



**OFFICE OF THE CITY CLERK**

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**MEMO**

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

**Records**

**Public Document Requests**

We have received **twenty-three** additional requests during the last month bringing the total to **86** to date this year.

The Public Records Ordinance and Resolution establishing the rules been approved by the City Council. The Ordinance was published in the official newspaper, and both the Ordinance and Rules have been placed on the city website. Attorney Sterbank, Reina McCauley (Legal Assistant) and I met with the designated records officers of each department to review the rules and review the procedures.

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.

Gwyn Berry (Planning Technician) and I spent a full day at our off-site archives identifying files in boxes that have been in archives for a number of years. Many of those files/boxes will be sent to the State Archivist to determine if they have archival value, in which case they would be transferred to Puget Sound Regional Archives.

**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 (9) that I continue to work on, in addition to 3 claims which I have filed with others. There are three claims that we are subrogating with others.

### **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**

The 2019 Citizens Academy will start on September 11. We are currently accepting applications.