

City Secretary's Office

FY 2020-2021





Stephanie
City Secretary



Erin
Administrative Assistant



Darcee
Records Analyst

Meet Our Team



A large group of people, including men, women, and children, are gathered in a church sanctuary. Many are standing and clapping, suggesting a celebratory or worshipful event. The sanctuary has a modern design with a stone wall on the right and a large clock. The text "Our Responsibilities" is overlaid in the center in a large, white, sans-serif font.

Our Responsibilities

Department Responsibilities

- Conduct City Elections
- Compile and post Agendas, Agenda Packets, and Minutes
- Process Public Information Requests
- Facilitate Board and Commission application and appointment process
- Provide training for Board and Commission members and City staff
- Codify and annually supplement the Code of Ordinances
- Provide electronic storage and assistance in Laserfiche
- Records Management for City records
- Build and maintain City electronic forms and workflows in Laserfiche

A group of approximately ten city employees, mostly women, are standing behind a wooden podium in a conference room. They are all wearing face masks. A man in a blue shirt, identified as Chris Holsted, City Manager, is standing to the left of the group, holding a framed proclamation that reads "CITY OF WYLLIE". The background features a wall with a large, stylized geometric pattern. The text "Department Accomplishments" is overlaid in the center of the image.

Department Accomplishments

Chris
Holsted
City Manager

Achievement of Excellence



The Municipal Clerk's Office must meet 9 of the 12 evaluation standards, including:
records management, professional development/certifications, government transparency, elections, awards/recognitions, Public Information Act, Open Meetings Act, boards/commissions, policies/procedures, areas of responsibilities, innovative/streamline projects, and training for City employees.

The Municipal Clerk's Office Achievement of Excellence Award is awarded by the Texas Municipal Clerks Association, Inc. (TMCA), to recognize excellence in the effective and efficient management of resources in a Municipal Clerk's Office.



City Elections

November 3, 2020
General, Special, & Charter Amendment Elections

74.21% participation

May 1, 2021
General Election

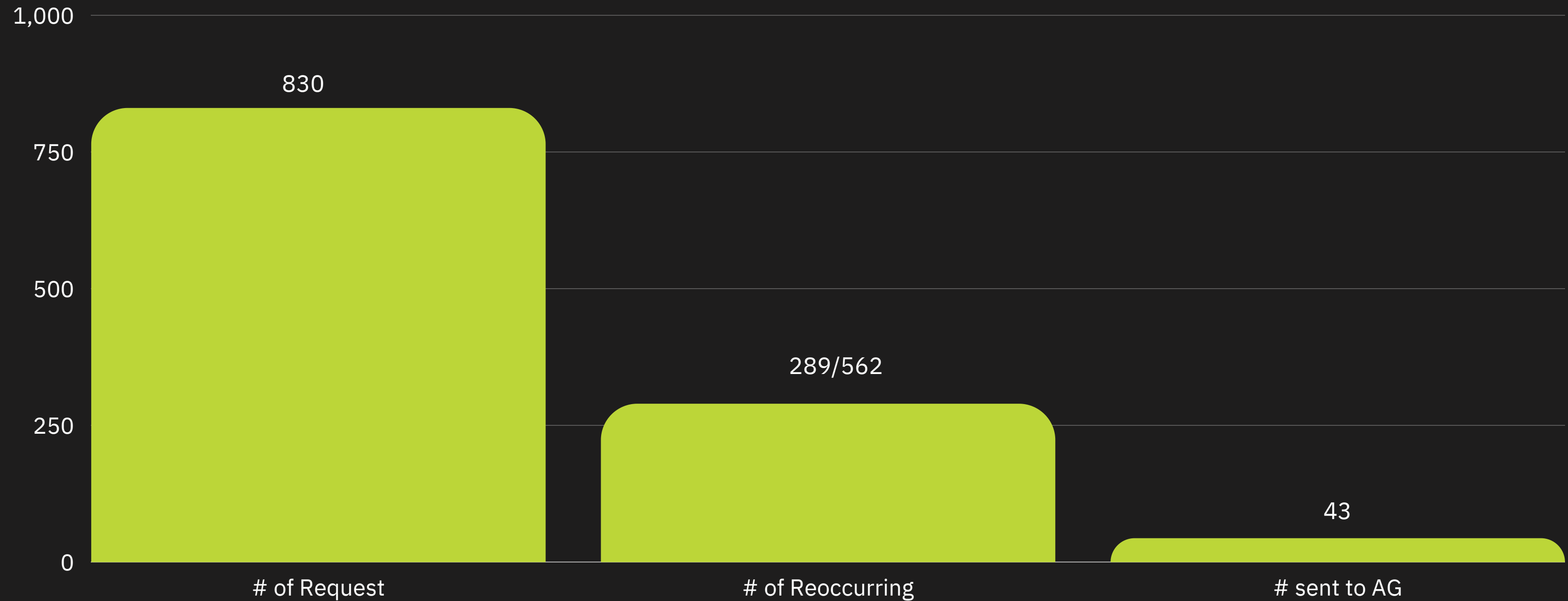
8.57% participation

November 2, 2021
Special Bond Election

7.96% participation



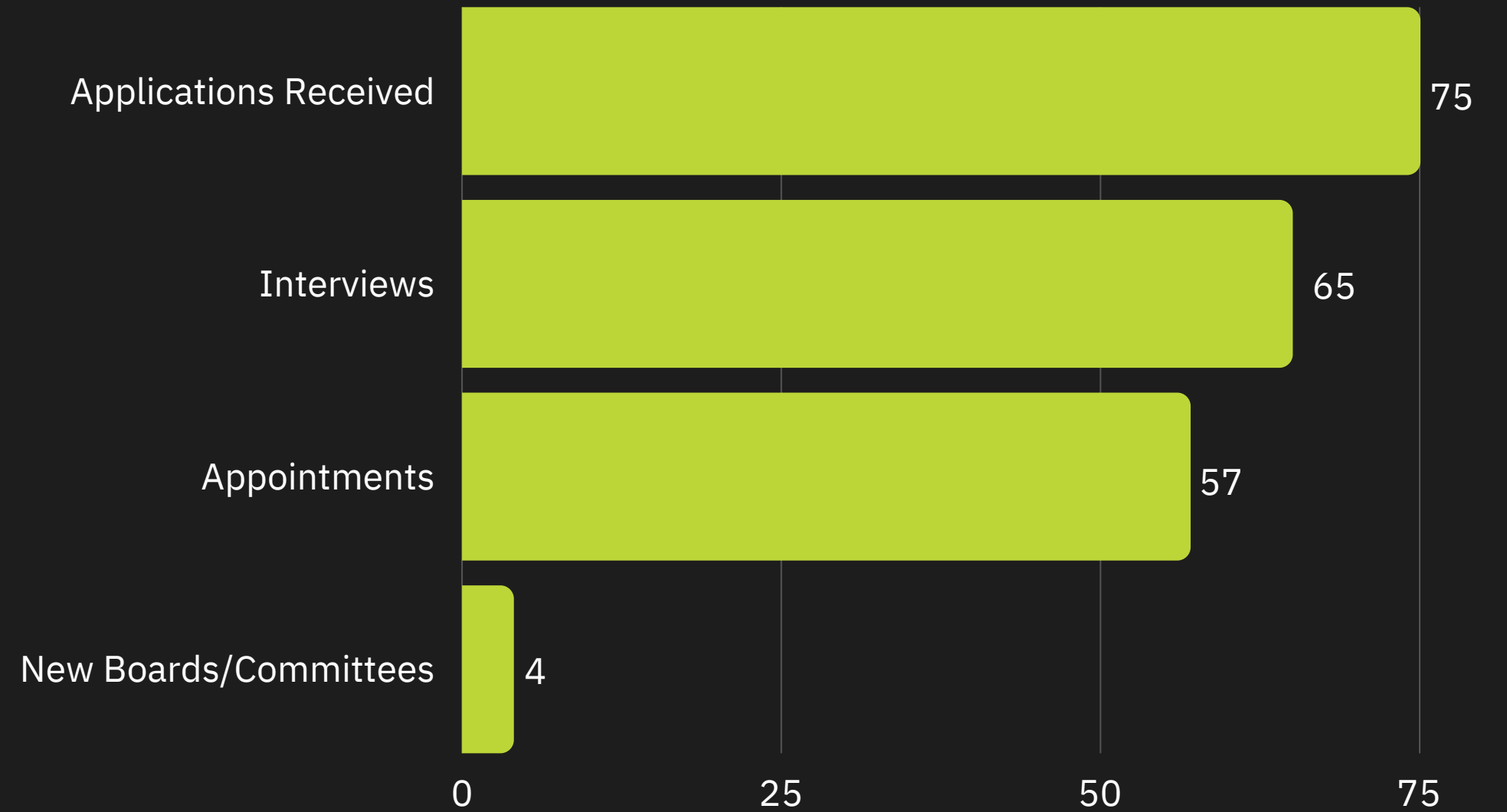
Public Information Request



60 Processed Monthly



Boards & Commissions



Municode Meetings

Streamlined and automated the
agenda and agenda packet creation
process.

The Portal:

- condensed all agendas, agenda packets, and minutes in one easily accessible place for the public to view
- allows for the public to subscribe for alerts for upcoming meetings
- allows the public to add meetings to their calendar

Future:

Boards and Commissions
utilizing tablets during meetings

Laserfiche Forms & Workflow



- **Created 12 New Laserfiche Forms**

- Bluegrass Vendor Survey
- Statement of Officer
- Public Option Access
- Code of Ethics
- Hydrant Meter
- Fleet Maintenance
- Fire Department Complaint Form
- Park Event Application
- Disclosure of Utility Information
- Incode User Survey
- Incode Overview Survey
- SNAP Waiver

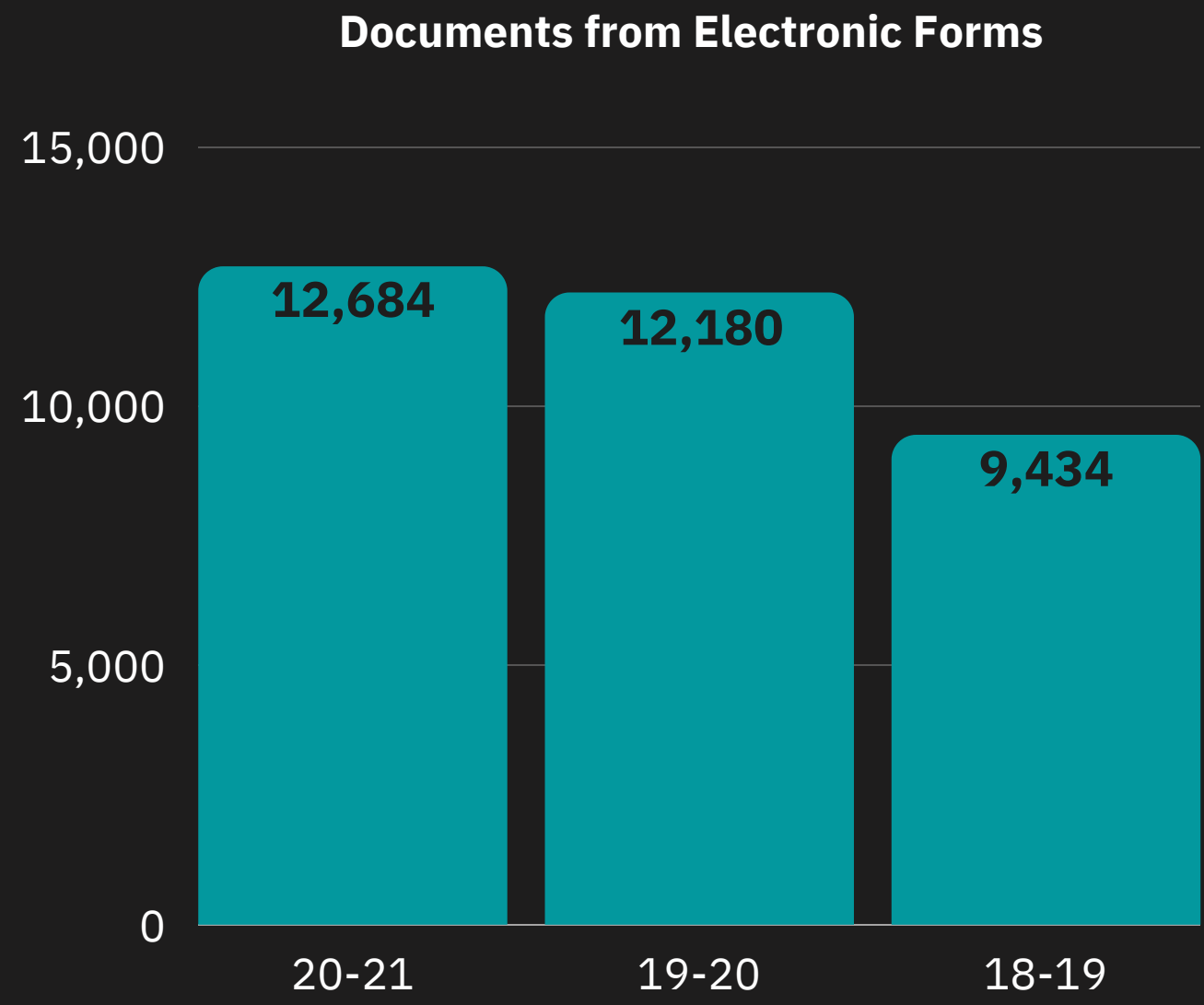
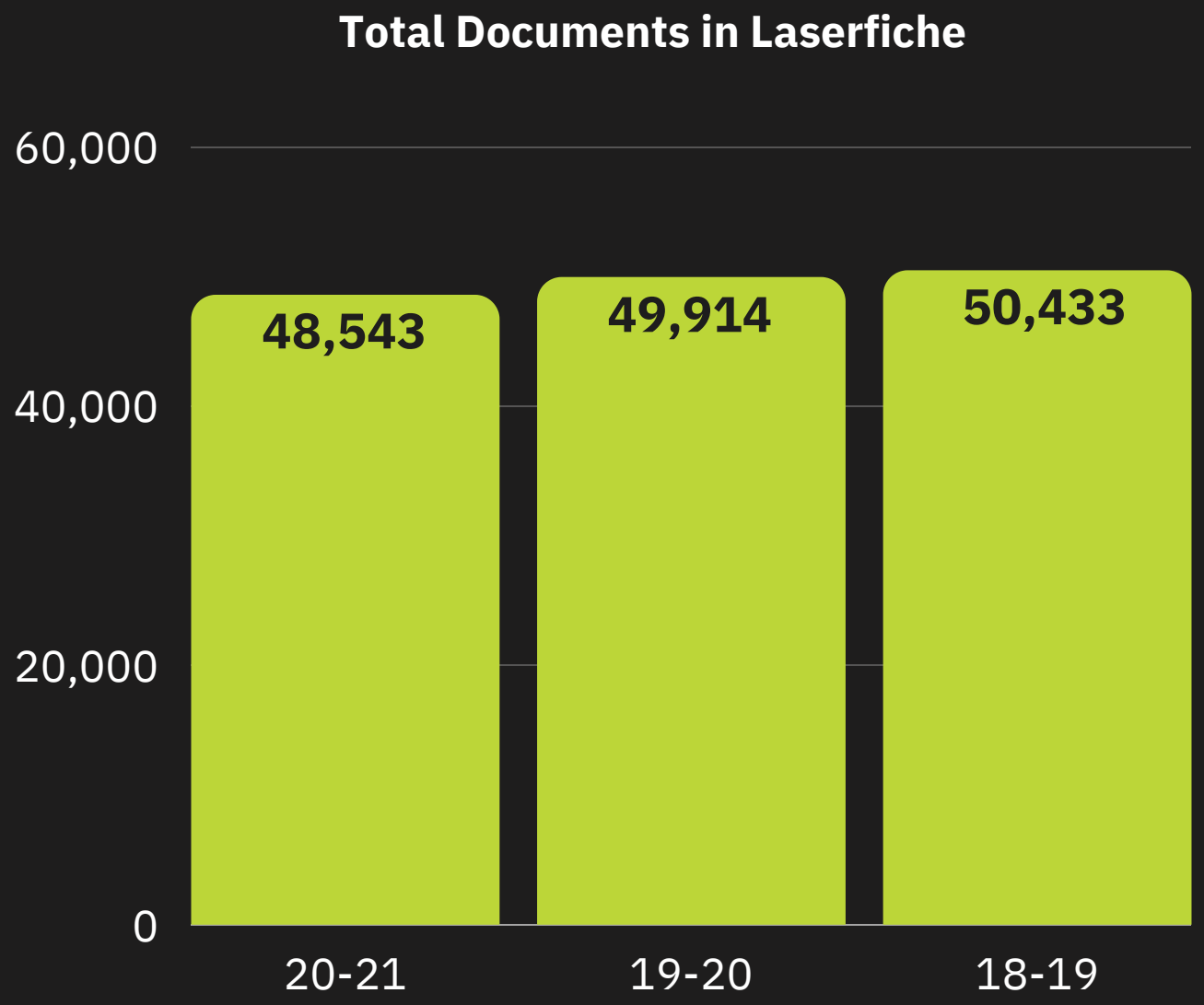
- **Reworked 5 Forms & Process**

- Boards & Commission Application
- Board of Ethics Application
- Bluegrass on Ballard Vendor Application
- Arts Festival Vendor Application
- Created QR codes for Utility Billing Forms

- **Created 3 New Filing Workflows**

- Hydrant Meter
- City Contracts
- Incident Form

Records in Laserfiche



Upgraded our Laserfiche system to Laserfiche Rio



Additional Accomplishments

Assisted with COVID vaccine
clinic

Assisted with organizing TMCA
Records Management Workday

Working on TMCCP Certification
and Recertification



Projects In Progress

Current Projects in Progress

Livestreaming of all
Board/Commission meetings
beginning in January 2022

Restructuring of
document/contract filing system



WIDE AWAKE WYLIE

Thank you!
