

Code Ordinance

By: Administration
Introduced: April 13, 2020
Public Hearing: April 27, 2020
Adopted: April 27, 2020
Yes: Burney, Graham, Harvey, Ledford, Velock
No: None
Absent: Dryden

**City of Wasilla
Ordinance Serial No. 20-12**

An Ordinance Of The Wasilla City Council Amending Wasilla Municipal Code (WMC) 3.90.020, Personnel Records And General Personnel Files, Regarding Access To Personnel Records.

Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Amendment of Subsection. WMC 3.90.020(A)(4), within Personnel Records and General Personnel Files, is hereby amended to read as follows:

4. Access to City Personnel Records. City personnel records, ~~including employment applications and examination materials,~~ are confidential and are not open to public inspection except as provided **under federal and state law or identified** in this section.

a. The following information or records are generally available for public inspection, in accordance with the procedures established by this **section** chapter:

- i. The names and position titles of all city employees;
- ii. The position held by any city employee;
- iii. Prior positions held by any city employee;
- iv. The dates of hire and separation of a city employee;

and

- v. ~~The compensation authorized for a city employee;~~
- vi. ~~Time sheets; and~~

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v. vii. Any other information that does not contain any personal information the release of which would be an unwarranted invasion of privacy, or concern the personal, intimate or otherwise private life of the employee.

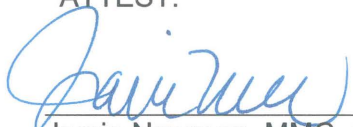
b. ~~Special Procedures for Obtaining Access to Personnel Records. All persons who wish copies of city personnel records shall submit their request for this information by filing a public records request with the city in writing to the mayor. Within five working days after receipt of such a request, the mayor shall give the city employee for whom access to information has been requested a copy of the request. If the employee objects to release of the requested information, the employee shall inform the mayor of the objection and the reasons for the objection in writing five working days after receipt of the copy of the request. The mayor shall then make a decision in writing as to whether the record will be provided and give a copy of the decision to both the affected employee and the person requesting the personnel record. Any person not satisfied with the decision of the mayor may appeal the mayor's decision to the city council at its next regularly scheduled meeting.~~

Section 3. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on April 27, 2020.


Bert L. Cottle, Mayor

ATTEST:


Jamie Newman, MMC, City Clerk

[SEAL]

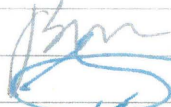
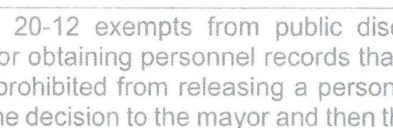


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City of Wasilla
Legislative Staff Report
Ordinance Serial No. 20-12
(Code Ordinance)

Amending Wasilla Municipal Code (WMC) 3.90.020, Personnel Records And General Personnel Files, Regarding Access To Personnel Records.

Originator: Administration
Date: 4/1/2020

Agenda of: 4/13/2020

Route to:	Department Head	Signature	Date
X	Chief of Police		4/1/20
X	Public Works Director		4/1/20
X	Recreational Services Director		4-1-2020
X	Finance Director		4-1-20
X	Deputy Administrator		4/1/2020
X	City Attorney		4/3/2020
X	City Clerk		4/1/2020
X	Mayor	 (acting)	4/1/2020

Fiscal Impact: yes or no

Account name/number: n/a

Attachments: Ordinance Serial No. 20-12 (2 pages)

Summary Statement: Ordinance Serial No. 20-12 exempts from public disclosure certain personnel records and defines the procedure for obtaining personnel records that are subject to disclosure. Under existing code, if the City is prohibited from releasing a personnel record, the person who requested the record may appeal the decision to the mayor and then the council. This ordinance removes the option for appeal as the decision is unappealable. Records withheld from public disclosure under the law cannot be released under appeal to the mayor or council.

Proposed Action: Introduce and set the Ordinance for public hearing.