

**OFFICE OF THE CITY CLERK**

Jodi Warren, MMC

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TO: Mayor, Council and members of the public  
FROM: Jodi Warren, City Clerk  
DATE: March 2019  
SUBJECT: Staff Report – City Clerk

**Records****Public Document Requests**

We have received thirteen additional requests during the last month bringing the total to 24 to date this year.

**Retention Schedule**

Staff continues to progress on the filing project. Records eligible for destruction were identified, and destroyed in accordance with the state retention schedule.

**Open Government Training Act**

I will be assuring that all appointed Board, Commission and Committee members have received training, as well as a city email address. On-boarding of new appointed officials continues.

**Risk Management and Claims**

I have several open claims that I continue to work on. The prisoner transport van, which was damaged in a not-at-fault collision in November of last year remains out of service. We have been unsuccessful in obtaining replacement doors.

**Ethics Training.**

Training has been completed for all but six employees. I will be scheduling training on a six-month cycle. With that, I am working with legal on preparing a more comprehensive and updated Ethics Ordinance for council consideration. I have received several examples from other jurisdictions.

**Volunteer Coordinator**

I work with staff liaisons to maintain rosters, advertise for volunteers and make recommendations to the Mayor for appointment. Plans have been made for the 2019 Volunteer Recognition Event. It will be held on April 10 at the Club at Snoqualmie Ridge. Entertainment has been selected for the event and a save the date has been sent out.

**Budget**

As the responsibility for the City Clerk, Risk Management, Mayor and Council budgets lies with the City Clerk, I continue to monitor all budgets to ensure that they stay within the approved amounts.