

City of Maple Valley's compliance with RCW 42.56.040, Duty to Publish Procedures

- a) The City's central office is located at City Hall, 22017 SE Wax Road, Suite 200, Maple Valley, Washington, 98038. A person may obtain information, make submittals or requests, and obtain copies of City decisions and other documents at this location from the City Clerk.
- b) City policy is established by the 7-member City Council, who has legislative authority to adopt ordinances (laws) and resolutions (general statements of policy that do not have the force of law). Most City ordinances are codified some time after adoption into the Maple Valley Municipal Code. The City Manager has executive authority to implement City policy as set forth in adopted ordinances, the municipal code, and City resolutions, as applicable. The City Manager has executive authority to adopt administrative rules, consistent with adopted ordinances, codes and resolutions that establish procedures necessary to implement adopted policy. The City Council has adopted Council Rules of Procedure by resolution. It is not possible to adequately set forth in this general description the "nature and requirements of all formal and informal procedures available" as required by RCW 42.56.040(b), therefore, City staff is available to answer questions from the public regarding such matters, or will respond to any formal requests for identifiable public records relating to such matters received from a requester.
- c) The City Council has adopted Rules of Procedure by Resolution. The City Hearing Examiner has adopted Rules of Procedure to govern matters scheduled for recommendation or action before the Hearing Examiner. The Maple Valley Parks and Recreation Commission has adopted Rules of Procedure to govern their meetings, actions and recommendations. The Planning Commission has adopted Rules of Procedure to govern their meetings, actions and recommendations.
- d) Substantive rules of general applicability are located in adopted City ordinances and the Maple Valley Municipal Code. Statements of general policy are located in adopted City resolutions. It is not possible to identify "interpretations of general applicability formulated and adopted by the [City]" as required by RCW 42.56.040(d), therefore, City staff is available to answer questions from the public regarding such matters, or will respond to any formal requests for identifiable public records relating to such matters received from a requester.
- e) Amendments/revision to the Maple Valley Municipal Code or repeal thereof are made by ordinance, duly adopted by the City Council. Amendments/revisions to resolutions or repeal thereof are made by a subsequent duly adopted resolution of the City Council.