



**OFFICE OF THE CITY CLERK**

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**MEMO**

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

**Records**

**Public Document Requests**

We have received ten additional requests during the last month bringing the total to 63 to date this year.

The proposed Public Records Ordinance and Resolution establishing the rules have been placed on the Council agenda for introduction July 8.

The Attorney General's Office has implemented a "free" program which assists local governments with public records act training and consulting. I have submitted a request to achieve the following goals: help develop and implement best practices, mitigate risk and liability, review our practices for Public Records Act compliance, identify opportunities to improve access to records, explore the use of technology to facilitate improved records management and production and provide training to staff.

**Filing and 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. Essential records were taken into custody by State Archivist, Michael Saunders to retain in the Puget Sound Regional Archives in Bellevue.

**Open Government Training Act**

I continue to remind and provide all appointed Board, Commission and Committee members training on the open government training act. On-boarding of new appointed officials continues.

**Risk Management and Claims**

I have several open claims (14) that I continue to work on, in addition to 2 claims which I have filed with others. There are three claims that we are subrogating with others.

Myself, along with Councilmember Jeans attended the quarterly PRIMA (Public Risk Management Association) meeting. In addition to the regular meeting, there was good information regarding service dogs and prescription drug abuse. During that meeting, I did make arrangements for some Snoqualmie specific training for other issues.

**Ethics Training.**

I am working on scheduling training for ethics update training. I have received several samples of ethics policies from other jurisdictions and will be working on a draft update to submit to the City Attorney for review prior to going to the Council.

### **Volunteer Coordinator**

I work with staff liaisons to maintain rosters, advertise for volunteers and make recommendations to the Mayor for appointment.

### **Citizens Academy**

I am gearing up for the 2019 Citizens Academy which will start in September.

### **Council Agenda Packets**

I am working on Agenda Bill training with the departments, and will be seeking input from Councilmembers on what they would like to see and what would help them to have the information to make the best informed decisions.