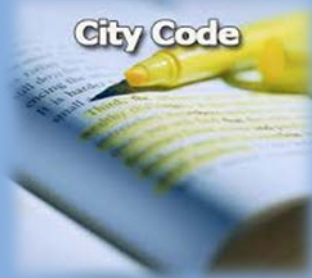


City Clerk's Office

The City Clerk is appointed by the Mayor and confirmed by the City Council. As a member of the Mayor's Management Team, the City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk manages public inquiries and relationships, as well as arranges for ceremonial and official functions.



City Council Special Meeting
September 27, 2018

Presented by:
City Clerk Stephanie Courtney, CMC

Current Staffing Level - 2.5 FTE

Stephanie Courtney, CMC - City Clerk (1.00 FTE)

- Division Direction and Administration
- Staff Support to City Council Regular and Special Meetings
- City Council Meeting Materials and Official Minutes
- Coordination of Advertising Public Notices, Hearings, Ordinance Summaries, Calendars, and Legal Notices for Compliance of Open Public Meetings Act

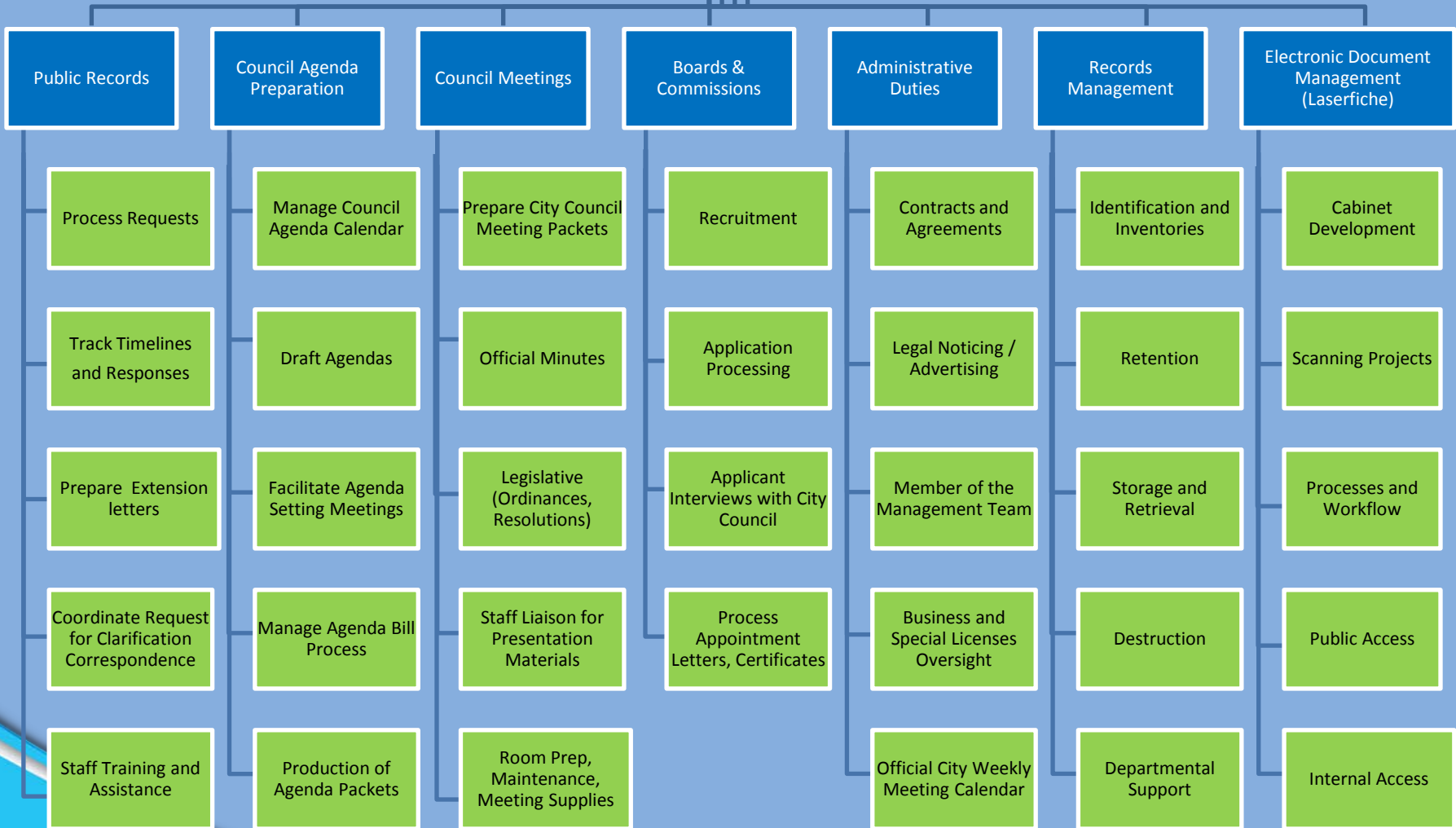
Jennifer Marshall - Deputy City Clerk (1.00 FTE)

- Track and Respond to Public Records Requests
- Maintain and Manage City's Volunteer Boards and Commission Vacancies and Appointments
- Citywide Records Management Tracking and Staff Support
- Maintain and Publish Weekly Meeting Calendar

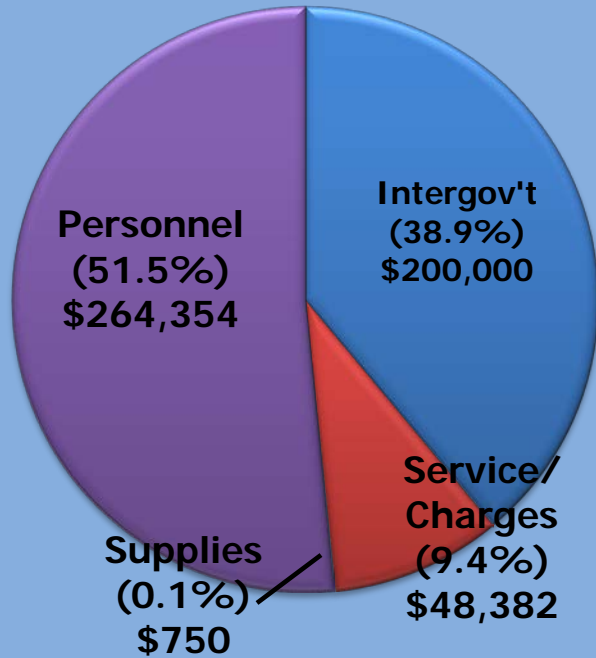
Katey Hobbs - Administrative Assistant I (.50 FTE)

- Council Packet Duplication and Distribution
- Scanning/Filing of City Contracts & Agreements
- Process Division's Accounts Payable Invoices
- Review and Distribute City Council Mail

City Clerk's Office



City Clerk's Office Budget



Personnel – 51.5% \$264,354

- Salary and benefits for 2.5 FTE

Intergovernmental – 38.9% \$200,000

- Primary and General Elections - based on number of registered voters and jurisdictions participating in each election

Service/Charges – 9.4% \$48,382

- Off-site record storage for all departments
- Confidential on-site shredding for all departments
- Hearing Examiner fees
- Codification of Ordinances
- Publication of Public Notices
- Association Dues

Supplies – 0.1% \$750

- Paper/supplies for Council Meetings
- Office Supplies for staff

City Clerk's Office Budget

Anticipated Expenditures

- No changes proposed to the following expenditure accounts:
 - Supplies
 - Services and Charges
 - Intergovernmental
- Minor increase to Staff & Benefits as follows:
 - Increase of \$1,905 for scheduled step increases
 - Increase of \$3,030 due to increased healthcare costs

Expenditure Type	2016 Actual	2017 Actual	2018 Projected	2019 Proposed	2020 Proposed
Salaries & Wages	170,542	187,034	185,580	187,485	187,983
Benefits	66,684	71,213	73,839	76,869	76,869
Supplies	711	586	750	750	750
Services & Charges	38,201	41,513	48,382	48,382	48,382
Intergovernmental	200,777	285,402	200,000	200,000	200,000
TOTAL	476,915	585,748	508,551	513,486	513,984

Workload Measures for 2017-2018

- Ordinances processed and codified: 29
- Resolutions processed: 35
- City Contracts/Agreements Processed: 404
- Agenda Bills submitted to City Council: 519
- Applications to Volunteer Advisory Boards/Commissions Processed: 93
- Public Records Requests Received, Processed, and Tracked: 1,001
- City meetings noticed per the Open Public Meetings Act: 492
- Official Council Meeting Minutes Prepared (Regular and Special): 95
- Notarial Acts performed for city documents and citizen requests: 266
- Legal Notices prepared and published 44
- Boxes of Records which met retention and were destroyed
or transferred to the State Archivist 160

Outcome Measures for 2017-2018

- Agenda packets delivered to Council four days prior to the meeting 100%
- Meeting agendas published more than 24 hours prior to meeting 100%
- Public Records Requests acknowledged and processed within 5 working days per RCW requirement 100%
- Ordinances and Resolutions processed within 6 working days 100%
- City Agreements processed within 6 working days 100%
- City Council Meeting Minutes processed by next Regular Meeting 100%
- Publishing the weekly official city meeting calendar to ensure compliance with OPMA 100%
- Official publication of ordinance summaries within 5 working days 100%

- King County Municipal Clerk Association (KCMCA) Meetings Attended: 2
- WA Municipal Clerks Association (WMCA) Annual Conference Attended: 0
- Washington Public Records Officer (WAPRO) Training Sessions Attended: 0

Public Records Requests

The Public Records Act (PRA) RCW 42.56 requires that all public records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions.

Public Records Requests*
Processed by the
Clerk's Office Staff for:

2013:	213	
2014:	264	- increase of 24%
2015:	336	- increase of 27%
2016:	447	- increase of 33%
2017:	501	- increase of 12%

*not including Police and Court related requests



Overall a 135%
increase over the last 5 years
(2013 to 2017)

Public Records Act (PRA)

The Public Records Act (PRA) is **the ultimate unfunded state mandate**. In 2017 the city processed a total of 501 public records requests impacting nine (9) separate city departments.

	2017	2018 (to date)
Requests	501	359
Documents	1,436	5,262
Pages	5,313	17,783
Duplication/Transfer Fees Collected	\$1,463.54	\$581.82
Fees for Staff Time	\$0.00	\$0.00

Comparing the number of documents and pages disclosed in relation to the total number of requests, illustrates an increase in the complexity of requests received by the city.

Current Challenge Not Funded

Challenge – Staff time spent on Public Records Requests

- Approximately **41 staff members** from **nine (9) city departments** are regularly involved in retrieving records for PRA requests.
- Locating, reviewing and disclosing responsive documents is handled by the department staff member assigned the request.
- The City Clerk's Office assists staff through the life of the request.

In short: No additional staff have been added citywide to handle the increase in the amount, and complexity of public records requests. This is creating a burden and impacting city staff across all nine (9) city departments who are already working hard on maintaining current levels of service in their own departments.

Potential Solution

Future Solution - ADD One (1) FTE - Public Records Officer

Not currently requested, however adding a **Public Records Officer** would:

- give one consistent voice for the city and ensure all responses are complete and within the legal requirements of the RCW's.
- alleviate extra staff hours in nine (9) city departments who are currently responding to requests.
- allow the Deputy Clerk time to focus on other ongoing needs not currently being met, such as moving the records management program (Laserfiche) forward and managing off-site records storage which will both save time and money in the future.

It is unheard of for a city of this size to not have one dedicated position handling Public Records Requests. Failure to timely and accurately field PRA requests results in significant legal exposure to the city.

Current Challenge Not Funded

Challenge - New state annual reporting requirements for public agencies (RCW 40.14.026)

Recent legislation requires each state and local agency to report annually on specific and detailed performance metrics related to public records retention, management, and disclosure.

- The city currently uses an in-house tracking program for records requests and does not have the capabilities needed for this type of reporting.
- Information is extracted from our program and **hand calculations are used to complete the performance metrics.**
- Approximately 20 staff hours were used to submit responses for the initial reporting period of six (6) months. (July 2017- December 2017)
- The next reporting period will be for a the full year 2018, and without this software, accurate and timely reporting will be time consuming and labor intensive.

40 hours of dedicated staff time to complete one report = \$ 2,502.24

Potential Solution

Future Solution - Purchase GovQA software

The City Clerk's Office in coordination with Information Technology Department applied for the Technology Grant from the Secretary of State – Washington Archives Division

First Round	Unsuccessful
Second Round	Grant Awards announced October 1
Third (and final) Round	July 2019 – June 2020

GovQA is a Public Records Request Management System widely used in the region and by many local jurisdictions including:

Redmond	Bothell	Bellevue
Kent	Auburn	Everett
Renton	Tacoma	Kennewick

This solution is two-fold, in addition to assisting with government reporting requirements, this system includes an intuitive web-based portal which improves access to public information and increases efficiencies within the city.

Goals for 2019-2020

- Successfully Obtain a Secretary of State – Local Records Grant for Technology Tools

Enable the city to purchase needed software to support the city's growing demand for transparency and comply with Public Record Reporting Requirements as outlined in RCW 40.14.026.

- Manage Off-Site Storage Costs

Focused effort and support to city departments on inventorying their off-site records for better retrieval and final disposition. **MAXIMIZE** the city's Scan and Toss policy to convert paper records to digital format; and **MINIMIZE** the number of paper records held past retention in off-site storage

- Increase Ongoing Staff Training

In coordination with the City Attorney's Office, offer general staff training workshops covering Public Records, Records Management, and the Open Public Meetings Act.

- Agenda Automation – Electronic Document Software

In coordination with Information Technology research, purchase and implement agenda automation for City Council Meetings and Council Committees. Eliminate the dependence on duplicative paper copies for items such as agendas, agenda bills, staff reports, and committee packets



Questions