



**City Council Workshop Agenda**

**January 9, 2024 at 6:30 PM**

**City Hall Council Chambers - 210 W. 6th Ave and Virtual**

The City of Kennewick broadcasts Council meetings via Zoom and on the City's website at <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

No public comment is taken at workshops.

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1. CALL TO ORDER
2. BOARDS AND COMMISSION APPOINTMENTS
3. RECORDS RETENTION TRAINING - CITY COUNCIL REQUIREMENTS
4. CITY MANAGER RECRUITMENT UPDATE
5. ADJOURN

<b>Council Agenda Coversheet</b>	<b>Agenda Item Number:</b> 2. <span style="float: right;"><b>Council Date:</b> 1/9/2024</span> <b>Agenda Item Type:</b> Presentation	<b>Category:</b> Other
	<b>Subject:</b>  <b>Department:</b> City Manager	
<b>Summary</b> Council Member assignments to Boards and Commissions have historically been the responsibility of the Mayor with input from the City Council as a whole. Now that the Council has elected a new Mayor and Mayor Pro Tem, a review and discussion of the Council Member assignments is needed to provide Mayor Crawford with feedback for the 2024 assignments. Attached to the coversheet is the list of Council Member assignments for 2023.		
<b>Attachments:</b> 1. Assignments		

Quick Reference Chart 2023  
Council Assignments to Boards, Commissions, and Committees

Board/Commission & Committee/ <i>Board Contact</i>	Meeting Time/ Location	MCKAY	CRAWFORD	TRUMBO	TORELLI	MILLBAUER	BEAUCHAMP	ANDERSON
<b>Ben Franklin Transit Board</b> <i>Ed Frost: 222-9080</i>	Monthly, 2 <sup>nd</sup> Thursday, 6pm. BF Transit Bldg			A			X	
<b>Benton County Clean Air Authority (Parish)</b> <i>Rob Rodger: 588-7639</i>	Monthly, 4 <sup>th</sup> Thursday, 5:30 pm. BCCAA Building							
<b>Benton County Law and Justice Council</b> <i>Info Line: 222-2326</i>	Monthly 4 <sup>th</sup> Wednesday, 12pm. BC Commissioners Conf. Room			X	A			
<b>Benton County Mosquito Control District Board</b> <i>Angela Beehler: 967-2414</i>	4 <sup>th</sup> Monday, 7pm (Jan, March, April, June, July, August, Sept and Oct.) 4951 W Van Giesen	A					X	
<b>Benton Franklin Community Action Committee</b> <i>Rosie Venzor: 546-8931</i>	Monthly, 4 <sup>th</sup> Thursday, 5:30pm. 710 W. Court Street			X		A		
<b>Benton Franklin Housing Continuum of Care</b> <i>Deena Horton: 737-3953</i>	4 <sup>th</sup> Wednesday (Jan, April, July, Oct) 3pm. 7102 W Okanogan – Cedar Room				X	A		
<b>Benton Franklin Council of Governments</b> <i>Michelle Holt: 943-9185 ext 101</i>	Monthly, 3 <sup>rd</sup> Friday, 10am ZOOM		X	A				
<b>Block Grant Advisory Committee</b> <i>Kylie Peel: 585-4432</i>	Monthly, 4 <sup>th</sup> Tuesday, 4pm. Council Chambers					X	A	
<b>Joint Coliseum Advisory Committee</b> <i>Corey Pearson: 737-3702</i>	Monthly, 1 <sup>st</sup> Wednesday, 12pm. TRCC Board Room	X		X	X			
<b>Energy Communities Alliance</b> <i>Sarah Templeton: 202-828-2400</i>	At least annually	A				X		
<b>Firemen’s Pension Board (Requires Mayor)</b> <i>Dan Legard: 585-4477</i>	Monthly, 1 <sup>st</sup> Tuesday, 12:15 pm. Conference Call.	X						
<b>Good Roads &amp; Transportation Assoc.</b> <i>Noel Sanders: 730-5553</i>	BiMonthly, 3 <sup>rd</sup> Wednesday, 6pm, Clover Island					X		A
<b>Hanford Advisory board</b> <i>Gary Younger: (509) 372-0923</i>	2023 Meetings TBD				X			
<b>Hanford Area Economic Investment Fund Committee (HAEIFC)</b> <i>JoEllen Peters: 845-6422</i>	Monthly, 4 <sup>th</sup> Monday, 4pm. TRIDEC Bechtel Room				X			
<b>Hanford Communities Governing Board</b> <i>David Reeploeg 205-1760</i>	3 <sup>rd</sup> Thursday (Jan, April, July, Oct) 8am-9:30 am VIRTUAL				X	A		
<b>Historic Downtown Kennewick Board</b> <i>Stephanie Button: 582-7221</i>	Monthly, 4 <sup>th</sup> Monday, 5:30 pm - HDKP Bldg.		X	A				
<b>Interview Committee</b> <i>Dana Dollarhyde: 585-4238</i>	As necessary	X		X	X			

Quick Reference Chart 2023  
Council Assignments to Boards, Commissions, and Committees

Board/Commission & Committee/ <i>Board Contact</i>	Meeting Time/ Location	MCKAY	CRAWFORD	TRUMBO	TORELLI	MILLBAUER	BEAUCHAMP	ANDERSON
<b>Kennewick FOCUS</b> <i>Patty Lord: 222-5020</i>	1/12/23 and 5/11/23, 7am KSD Admin Center. 1000 W 4 <sup>th</sup> Ave		A					X
<b>LEOFF Disability Board</b> <i>Christie Brown: 585-4324</i>	Monthly, 1 <sup>st</sup> Tuesday, 11:45 am. KPD	X					X	
<b>Lodging Tax Advisory Committee</b> <i>Dan Legard: 585-4477</i>	As necessary					A	X	
<b>TC National Park Committee</b> <i>Gretchen Guerrero: 734-8486</i>	Monthly, 3 <sup>rd</sup> Thursday, 4pm. TCB&VC Bechtel Rm	X						
<b>Parks and Recreation Commission (Liaison)</b> <i>Nick Farline: 585-4258</i>	Monthly, 4 <sup>th</sup> Thursday, 6pm. Council Chambers.						A	X
<b>Solid Waste Advisory Committee (SWAC)</b> <i>Christina Woods: 509-786-5611</i>	Monthly, 2 <sup>nd</sup> Wednesday, 11am. BC Public Services Bldg				X	A		
<b>Tri Cities Development Council Executive Board (TRIDEC)</b> <i>Karl Dye: 735-1000</i>	Monthly, 4 <sup>th</sup> Thursday, 4pm TCB&VC	A	X					
<b>Tri-Cities Regional Public Facilities District</b> <i>Michelle Holt: 943-9185 ext. 101</i>	Monthly, 4 <sup>th</sup> Thursday, 5pm TRCC Board Room			X		X		
<b>Visit TRI-CITIES</b> <i>Gretchen Guerrero 735-8486</i>	Monthly, 4 <sup>th</sup> Wednesday, 7:30 am. TCB&VC		A					X
<b>Tri City Regional Chamber of Commerce</b> <i>Lori Matson: 735-0510</i>	Bimonthly, 3 <sup>rd</sup> Wednesday, 3:30 pm starting 2/15 - Chamber Office		X					A
<b>Yakima Basin Integrated Plan Workgroup</b> <i>Lori Matson: 735-0510</i>	2023 Meeting TBD	X						

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<b>Council Agenda Coversheet</b>	<b>Agenda Item Number:</b> 3. <span style="float: right;"><b>Council Date:</b> 1/9/2024</span> <b>Agenda Item Type:</b> Presentation	<b>Category:</b> Info Only
	<b>Subject:</b> Records Retention Training - City Council Requirements <b>Department:</b> Management Services	
<b>Summary</b> Elected officials and executive staff are required to take records retention training. Our first phase of training will be to watch a short video from the Secretary of State's office regarding records retention requirements.  Next, the City Clerk will briefly present information to assist Councilmembers with understanding their specific responsibility for records retention in accordance with state law, RCW 40.14.		
<b>Attachments:</b> 1. Presentation		



# **Understanding Council's Records Retention Responsibilities**

# A Public Record is Anything . . .

1. Relating to the conduct of the City of Kennewick government
2. That was **Prepared, Owned, Used, OR Retained** by any official, employee, volunteer, or contractor (*in specific instances*) within the scope of their official role/responsibility.

# Records Ownership

The record is not owned by the councilmember, city manager, city clerk, or city employee.

The record belongs to the public.

- Regardless of where it was received, stored, created.
- Regardless of who created it, sent it, stored it.

Keeping rightful ownership in mind can help to remove barriers to sharing and archiving.

Our role is to responsibly care for the public's records according to state law and best practices.

# Records Retention vs. Production

Not everything must be retained.

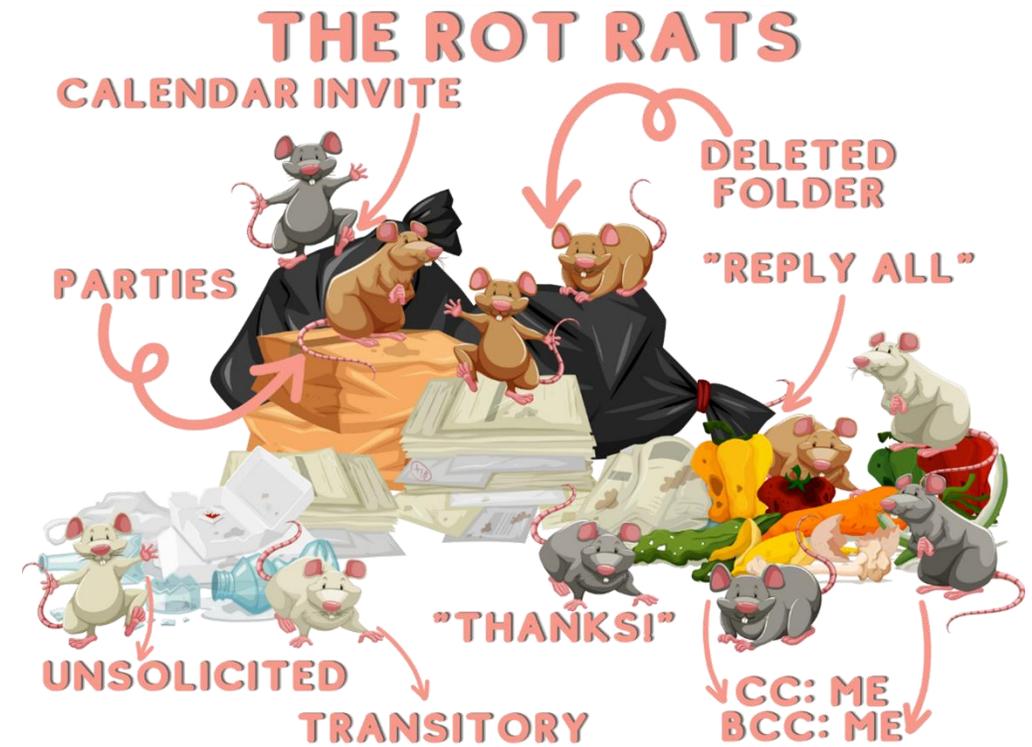
But everything retained must be produced.

Remember that the public is simply asking for access to their record when making a records request.



# ROT Records.

- ROT records can be purged immediately.
  - **R**edundant
  - **O**bssolete
  - **T**rivial/transitory



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-007 Rev. 0	<p><b>MEETING MATERIALS – MEMBERS’ COPIES/NOTES</b>            Individual members’ meeting materials from participating in advisory, governing/executive, internal/external committees (including national/external bodies), and staff meetings, <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Copies of agendas, meeting packets, minutes, etc.;</b></li> <li>• <b>Working notes/drafts, etc.;</b></li> <li>• <b>Related correspondence/communications.</b></li> </ul>	<p><b>Retain until no longer needed for agency business then Destroy.</b></p>	<p>NON-ARCHIVAL            NON-ESSENTIAL            OFM</p>

# Records Retention

The format of a record has no bearing on its importance.

The value is determined by:

- The content of the record together with the creator/recipient.

## ORDINANCES:

- A copy is ROT.
- The original is archival and must be preserved.

## STICKY NOTES:

- A quick note/reminder to yourself is ROT.
- A constituent asking you to vote in support of their project is archival (correspondence) and must be preserved.



# The Records Retention Schedule

All public records are managed under the “*Records Retention Schedule*”. The schedule is established and enforced by state law.

The Records Retention Schedule provides the basic foundation for our records management processes.

The handbook discloses each record’s:

- Lifespan triggering event/date.
- Whether the record is destroyed or transferred.

The Records Retention Schedule is administered under the Secretary of State, Washington State Archives:

<https://www.sos.wa.gov/archives/recordsmanagement/local-government-records-retention-schedules---alphabetical-list.aspx>

# The Records Retention Schedule

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<b>GS50-01-02</b> <b>Rev. 0</b>	<p><b>ADMINISTRATIVE WORKING FILES</b>            Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.</p> <p>Remarks: Contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</p>	Destroy when obsolete or superseded - <b><u>elected official, executive and department head files are potentially archival</u></b>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
<b>GS50-01-36</b> <b>Rev. 0</b>	<p><b>APPOINTMENT CALENDARS</b>  <i>Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</i></p>	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
<b>GS50-01-12</b> <b>Rev. 3</b>	<p><b>COMMUNICATIONS – GOVERNING/EXECUTIVE/ADVISORY</b>            Internal and external communications to, from, and/or on behalf of the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, <b><u>and that are not covered by a more specific records series.</u></b></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agency-initiated information/advice;</li> <li>• Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member;</li> <li>• Requests for and provision of information/advice.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Non-executive communications covered by DAN GS2010-001;</li> <li>• Public records requests covered by DAN GS2010-014;</li> <li>• The provision of routine information covered by DAN GS50-02-01.</li> </ul> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p><b>Retain</b> for 2 years after communication received or provided, <i>whichever is later</i>  <i>then</i>  <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM

# The Records Retention Schedule

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<b>GS2012-027</b> <b>Rev. 0</b>	<p><b>MEETINGS – ADVISORY</b>            Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Meetings regulated by the <i>Open Public Meetings Act</i> (<a href="#">chapter 42.30 RCW</a>), such as regular and special meetings, public hearings, etc.;</li> <li>• All other meetings (including executive sessions regulated by <a href="#">RCW 42.30.110(2)</a>).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i>  <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b>  <b>(Appraisal Required)</b>            NON-ESSENTIAL            OPR</p>
<b>GS2011-175</b> <b>Rev. 2</b>	<p><b>MEETINGS – INTER-AGENCY</b>            Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, sign-in lists, etc.;</li> <li>• Minutes, audio/visual recordings, transcripts, etc.;</li> <li>• Indexes and other finding aids.</li> </ul> <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Governing Bodies (DAN GS50-05A-13)</i>;</li> <li>• <i>Meetings – Advisory (DAN GS2012-027)</i>;</li> <li>• <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes).</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>or</i>            6 years after completion of project, <i>whichever is later</i>  <i>then</i>  <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b>  <b>(Appraisal Required)</b>            NON-ESSENTIAL            OPR</p>

# Practice Good Public Records Stewardship

Resist the urge to use personal accounts to create and store the public's records.

Set up an appointment with the IT department to link your city email mailbox to your phone's mailbox app. This will prevent official records from existing in your personal accounts.

Meet with the City Clerk to migrate any non-ROT items from your personal accounts/device into the City's network.

Do not use your personal email account or personal phone number to exchange official correspondence with anyone outside the City of Kennewick.

- Text messages
- Email messages
- Social media messaging
- Voicemail or recorded memos



<b>Council Agenda Coversheet</b>	<b>Agenda Item Number:</b> 4. <span style="float: right;"><b>Council Date:</b> 1/9/2024</span> <b>Agenda Item Type:</b> Presentation	<b>Category:</b> Info Only
	<b>Subject:</b> City Manager Recruitment Update <b>Department:</b> City Manager	
<p><b>Summary</b></p> <p>Interim City Manager Lisa Beaton will apprise the council members about the ongoing City Manager recruitment process. This update will include a brief overview of the recruitment process to date. The presentation will cover the various interview options, which may include panels, introductions, tours, and background investigations.</p> <p>The workshop offers a platform to deliberate on the various recruitment formats and alternatives. Based on the feedback garnered from the workshop, Ms. Beaton will devise a recommended course of action for the Council to consider during the New Business segment of the January 16, 2024, City Council meeting.</p>		
<p><b>Attachments:</b> None</p>		