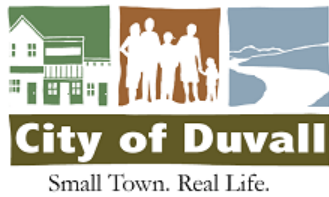


EXHIBIT A



**City of Duvall Policy**

<b>TITLE:</b>	Public Records Staffing Resources Allocation Policy
<b>EFFECTIVE DATE:</b>	06/20/2017
<b>APPROVED BY:</b>	_____
	Name: Matthew Morton      Title: City Administrator
<b>ATTORNEY REVIEW:</b>	_____
	Rachel Turpin
<b>REVISION DATE:</b>	
<b>STAFF CONTACT:</b>	City Clerk

**PURPOSE:**

RCW 42.56.100 obligates the City to adopt reasonable rules and regulations to avoid public disclosure demands from causing excessive interference with other essential City functions. The purpose of this policy is to set forth the amount of resources the City can currently devote to processing public record requests (PRRs), while at the same time not interfering excessively with the City's essential functions.

In order to determine a reasonable level of effort to devote to responding to requests for public records that is commensurate with the available resources and staffing (so to prevent excessive interference with other essential functions of the City), the City has quantified the essential functions provided by the key staff involved in processing public records requests. Each month, the City shall allocate the amount of time set forth herein to processing public records requests. The City will use the time allocations set forth herein to estimate reasonable response times to public records requests pursuant to RCW 42.56.520.

**SCOPE:**

This policy applies to the City Clerk, Police Records Clerk, and City Attorney responsible for processing and responding to public records requests.

**DEFINITIONS:**

"FTE" means Full Time Equivalent

"Annual Leave / PL" means Annual Leave and Paid Leave

"PRR" means Public Records Request

## EXHIBIT A

### **STAFFING RESOURCE ALLOCATIONS:**

#### **Section 1. City Attorney Services**

The City has a limited budget for “City Attorney Services” and other legal services. The City Attorney provides other crucial services to the City that are essential in the City effectively carrying out its mission, duties and for providing services to the public, in addition to assisting with the redaction and processing of public records requests. Furthermore, State Law (RCW 35.23.111) prescribes several mandatory duties for the City Attorney. The City Attorney must also accomplish (but not limited to) the following core areas:

1. Provide legal advice to the City Council and City Staff, review legislation and other legal documents, and represent the City in legal proceedings (RCW 35.23.111).
2. Contract review and evaluation.
3. Human resources review and advisement.
4. Land Use and Development advice and document preparation, and contract and agreement review.
5. Process Public Records (redactions, advice, case law interpretation).
6. Attend Council Meetings and advise elected officials and staff on matters of concern.
7. Attend certain senior staff meetings and advise on matters of concern.
8. Read, review, analyze changes in state and federal laws and court decisions, and state and federal agency administrative rulings, and provides legal guidance for proper method of compliance.

In 2017, the City budgeted approximately \$4,137.00 per month for these services to be accomplished. In reviewing legal bills and records of work performed, the City Attorney’s responsibilities can be broken down into 5-core support areas as follows:

1. 40% of allocated resources (2017= \$20,000 annually or \$1,667 monthly) Essential Duties as Prescribed (RCW 35.23.111): Provision of general legal advice to staff and reading, reviewing, and analyzing changes in state and federal laws and court decisions, and state and federal agency administrative rulings, and provides legal guidance for proper method of compliance.
2. 20% of allocated resources (2017 = \$10,000 annually or \$834.00 monthly) Contract review and evaluation, Land Use and Development negotiation and document drafting. Land use legal advice, review of development documents, and general planning support.
3. 15% of allocated resources (2017 = \$7,500 annually or \$625 monthly) Human Resources, personnel management and advice.
4. 15% of allocated resources (2017 = \$7,500 annually or \$625 monthly) Public Records Processing, document review, redaction, etc.
5. 10% of allocated resources (2017 = \$5,000 annually or \$417.00 monthly) Attendance at Council Meetings and certain Senior Staff Meetings an advice on matters of concern.

## EXHIBIT A

### **Section 2. City Clerk – 1 FTE**

2080 Annual Base Hours

Subtract 216 Hours Annual Leave / PL

Subtract 10-Paid Holiday (80-hours)

Base of 1784 Annual or 34.30 Weekly Available Hours

Weekly Commitment to Essential Duties & Functions and City Business of City Clerk

1. Front Counter 'Public Facing' & City Clerk Duties 15 Hours Weekly (43.73% of Available Work Hours)

- Response to public questions and concerns
- Response to legal inquires and managing city claims
- Custodian of general city records, agreements, etc.
- Day to day business of 'Clerk' information requests
- Front office Supervision
- Manage Duvall Municipal Code updates
- Act as back up cashier
- Process business and solicitor license applications
- Special event planning

2. City Council Support 12 Hours Weekly (34.98% of Available Work Hours)

- Mayor and Council Expense Reporting and Tracking
- City Council COW and Council Agenda Packet Support & Assembly
- WEEKLY Senior Staff Meeting Support & Coordination
- Posting/Publishing of City Legal Notices
- Ordinance and Resolution processing

3. Utility Billing Support, Supervision and Processing 2 Hours Weekly (5.83% of Available Work Hours)

4. PRR 6- Hours Weekly OR (17.49% of available work Hours)

- In charge of City-wide PRRs
- 5-Day Letter Issuance
- PRR Tracking
- PRR Coordination
- PRR Processing and Production

## EXHIBIT A

### **Section 3. Police Records Clerk – 1 FTE**

2080 Annual Base Hours

Subtract 176 Hours Annual Leave

Subtract 10-Paid Holiday (80-hours)

Base of 1824 Annual or 35.07 Weekly Available Hours

Weekly Commitment to Essential Duties & Functions and City Business of Police Records Clerk

1. Records Manager 'Public Facing' & Records Clerk Duties 15 Hours Weekly (42.85% of Available Work Hours)

Response to public questions and concerns

Manage Case Filings, Citations and Infractions

Process Pistol Transfers and Concealed Pistol Licenses

Process Background Checks & Fingerprinting

Manage Court Transport Requests and Case Requests

Front office reception and phones

2. Specialized Duties 12 Hours Weekly (34.28% of Available Work Hours)

Terminal Access Coordinator

IT Troubleshooting

911 Call Requests and Video Downloads

Records Retention Guidelines & Implementation

Projects –Duvall Days prep, Coordinating department tours, etc

Drug Forfeitures & Reporting

Process Clearance Letters for Citizens

Process Collision Reports

3. Evidence Processing 2 Hours Weekly (5.71% of Available Work Hours)

4. PRR 6- Hours Weekly OR (17.14% of available work Hours)

In charge of Police Dept. specific PRRs

5-Day Letter Issuance

PRR Tracking

PRR Coordination

PRR Processing and Production