

# City Clerk/Human Resource Manager

Lori Mossman

The mission of the City Clerk/Human Resource department is to be proactive and maintain compliance while addressing the needs of the City and its employees in a timely and professional manner.

# 2017 Accomplishments

CITY OF YELM

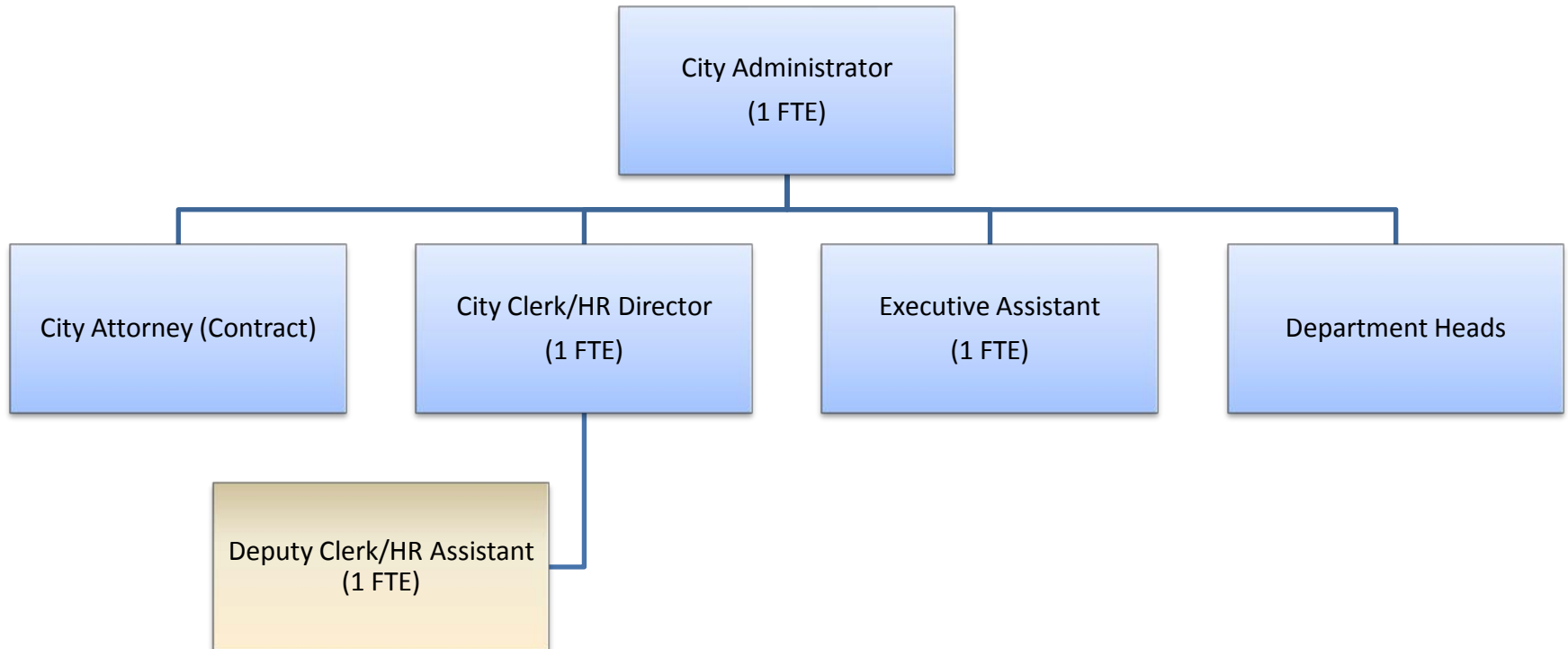
- Added new staff to personnel to the Finance, Public Works and the Police Department
- Completed Human Resource Development Series
- Identified inefficiencies in the current Human Resource Management and Personnel files
- A third party will be hired to do an Analysis and Assessment of the Human Resource Department and help identify and implement efficient processes going forward

# 2018 Goals

- Hire a full time Deputy City Clerk/Human Resource Assistant
- Standardize new employee on boarding and other Human Resource functions
- Update Personnel Policies
- Re-establish the Wellness Committee
- Establish and maintain employee training
- Records Management
- Succession planning for personnel

# Executive Department

CITY OF YELM



# Questions?

Lori Mossman

360.458.8402

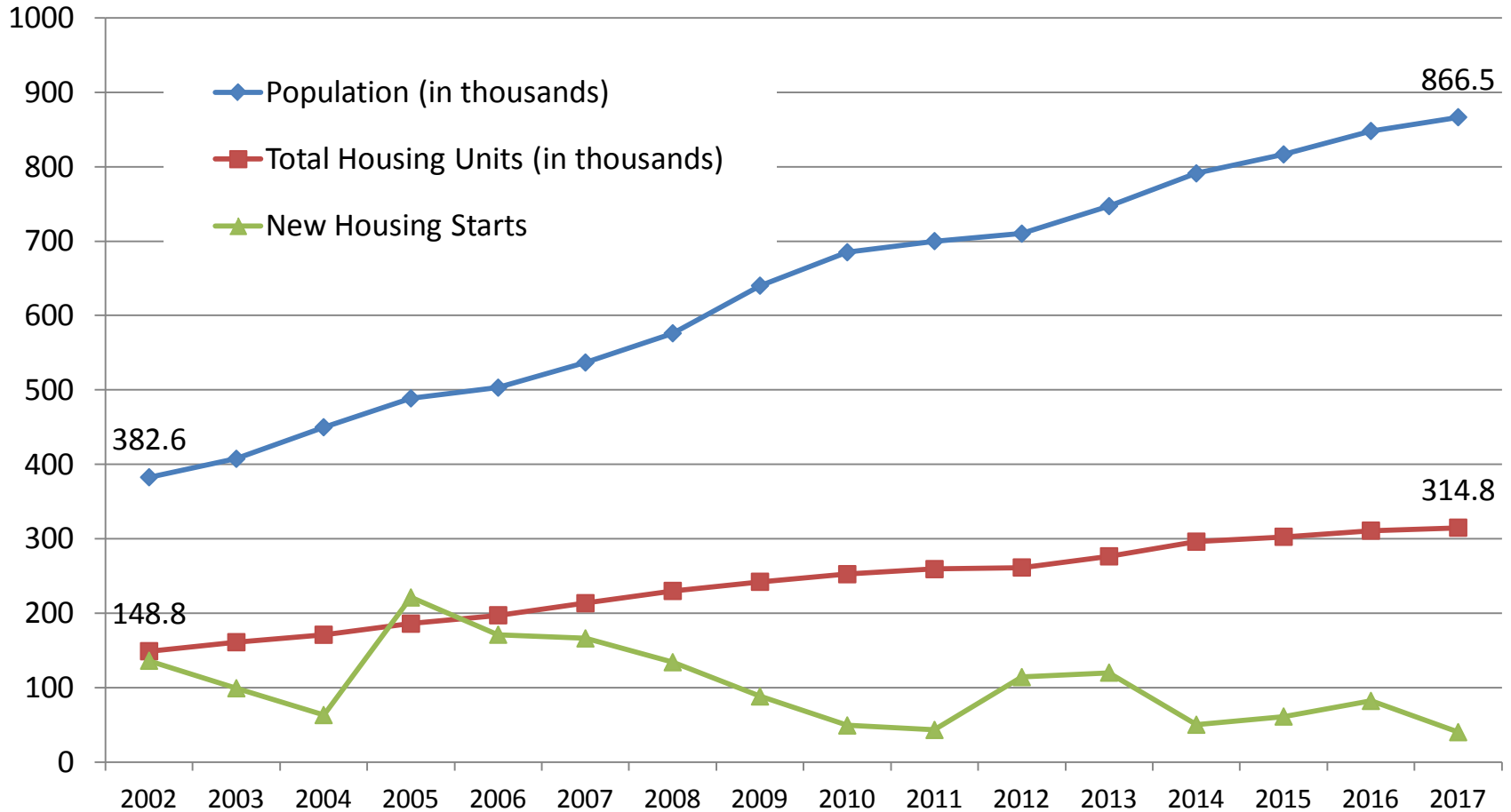
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# **PLANNING & COMMUNITY DEVELOPMENT**

# **INFORMATION TECHNOLOGY**

Grant Beck, Planning & Economic Development Director  
City of Yelm, Washington

# Growth



# Accomplishments – P&ED

CITY OF YELM

- Updated the Comprehensive Plan
- Updated the Unified Development Code
- Started Economic Development Strategy
- Started Downtown Corridor Planning
- Maintained Customer Service Standards
- Enforcement/Blight Abatement
- Tree Board & Historic Commission



# Accomplishments – IT

- Completed Network Audit
- Completed Inventory of Assets
- Created a Technology Fund for O&M and Equipment Replacement
- Maintained Network Stability
- High bandwidth connections between City buildings
- Improved Helpdesk Support
- Increased Training for Users
- Organized/Optimized Equipment Rooms

## **Planning & Economic Development**

- Complete the Downtown Corridor plan
- Prepare an updated 20 year transportation plan
- Complete a LEAN review of the City's permit processes
- Improve Levels of Service for customers of the Department

## **Information Technology**

- Complete high bandwidth connections between City buildings
- Video arraignment for Court
- Implement Technology Fund replacement schedule
- Provide better helpdesk support
- Implement audit recommendations

# Staffing & Program Changes

## Planning & Economic Development

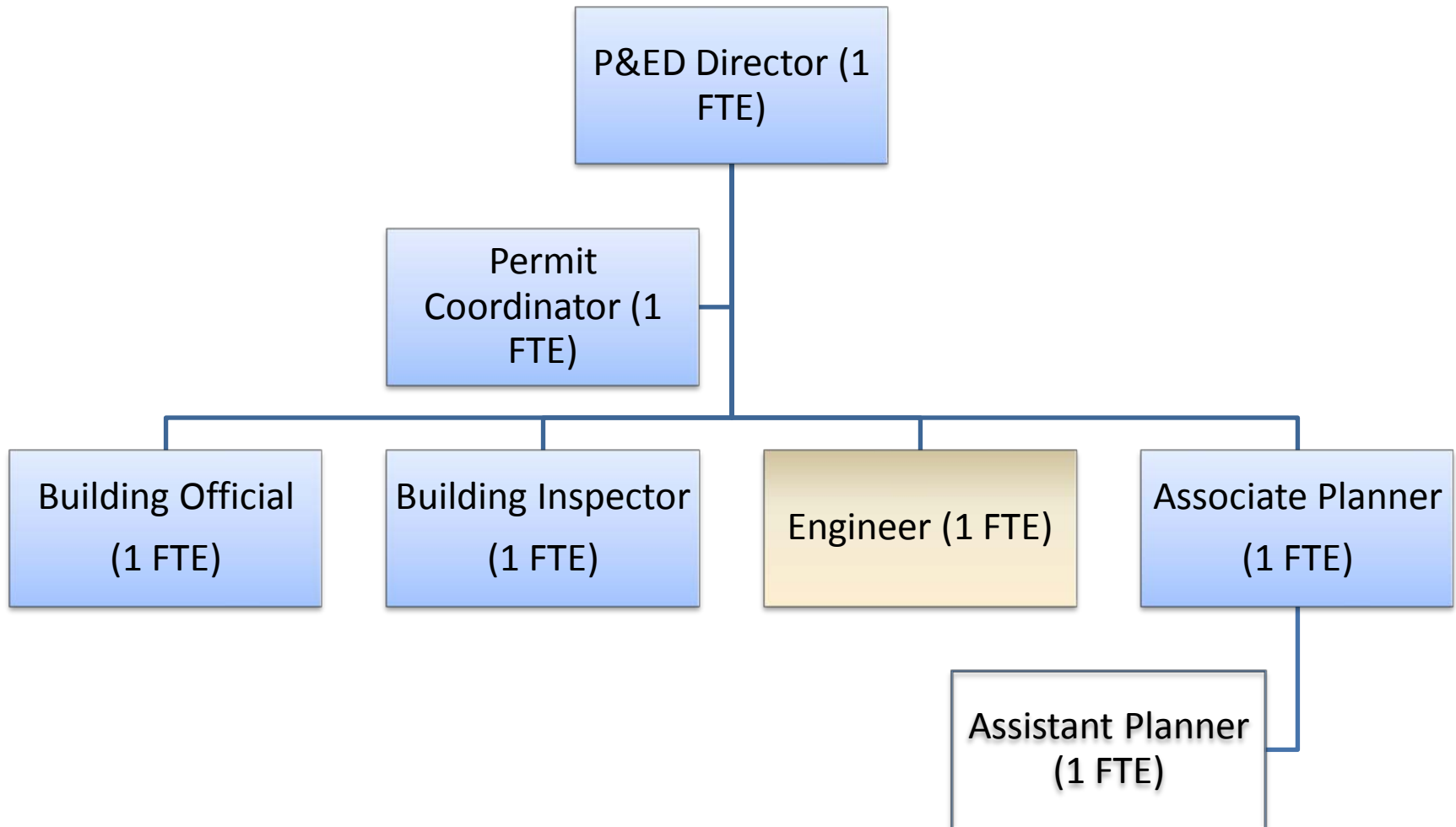
- Development Review Engineer
- Office Makeover
- Assistant Planner
- \$20K Support contract with TRPC

## Information Technology

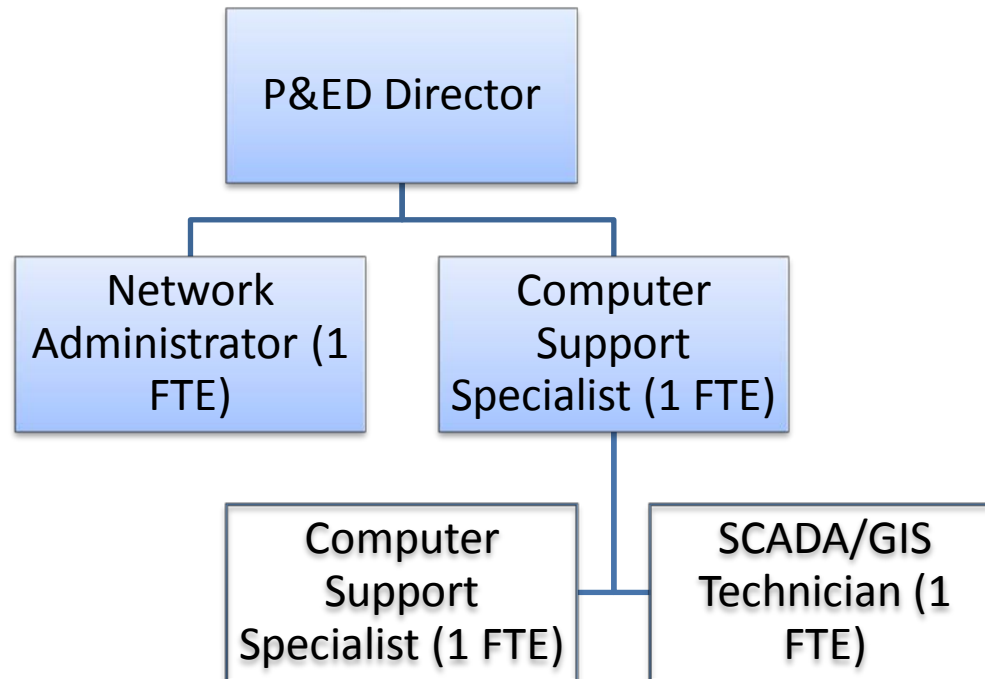
- ER&R Fund
- Video Arraignment
- INCODE/Laserfiche Updates
- Computer Support Specialist

# 2018 Organization - P&ED

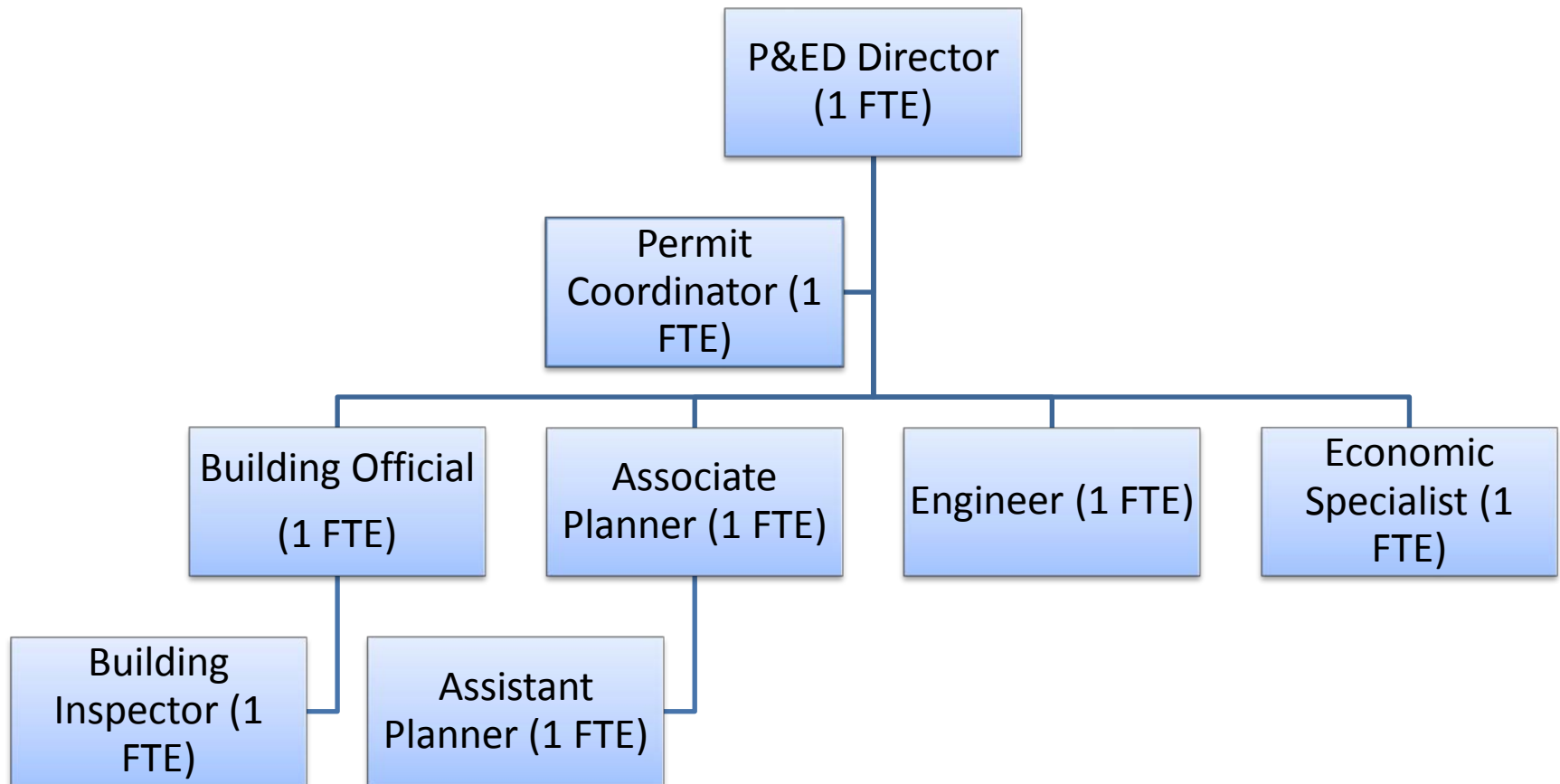
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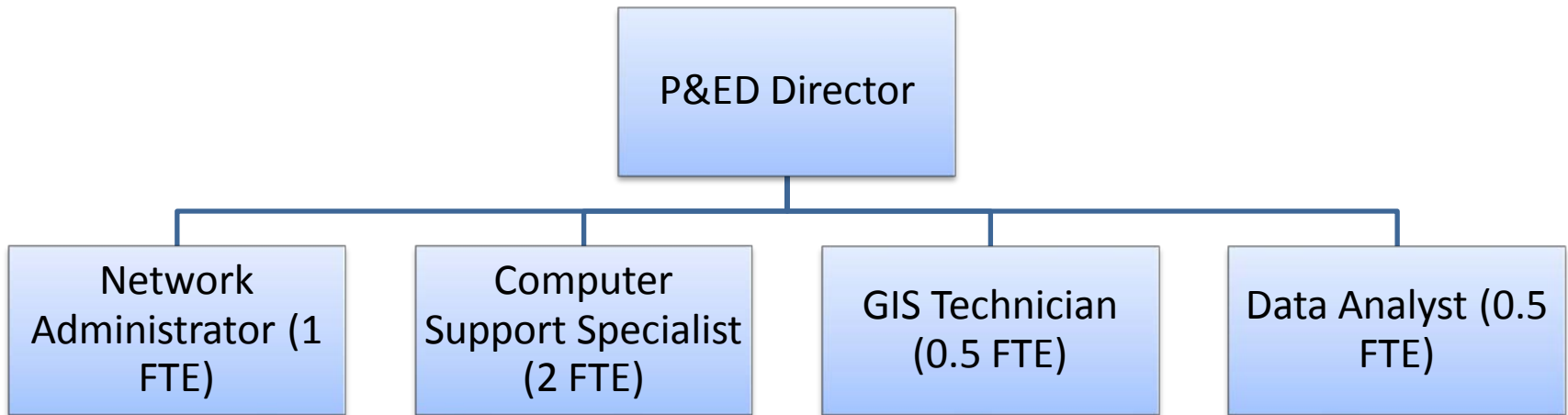
# 2018 Organization - IT



# 2023 Staff Needs - P&ED



# 2023 Staff Needs - IT



# QUESTIONS?

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