

**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: September 2019
SUBJECT: Staff Report – City Clerk

Records**Public Document Requests**

We have received **fourteen** additional requests during the last month bringing the total to **100** to date this year.

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. I am working on coordinating time for them to spend with staff.

Staff has been working on obtaining public records software. Staff has received demos from CloudPRW and NextRequest. In addition to contacting other jurisdictions to gather information on how systems work for them, we will also be demoing Gov QA. We anticipate bring a recommendation to Council within the next month.

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 (8) that I continue to work on. There are three claims that we are subrogating with others, as well as two requests for restitution that have been filed with the prosecutor's office.

Ethics Training.

I am working on scheduling training for ethics update training. I have received several samples of ethics policies from other jurisdictions and am 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. There are currently 12 participants signed up. We are accepting applications up until September 11.

Film Permit

A Film Permit was issued for an episode of "Three Busy Debra's", a comedy TV Series produced by Amy Poehler. The filming will take place in a couple of locations in Snoqualmie.