

CITY MANAGER WEEKLY UPDATE REPORT ~ KENT MYERS

January 15, 2010

Thanks again for your active participation in last Saturday's City Council Retreat. I have started with following up on the many recommendations that were made by the Councilmembers during this seven hour discussion. For example, I have scheduled a meeting to plan the date, format, and agenda for the upcoming Economic Development Summit that we hope to schedule sometime in February. I also wanted to mention that I have received several Council retreat evaluation forms and there appears to be support for having two retreats a year. So at this time, we will tentatively plan for a second Retreat in August with a major focus on 2011 budget issues and priorities.

As you know, one of the important services that the City is mandated to provide is responding to public record requests. Although this is an important city service and one that we perform quite well, it is one area that is placing an increased demand on City staff. With this in mind, I want to keep the Council better informed about the number of requests that we receive each month and the costs for providing these services. Attached is a report showing a total of 122 requests for public records during 2009 as well as the total cost impact to the City of approximately \$73,000. As City Clerk Janessa Hurd's report indicates, the 2009 costs are understated and we expect to have a more accurate account this year. Thus far for 2010, we have received six record requests but still have ten pending requests due to the large nature of some of the requests received at the end of 2009.

The K.O. Erickson Trust Board decided this week to support the creation of a local advisory committee to consider the possibility of forming a co-op enterprise in the former Gottschalk's building. As you may know, the local Gottschalk's was a profitable operation. With this in mind, the Trust Board believes that it may be feasible to create a locally owned co-op that would sell some of the same type of merchandise previously sold by Gottschalk's. I was appointed as the representative of the Trust Board on the local advisory committee which is charged with researching the feasibility of a co-op business and reporting back to the Trust Board within 90 days.

The various meetings this week involving the AIA consultants went very well. It was obvious that they were very pleased with the short-term outcomes of their study recommendations. In fact, Port Angeles will likely be used as a model on how a community can effectively utilize the expertise provided under the AIA grant. We will be sending a letter to AIA next week endorsing the program and expressing the City's appreciation for their efforts.

Next Thursday, Mayor Di Guilio and I will be joining Olympic National Park Superintendent Karen Gustin for a day trip to Victoria to visit with City of Victoria and Chamber officials. We will also be interviewed by the Times Colonist and local radio stations. This is an effort to continue to build on our relationships in Victoria and promote some of the recent progress of our City. Later this year I expect that we will have a larger effort involving the entire City Council and local business leaders who want to do more to expand visitor traffic from Victoria.

- Kent Myers

From: Janessa Hurd
To: Kent Myers
Date: 1/14/2010 4:41 PM
Subject: Re: Report on Public Records Request

Kent,

We have received 6 records request to date in 2010, however, I currently have 10 pending records requests due to the large nature of some of the requests received in the end of 2009. I will have the report compiled on a monthly basis, once all the payroll figures are in for the previous month. This is usually in the second week of the following month.

I am putting a reminder regarding coding time sheets on the departmental action form, as well as planning to put a reminder in all future RR emails. I will also send out an email reminding everyone to track their time. Thank you.

Janessa Hurd

>>> Kent Myers 1/14/2010 4:30 PM >>>

The 2009 report on public records requests looks good. I will forward a copy of this report to the City Council tomorrow. Please start preparing this report on a monthly basis. Also, please send out one more reminder to city departments on the importance of coding their time sheets accurately for time spent on public records requests.

By the way, how many public records requests have we received thus far in 2010?

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PORT ANGELES

WASHINGTON, U. S. A.

CITY CLERK

January 14, 2010

TO: Kent Myers, City Manager

FROM: Janessa Hurd, City Clerk

SUBJECT: Status Report on 2009 Public Records Requests

Attached for your information is a report of the Requests for Public Records that have been submitted to the City Clerk's office through 12/31/2009. This list does not include "over the counter" requests, or requests handled by the Police Department. I have also included a history of the number of requests received since 2005

The report includes how many requests were received, and how much the City spent per month on public records requests for 2009. We believe that the amount spent on requests is an understatement of the amount of time our employees really spend on fulfilling records requests. We use a project code with payroll to track employee time spent on records requests, however, employees have frequently admitted to forgetting to code their time card. We are currently working to find ways to encourage and remind employees to use this code every time they work on records requests.

Attachments

2009 Request for Public Records

	Number of Requests Received	City Funds spent on Requests
January	7	\$2,523.77
February	17	\$8,364.15
March	11	\$10,807.98
April	16	\$13,674.64
May	7	\$5,108.71
June	9	\$6,532.95
July	8	\$8,299.99
August	6	\$5,320.89
September	16	\$3,051.01
October	11	\$3,086.32
November	8	\$2,314.71
December	6	\$4,572.97
Total	122	\$73,658.09

<u>Year</u>	<u>Number of Records Requests</u>
2009	122
2008	124
2007	77
2006	109
2005	112

We did not start tracking employee time until late 2008.