseling: Drafted a guide for managers/supervisors regarding employee performance management and development pending approval from the Council President.



Promotion of City initiative
for racial equity

71 Events



Training opportunities
taken by employees

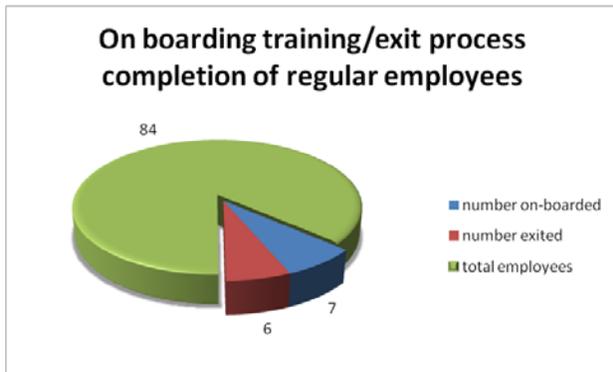
130
conducted

Progress

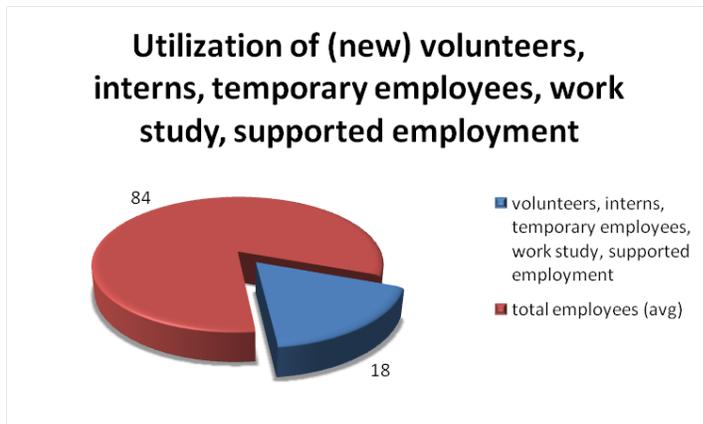
The Legislative Department's Human Resources (HR) program continued to expand services in 2012. Human Resources assists the Department in managing its most important resources – its people. The HR program manages the department's policies and procedures, performance management and employee counseling, recruitment, selection and on boarding, human resources administration, and provides support to training and other professional and organizational development initiatives. HR is also responsible for providing consultation and advice regarding employment liability issues.

Recruitment, Selection and On Boarding: Increased service to the hiring manager by conducting initial screening of applications creating a more efficient process and decreasing the amount of time the hiring manager spends reviewing applications that don't meet the minimum qualifications; initiated general employee orientation revision and initiated Councilmember-candidate orientation outline; incorporated the RSJI information into hiring panel prep training.

Human Resources Administration: Completed a reclassification review of positions affected due to reorganization; met with Councilmembers for feedback and affirmation of HR services and strategic plan; completed Washington State Minimum Wage Act Review; started the review of job descriptions to ensure all are accurate after last phase of the department reorganization.



Training and other Professional and Organizational Development: Developed employee enrichment opportunities; worked with department employees to identify training and development opportunities; initiated general employee orientation revision.



Goal and Objectives

Provide strategic Human Resources services which foster an organizational culture of excellence in public service

- ❖ Develop training resources and organizational development opportunities
- ❖ Promote diversity and racial equity
- ❖ Maintain oversight of relevant and consistent department policies, procedures and protocols
- ❖ Implement best practices in the administration of human resources

Legislative Training Series

This year we initiated the Legislative Training Series. The following outline represents the expanded training program developed by the division for 2012 and 2013.

2012 Training Series	
<p>Archives and Records Management Program</p> <ul style="list-style-type: none"> ➤ Digital Photographs ➤ Using the Municipal Archives ➤ 5 Things You Need to Know About Managing City Records ➤ 7 Steps to Files Management ➤ Auditing Your Records Management ➤ Basic Records Management ➤ Customized Records Management ➤ Electronic Records Management ➤ Email Management: Mimosa ➤ New Employee Orientation: Legislative Department ➤ Records Coordinator Meeting ➤ RIM Month ➤ Sending Records to Storage ➤ Vital Records <p>Legislative Operations - Deputy City Clerks</p> <ul style="list-style-type: none"> ➤ How a Bill Becomes a Law ➤ How to Staff a Council Committee 	<p>Public Records Disclosure</p> <ul style="list-style-type: none"> ➤ Customized Public Records Disclosure Training (New Employee Orientation & Legislative Department) ➤ Public Records Disclosure Training <p>Emergency Preparedness</p> <ul style="list-style-type: none"> ➤ Active Shooter ➤ Cardiopulmonary Resuscitation (CPR) ➤ Communications Training ➤ Emergency Communications ➤ Emergency Proclamation Tabletop Exercise ➤ NIMS IS 100: Intro to Incident Command System ➤ NIMS IS 700: An Introduction ➤ Personal Preparedness ➤ Plan Overview ➤ Security 24/7 <p>Human Resources</p> <ul style="list-style-type: none"> ➤ Hiring Training ➤ New Employee Orientation: Legislative Department ➤ Safety & Workplace Violence Prevention
Training for Implementation in 2013	
<p>Archives and Records Management Program</p> <ul style="list-style-type: none"> ➤ Digital Photographs ➤ Using the Municipal Archives ➤ Customized Records Management Training - as requested ➤ Electronic Records Management ➤ Email Management: Mimosa ➤ Records Coordinator Meeting ➤ RIM Month ➤ Sending Records to Storage ➤ Vital Records <p>Legislative Operations - Deputy City Clerks</p> <ul style="list-style-type: none"> ➤ How a Bill Becomes a Law ➤ How to Draft Legislation ➤ How to Staff a Council Committee ➤ The Legislative Process and Timelines 	<p>Public Records Disclosure</p> <ul style="list-style-type: none"> ➤ Annual PRD Training ➤ Customized Public Records Disclosure Training (New Employee Orientation & Legislative Department) ➤ Public Records Disclosure: Fundamentals ➤ Public Records Disclosure Training <p>Emergency Preparedness</p> <ul style="list-style-type: none"> ➤ Annual Department Emergency Preparedness Plan ➤ Communication Drill ➤ Emergency Preparedness Exercise ➤ Emergency Proclamation Tabletop Exercise ➤ Emergency Relocation Training ➤ NIMS IS 100: Intro to Incident Command System ➤ NIMS IS 700: An Introduction ➤ Personal Preparedness Fair <p>Human Resources</p> <ul style="list-style-type: none"> ➤ Standard City New Employee Orientation Classes ➤ Hiring Training ➤ Safety & Workplace Violence Prevention

2013 Priorities

Legislative Operations	<ul style="list-style-type: none"> ➤ Election cost analysis of Civil Service & Public Safety Civil Service Commission elections ➤ Database development for document filings ➤ Transition to automated legislative workflow solution
Archives & Records Management Program	<ul style="list-style-type: none"> ➤ Archives and Records Management training expansion ➤ Electronic records management and preservation ➤ Public outreach via enhanced website, social media exposure and public presentations
Public Records Disclosure	<ul style="list-style-type: none"> ➤ 2013 Legislative Department Training Series, including New Employee Orientation, Annual PRA Training Curriculum and PRD Fundamentals Training ➤ Develop and implement Public Records Act Coordination Team priorities ➤ Identify and implement tools that provide the most efficient access to records
Technology & Information Management Services	<ul style="list-style-type: none"> ➤ Transition remaining Council Committees to iPads ➤ Citywide Windows 7/Office 2010 Migration ➤ Seattle Municipal Code (SMC)
Human Resources	<ul style="list-style-type: none"> ➤ Support Legislative Department/Office of the City Clerk Training Series ➤ Procedures Update ➤ Council Transition and Orientation Team
Emergency Preparedness	<ul style="list-style-type: none"> ➤ Develop the Continuity of Operations Plan (COOP) in coordination with the EOC ➤ Finalize the Emergency Preparedness Core Curriculum ➤ Establish a foundation for a sustainable Emergency Preparedness Plan based on consistency and cross departmental cohesion
Boards & Commissions Appointment Registry Management	<ul style="list-style-type: none"> ➤ Implement interim Boards & Commissions Appointment Tracking Registry ➤ Participate on the Citywide Legislative Management System team for permanent Boards & Commissions Appointment Tracking Registry ➤ Train Boards & Commissions Liaisons on interim and permanent tools