



AGENDA

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, April 4, 2016
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
(a) Proclamation of Sexual Assault Awareness Month	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Regular Meeting of February 29, 2016	<u>7a1-1</u>	
Minutes of Special Meeting of March 14, 2016	<u>7a2-1</u>	
(b) Authorize the City Manager to Execute a Construction Contract with Combined Construction, Inc. in the Amount of \$280,621 for the 10 th Avenue NW Bridge Repairs	<u>7b-1</u>	
(c) Motion to Authorize the City Manager to Execute an Agreement with the Louis Berger Group, Inc. for \$1,256,930 for Design of the 25 th Avenue NE Flood Reduction Project	<u>7c-1</u>	
(d) Motion to Authorize the City Manager to Enter into an Agreement with the King Conservation District for the Neighborhood Urban Forest Stewardship Program	<u>7d-1</u>	
8. STUDY ITEMS		
(a) Discussion and Review of Ord. No. 742 - Public Records Policy and Procedure	<u>8a-1</u>	7:20
9. ADJOURNMENT		8:00

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Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

<p>AGENDA TITLE: Proclamation for Sexual Assault Awareness Month DEPARTMENT: CMO/CCK PRESENTED BY: Jessica Simulcik Smith, City Clerk</p>
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ISSUE STATEMENT:

Observed nationally since April 1, 2001 Sexual Assault Awareness Month is an annual campaign to raise public awareness about sexual assault and educate communities and individuals on how to prevent sexual violence.

The King County Sexual Assault Resource Center's (KSARC) purpose is to alleviate, as much as possible, the trauma of sexual assault for victims and their families. KSARC's mission is to give voice to victims, their families, and the community; create change in beliefs, attitudes, and behaviors about violence; and instill courage for people to speak out about sexual assault.

Mayor Denis Law, Mayor of the City of Renton, has invited all 36 mayors in the Sound Cities Association to take the pledge to promote Sexual Assault Awareness Month in April and make a meaningful difference in our communities. The City of Shoreline strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence.

Kerry Burke, KSARC Development Officer, will be on hand to accept the proclamation.

RECOMMENDATION

The Mayor should read the proclamation.

Approved By: City Manager **DT** City Attorney **MK**



P R O C L A M A T I O N

WHEREAS, observed nationally since, 2001, Sexual Assault Awareness Month is an annual campaign to raise public awareness about sexual assault and educate communities and individuals on how to prevent sexual violence; and

WHEREAS, sexual assault is an intolerable violent crime that impacts our families, homes, communities, schools, and workplaces on a daily bases; and

WHEREAS, young people experience heightened rates of sexual violence and prevention must be a priority to confront that reality; and

WHEREAS, we must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

WHEREAS, the City of Shoreline strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence;

NOW, THEREFORE, I, Christopher Roberts, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim the month of April 2016 as

SEXUAL ASSAULT AWARENESS MONTH

in the City of Shoreline

Christopher Roberts, Mayor

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, February 29, 2016
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Roberts who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Roberts led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, announced that the City was experiencing internet problems which prevented the receipt and delivery of outside emails, including emails for Public Comment. She said those emails will be delivered to Councilmembers tomorrow. She then provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Deputy Mayor Winstead reported attending the Regional Law, Safety and Justice Committee Meeting and said a presentation was provided on juvenile justice tools focused on keeping kids out of the justice system.

Councilmember McGlashan reported attending the Sound Transit Board Meeting and said a ST3 Update on near term improvements prior to Light Rail was provided and shared that it is good that State Route 522 Improvements continue to be on the list.

Councilmember Scully reported attending the 145th Street Multimodal Corridor Study Open House, said it was very well attended. He shared that there is agreement that something needs to be done very soon to improve the road.

Mayor Roberts reported that he attended the 145th Street Multimodal Corridor Study Open House; provided a City Update at the Shoreline Rotary Breakfast; and served ice-cream at the Parkwood Elementary School Social.

5. PUBLIC COMMENT

Robin Lombard, representing 145th Street Station Citizens Committee, expressed that they are glad to see public safety as a Guiding Principal for the Light Rail Facility Design and offered additional public safety recommendations. She addressed multimodality issues, suggested a Shoreline drop off point for a neighborhood shuttle, and offered traffic congestion solutions. She commented on the Sustainability Principal, recognizing Thornton Creek's presence, and retaining trees by integrating them in the design. She said the Committee would also like to see train noise and light mitigations.

Liz Poitras, representing 145th Street Station Citizens Committee, spoke about the Neighborhood Character Principal, and asked that each tree that is removed be replaced with three new ones. She said they are recommending a profile parking garage, use of high quality green materials, and a unique Station with an environmental theme that has a park-like feel. She described the public amenities that should be at the Station and said transit oriented development should encourage bike and pedestrian traffic. She commented that public art would be nice but said it is not as important as safety and protecting neighborhood character. She recommended that art reflect the neighborhood, be integrated into the Station, and that the 145th Station have a distinctive design.

Brad Lancaster, Shoreline resident, reviewed his previous recommendations to Council to address homelessness in Shoreline. He said this week he is asking Council to modify Shoreline's Accessory Dwelling Unit statute and explained why. He urged the City to change the obligation to make family use only covenants that run with the land. He expressed that we should do what we can to end homelessness.

Tom Poitras, Shoreline resident, suggested developing a plan and setting goals now for the 145th Street Station area, and said it will provide a better opportunity to negotiate with Sound Transit for funding and station features. He commented that there must be enough density around the station to support businesses and said the area around the Station should be self-sufficient. He referenced the "Transited Oriented Development 10 Principles" on the Transit Oriented Development Institute's website regarding density and walkability.

Megan Kogut, Shoreline resident, thanked Council for Ordinance No. 717 and addressing impact fees. She commented that the proposed 50% Traffic Impact Fee Exemption Reduction could be arbitrary, not achieve desired results, and the fee is still a big number. She recommends a complete exemption that applies to all businesses.

Janet Way, Shoreline Preservation Society, said she reiterates all points made by the 145th Street Station Citizens Committee. She expressed concern about traffic congestion and said the objective is to make it better for people who live there. She said she applauds what the City is doing to try to find solutions. She recommended a design that will allow a safe ingress and egress for all users. She commented that something needs to be done to address the wetlands and suggested a design that incorporates natural drainage features. She said noise, light pollution, and parking in the neighborhood need to be addressed. She said Thornton Creek needs an upgraded

culvert, and shared that the Creek is more important than the art work, but any art work should honor the Creek.

Tom McCormick, Shoreline resident, commented that the Alon Group has accepted an offer to sell its interest in Point Wells, and said it increases the uncertainty of a development at Point Wells. He said Snohomish County will issue a Draft Environmental Impact Statement (DEIS) this summer, a Supplemental Draft later in the year, and the Final EIS in 2018. He said members of the public want an opportunity to comment on the EIS, and to have input on the Council's feedback (approved by Council vote) that will be provided to Snohomish County. He said he was glad to see the Point Wells DEIS on the Council Agenda Planner, and questioned why the Point Wells Municipal Agreement and the Transportation Corridor Study were removed.

Ms. Tarry confirmed that staff will bring back the DEIS for Council's input in summer, and explained that the other two items Mr. McCormick referenced were removed from the Agenda Planner because of the uncertainty of Snohomish County's schedule. She said she does not anticipate these items moving forward in 2016.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Hall and seconded by Councilmember McConnell and unanimously carried, 7-0, the following Consent Calendar items were approved:

- a) **Minutes of Business Meeting of January 25, 2016, February 1, 2016 and Special Meeting of February 8, 2016**
- b) **Amending the Council Rules of Procedure**
- c) **Adoption of the Ronald Wastewater District Assumption Transition Plan**

8. ACTION ITEMS

- a) Discussion and Adoption of Guiding Principles for Light Rail Facility Design

Miranda Redinger, Senior Planner, recapped the January 27, 2016 Preparing for Sound Transit's (ST) Design Process Open House. She announced that designs for 185th and 145th Stations have been completed. She presented Sound Transit Design Outreach, Station Naming Process, track layouts, and the colors and materials to be used.

Ms. Redinger recalled that the Shoreline Guiding Principles for the Light Rail Facility Design are: Multi-modal; Neighborhood Character; Sustainability; Public Safety; Mobility; Public Amenities; Transit-Oriented Development; and Public Art. She reviewed the characteristic of each Principle and asked for Council's feedback. She said the next step in the process is for Council to adopt the Guiding Principles to include in a letter to Sound Transit.

Councilmember Hall expressed appreciation that Council's comments were incorporated into the Design Principals. He spoke about the 145th Station design and talked about challenges of bus ingress and egress. He recommended limiting the interaction of transit vehicles and pedestrians. His stated his preference is to have the staff and engineers make pedestrian and multimodal connections safer and more efficient. He encouraged Council to support the Guiding Principles as drafted.

Councilmember Salomon expressed appreciation that crime prevention through environmental design provisions and the preservation of significant trees are included in the Guiding Principles.

Councilmember McGlashan recommended having bus service on 5th Avenue NE and 145th Street, easy access to and from the Station, and a more direct bus route.

Councilmember Hall commented that there might be several solutions to address multimodality issues, including moving the Station closer to 145th, or having a raised platform. He said that the language is generalized and he believes the engineers can offer solutions.

Deputy Mayor Winstead commented that having consistent art in the Station is important and said it will help people know that they are in Shoreline.

Councilmember Scully cautioned against addressing specific bus turning movements. He said he supports the Guiding Principles with the exception of the bus turning movements and calling out dedicated crossing pedestrian routes.

Councilmember Hall moved to adopt the Guiding Principles for Light Rail Design as presented by staff including the two new principals of Streamlining transfer between transit modes and limiting the locations where vehicles, including buses, may cross dedicated pedestrian routes. The motion was seconded by Deputy Mayor Winstead.

Councilmember Scully moved to amend the motion by striking 1e "to minimize the frequency and locations of bus turning movements"; and in 4a by striking the word "cross" and inserting "interfere with". The motion was seconded by Councilmember McConnell.

Councilmember Hall commented that specific policy has been adopted to provide residents a single seat ride and to improve east to west transit connections. He explained that the incorporated language is important to guide the design of the Station to make sure that happens and to promote a quick flow of buses through the Station.

Mayor Roberts asked what stage the 145th Design is at and Ms. Redinger responded that it is in the preliminary engineering stage. Mayor Roberts expressed concern with east to west bus transit and the amount of time it will take. He believes the current design will cause more congestion and make it less desirable for people to take the bus to the 145th Station. He said a better design would be to keep buses and passenger vehicles separate. He shared that he opposes the amendment.

Councilmember McGlashan commented that the goal is to get the people to the Station.

Deputy Mayor Winstead commented that there is only a slight difference in the language purposed by Councilmembers Scully and Hall, and shared that she could support either. She said safety is a priority and expressed that she does not believe that the amendment is necessary.

The motion failed with Councilmembers McGlashan, Scully, and McConnell voting in favor, and Deputy Mayor Winstead, Mayor Roberts, and Councilmembers Hall and Salmon voting against.

Councilmember McGlashan moved to amend 2e to strike the word "use" and insert "connections to both stations". The motion was seconded by Deputy Mayor Winstead.

Councilmember McGlashan explained that it would be good to use a trail to connect the two Stations. Councilmember Hall provided alternative language of "including a potential trail connecting both stations" to the end of the sentence. **The substitute motion was adopted by unanimous consent.**

The vote to amend 2e to read "Consider making use of the areas under powerlines or trackways where feasible, including a potential trail connecting both stations" passed 7-0.

Councilmember Salomon commented that he hopes that there can still be discussion with Sound Transit as the design develops.

Councilmember McGlashan asked who would maintain Station amenities like restrooms. Ms. Tarry responded that Sound Transit expects jurisdictions to be responsible for restroom maintenance, but said anything is subject to negotiation.

Mayor Roberts asked if issues presented by the 145th Station Citizens Committee and the Shoreline Preservation Society will be included in the letter submitted to Sound Transit. He added that any resident or committee can send a letter to Sound Transit about the Station's design. He asked if Guiding Principles 1.B has strong enough language to communicate the need to incorporate a pedestrian-bike bridge from the west side of I-5 connecting directly to the Station. Ms. Redinger responded that the preferred concept shows the pedestrian-bike bridge is closer to 145th.

Councilmember McGlashan stated it is important to leave the language in about the bridge and said he is happy to hear that the Washington State Department of Transportation is discussing the 145th and I-5 Intersection.

Councilmember Hall expressed that pedestrian crossing of an Interstate at an on or off ramp is dangerous, and stressed that the pedestrian-bike bridge should be connected to the entrance of the Station.

The main motion as amended passed unanimously, 7-0.

9. STUDY ITEMS

- a) Discussion of Ord. No. 739 - Development Code Amendments

Rachael Markle, Planning & Community Development Director, explained that the proposed Development Code Amendments apply to the design of the light rail facilities & systems in Shoreline, and create a permitting and review process. She displayed a map identifying where the Light Rail Facility will be located and explained that the area is currently not zoned. She said Ordinance No. 739 will establish where light rail system/facilities are permitted uses, the process for permitting these uses, and update the specific chapters and subchapters of the Development Code. She reviewed the Quasi-Judicial process, applicable Development Regulations, and recommended edits made by Sound Transit. She shared that the Planning Commission recommends approval of these Amendments.

Councilmember Salomon questioned having a Hearing Examiner make final decisions on the criteria as presented in the Quasi-Judicial Review and Approval Authority Options. He shared his preference is to have these decision made at the Administrative Level by the Planning & Community Development Director. Ms. Markle responded that the Planning Commission preferred that the Quasi-Judicial decisions be made by a Hearing Examiner because they have expertise in processing Quasi-Judicial permits.

Councilmember Scully commented that a Special Use Permit allows deviations from the Development Code and should have a process that includes a public hearing, public participation, and a clear appeal process. Councilmember McGlashan agreed, and shared that the City used to hold Quasi-Judicial hearings and decided it was better to have a Hearing Examiner conduct the hearings and make the decisions.

Mayor Roberts commented that he is supportive of staff recommendations and requested that the Ordinance be brought back for Council approval.

b) Discussion of Ord. No. 717 - Transportation Impact Fee Amendment for Certain Businesses

Dan Eernisse, Economic Development Manager, reviewed working assumptions for the Transportation Impact Fee are: an exemption program should be considered; businesses contributed \$200,000 to TIF in 2015; and the City will replace the value of the exempted TIF.

Councilmember McGlashan clarified that the TIF contributions will change in different years and will not always be \$200,000. Mr. Eernisse agreed and shared that 2015 was a good year for collecting permit fees.

Councilmember Scully asked clarifying questions about replacing the value of the exempted TIF and asked if all business development can be excluded from TIF. Mr. Eernisse responded that project costs will remain the same and the City will have to replace those costs. Councilmember Hall explained that once money is collected for a TIF it has to be spent in 10 years and that those projects have to be completed. Julie Ainsworth-Taylor, Assistant City Attorney, advised that the statute states money not collected from the TIF that is part of the overall project costs must be replaced. She commented that Lynnwood collected \$600,000 in TIF for 2014.

Mr. Eernisse presented the following questions for Council to address: which businesses are eligible for an exemption; what percentage should be exempted; a limited program with sunset and/or cap; and how exempted TIF should be replaced.

Mr. Eernisse stated that staff recommends designating an eligible business by using the Institute of Transportation Engineers (ITE) Codes and reviewed ITE Rate Codes. He commented that applying the ITE Code with Vision 2029 Goals will help bring unique businesses to Shoreline. He reviewed the businesses that could be eligible for a TIF exemption.

Mayor Roberts asked how an ITE Code evaluates shared parking of a use going into a vacant building and a new business development going into the Light Rail Station Area. Mr. Eernisse responded that ITE has reduced the number of trips generated for those uses and explained that the new business would have to perform a traffic analysis of their use to determine factors that affect the number of trips. Ms. Ainsworth-Taylor added that the ITE Code is set up for a standalone business that generates a higher rate, and explained that the internal capture reduces the rates for a shopping mall or shopping center.

Mr. Eernisse displayed a map showing the TIF transportation improvement projects costing \$38 Million. He said staff recommends limiting TIF exemptions to only those ITE Codes likely to fulfill Vision 2029 goals, and then displayed the ITE Codes that would be eligible. He recalled Council's discussion about a TIF percentage exemption and explained staff does not recommend adjusting the 97% ratio used in the TIF Rate Study. He explained that Council could determine an exemption level anywhere from 1% to 100%. He said staff recommends a December 31, 2018 Sunset Clause, and a monetary cap of \$600,000. He suggested that the exempted TIF fund replacement strategies be addressed during Council's discussion of the 10-Year Financial Sustainability Plan. He said the discussion could include increased vehicle license fees and Business & Occupation (B&O) tax. He commented that Council also has the option to limit ITE Codes to those uses likely to fulfill Vision 2029 Goals.

Councilmember Hall asked staff to review TIF Program requirements, allowed exemptions, and to explain the difference between a tax and a fee. He clarified that each business pays a fee directly proportional to the impact they have on the transportation network. He asked what the City has estimated businesses will pay in TIF fees in a typical year, and pointed out that the City will be responsible for paying this money if an exemption is provided to all businesses. Ms. Ainsworth-Taylor responded that low income affordable housing and other development activities with a broad public purpose are the only two exemptions allowed by State Law. She said the Supreme Court has ruled that the TIF is not a tax. Mr. Eernisse replied that \$300,000 in TIF was collected in 2015, and the City currently anticipates \$200,000 will be collected in 2016.

Councilmember McGlashan shared that he still struggles with defining businesses that meet Vision 2029 Goals. Councilmember Scully agreed and said the City should be encouraging businesses and all barriers should be removed. He recommended exempting all businesses from the TIF and using Transportation Benefit District funds and a B&O tax for exemption replacement funding.

Councilmember Salomon commented that he can support an exemption for all businesses, but he prefers to stick with exempting businesses that meet the Vision 2029 goals, and have a hybrid that could include the number of employees, or revenue, and a single location.

Deputy Mayor Winstead commented that the ITE Code is a good way to provide exemptions and said defining Vision 2029 Goals is problematic. She said she liked the initial small list of eligible businesses, and now the bigger list because it includes movie theaters and hotels. She agreed that all businesses are beneficial and should be exempt from TIFs. She said she is interested in exploring the Sunset Clause. She advised Council to keep in mind that there is an impact to businesses coming to Shoreline.

Mayor Roberts commented that he wants to limit the exemption to certain businesses until there is more information on how the TIF will impact businesses. He asked what percent of Shoreline businesses are home-based and if they are required to pay TIF. Mr. Eernisse replied 85-90%, and said most of these businesses would not pay the TIF or a B&O tax, and that the TIF only applies to new businesses.

Councilmember McConnell said she cannot support any exemption before Council decides where replacement funds are coming from. Deputy Mayor Winstead agreed, but commented that the City has some idea on where funding will come from, and said she supports moving forward before funding is decided.

Councilmember Hall shared he is also concerned with the City funding the exempted portion. He commented that the TIF was created to pay for transportation improvements to manage congestion that comes with growth. He questioned if the City is shifting too much of the costs from new businesses on to new residential developments.

Councilmember Scully stated he supports an affordable housing exemption and he does not think a TIF for a new development will make a huge difference in the price of the housing units offered for sale outside of an affordable range. He said increasing property tax or vehicle license fees affects everyone and goes against the growth pays for growth concept.

Councilmember Roberts said he favors the smaller list of businesses with a 25%-50% exemption. He expressed concern about imposing a Sunset Clause and Cap because they provide uncertainty to business owners. He said his preference is not to have a Cap. Mr. Eernisse responded that the Cap can be adjusted.

Councilmember Salomon expressed that he also does not support having a Cap because it creates uncertainty. He questioned why a fast food restaurant would be exempted over other restaurants. Deputy Mayor Winstead said she is not interested in a Cap but likes a Sunset Clause. She explained sunseting could be used as a tool to promote new business development. She said she is also unsure about an exemption for fast food restaurants. Councilmember Hall agreed with Deputy Mayor Winstead regarding the Sunset Clause. He shared that the City's exemption fund replacement costs could be more than anticipated and a sunset clause would allow the City an opportunity to reevaluate the TIF. He mentioned that a requirement to have staff report back to Council could be incorporated into the Ordinance. He noted his preference is for a partial

exemption, but he does not want to create the impression that certain businesses are not contributing to improvements.

Councilmember Salomon commented that he supports a Sunset Clause and no Cap. Councilmember Scully agreed, with the provision that Council receive a mandatory report from staff. He said he does not like the Cap and trusts staff to watch the program closely.

Councilmember McConnell commented that she likes the Cap because it protects the City. She also agreed with having staff report back to Council.

Councilmember McGlashan reiterated that he is still not comfortable with defining businesses that meet Vision 2029 Goals so he would be more comfortable with a 50% exemption for all businesses than a 100% exemption for certain businesses. Deputy Mayor Winstead expressed that a 50% exemption is about right. Councilmembers Scully and Salomon expressed support for a 100% exemption for all businesses, and Councilmember McConnell and Councilmember Hall support a 50% exemption for all businesses.

Mr. Tarry commented that based on Council's discussion, staff will bring back a base Ordinance with a 50% TIF exemption for all businesses, includes a Sunset Clause and a requirement for staff to report to Council prior to Sunset, and no Cap.

Councilmember Salomon requested that an amendment be prepared for a 100% TIF exemption.

Councilmember McGlashan wanted confirmation that the Ordinance would not identify exemption replacement funding options. Ms. Tarry replied that is correct, and noted there was some discussion of an increased vehicle license fee and implementation of a B&O Tax as replacement funding options.

10. ADJOURNMENT

At 9:44 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, March 14, 2016

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

5:45 p.m.

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon,

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Scott MacColl, Intergovernmental Relations Manager; Jessica Simulcik Smith, City Clerk; and Bonita Roznos, Deputy City Clerk

GUESTS: Julie Wise, King County Elections Director, and Kendall LeVan Hodson, Chief of Staff

At 5:49 p.m., the meeting was called to order by Mayor Roberts.

Julie Wise, King County Elections Director, described her career path to her current elected position, and shared that she most recently served in the capacity of Deputy Director for Elections.

Ms. Wise presented that elections priorities for the County are stakeholder engagements to build partnerships and relationships with cities and the Community; improved voter access; support of the Washington State Voting Rights Act; and voter pre-registration for 16 and 17 year olds. She stated that the following 2015-16 Bills are on the Governor's desk: HB 1919 Clarifying the time of special elections; HB 1858 Prohibiting the names of County Auditors and the Secretary of State from being included on ballot envelopes and voter's pamphlets when running for reelection; HB 2623 Concerning recounts of statewide advisory measures; HB 2624 Concerning election errors involving measures; and HB 2852 Establishing standards for election data and reporting. She said legislation for King County includes prepaid postage on return envelopes and ballots, and requiring the State to pay for their election costs. She shared her goals are to improve voter access, implement voter registration automation, and conveyed that moving the walk in voter registration deadline closer to Election Day is her top priority for 2016.

Councilmembers asked questions about voter registration barriers, citizenship verification, online registration, and if sponsors of statewide initiatives pay to have an initiative placed on the ballot. Ms. Wise responded that there is pressure from the Department of Homeland Security to issue enhanced driver's license for drivers in Washington State. She clarified that you can vote online

up to 29 days prior to an election, and said the Legislature and sponsors of statewide initiatives are not charged to be included on the ballot.

John Norris asked if King County Elections has a statewide group to partner with on legislative issues. Ms. Wise responded that they partner with the Washington State Association of County Clerks.

Ms. Wise shared her excitement about developing partnerships and attending more legislative sessions in Olympia to advance legislative priorities. She is drafting a feasibility study to support the placement of 30 permanent election dropboxes and shared that they are currently looking at locating them at libraries. She asked if Shoreline would be interested in receiving one. She noted that other potential locations near Shoreline are Lake City and Northgate, and said she is open to suggestions. She announced that King County Election documents will now be printed in Spanish and Korean.

Councilmembers shared that the City of Shoreline is preparing for a Levy Lift Renewal. They discussed potential King County Election dropbox locations, drive up ballot drop-offs, and suggested providing clarity for ballot measures titles. They recommended a central location for a dropbox in Shoreline, preferably at the library located on N 175th Street.

Ms. Wise shared that next year's challenges include a \$50 Million Biannual Budget Deficit and increasing voter participation in Local Elections. She then demonstrated King County's new Election Website and the Interactive Voter Turnout Map, and reviewed voter turnout data for the City of Shoreline.

Mr. Norris asked about King County's voter turnout expectations for this fall's General Elections. Ms. Wise responded that they would like to see an 83-86% voter turnout.

At 6:51 p.m. the meeting was adjourned.

Bonita Roznos, Deputy City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Construction Contract with Combined Construction, Inc. in the Amount of \$280,621 for the 10 th Avenue NW Bridge Repairs Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to Execute a Contract with Combined Construction, Inc. for the construction of the 10th Avenue NW Bridge Repairs Project in the amount of \$280,621.

RESOURCE/FINANCIAL IMPACT:

This project is approved as part of the 2016-2021 Capital Improvement Plan. Design was completed in 2015; the budget breakdown below is for the adopted 2016 budget:

Project Expenditures:

Construction:		
Staff and other Direct Expenses	\$39,000	
Construction Contract	\$280,621	
Total Construction		\$319,621
Contingency		\$50,379
Total Project Expenditures		\$370,000

Project Revenue:

Roads Capital Fund	\$370,000
Total Available Revenue	\$370,000

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with Combined Construction, Inc. in the amount of \$280,621 for the 10th Avenue NW Bridge Repairs Project.

Approved By: City Manager **DT** City Attorney **MK**

INTRODUCTION

Staff is requesting that Council authorize the City Manager to execute a contract with Combined Construction, Inc. for the construction of the 10th Avenue NW Bridge Repairs Project in the amount of \$280,621. The engineer's estimate for this project is \$318,000.

BACKGROUND

The bridge was evaluated in 2014 to update the bridge's rating, reassess its load carrying capacity, evaluate the options for rehabilitation or replacement, and determine the potential for grant funding. The evaluation resulted in a small reduction of the bridge's rating. However, the evaluation did find that the bridge remains structurally sufficient and able to carry modern design loads. The evaluation recommended a series of repairs that will extend the life of the bridge.

While the bridge is deteriorating and meets the grant requirements for bridge replacement or repair, the reality is the bridge will not compete well against other bridges throughout the state with significantly lower condition ratings. The repairs included in this design improve both the safety and the longevity of the bridge. The scope of repairs include replacement of the drop-in center panel, reinforcement of the bridge railing, filling of voids under the approach slabs, waterproofing of the deck, repaving of the deck, and sealing of the deck and soffit cracks. The scope of the project does not include the replacement or repair of the existing sidewalk adjacent to the bridge. The sidewalk, while in poor condition, is not a part of the bridge structure and as such, improvements would require significant re-grading and/or stabilization of the adjacent slope, which is beyond the scope or funding of this project.

ALTERNATIVES ANALYZED

Between February 22nd and March 14th, the City solicited bids for construction of the bridge repair project. The engineer's estimate for the construction was \$318,000. Bids were opened on March 14, 2016 and five bids were received. Combined Construction, Inc. was the apparent low bidder. The five bids received are as follows:

Contractor Name	Bid Received
Combined Construction, Inc.	\$280,621.00
Razz Construction, Inc.	\$281,273.00
Stellar J Corporation	\$317,298.85
Graham Contracting Ltd.	\$356,636.00
PCL Construction	\$529,687.00

City staff has determined that Combined Construction, Inc. has a responsive bid and that they have met contractor responsibility requirements. Construction is anticipated to start in April 2016 with completion anticipated in the middle of September 2016

COUNCIL GOAL ADDRESSED

This project addresses Council Goal #2, Improve Shoreline’s utility, transportation, and environmental infrastructure. This project will meet this goal by constructing the repairs recommended for the bridge.

RESOURCE/FINANCIAL IMPACT

This project is approved as part of the 2016-2021 Capital Improvement Plan. Design was completed in 2015; the budget breakdown below is for the adopted 2016 budget:

Project Expenditures:

Construction:	
Staff and other Direct Expenses	\$39,000
Construction Contract	\$280,621
Total Construction	\$319,621
Contingency	\$50,379
Total Project Expenditures	<u>\$370,000</u>

Project Revenue:

Roads Capital Fund	\$370,000
Total Available Revenue	<u>\$370,000</u>

RECOMMENDATION










Staff recommends that Council authorize the City Manager to execute a construction contract with Combined Construction, Inc. in the amount of \$280,621 for the 10th Avenue NW Bridge Repairs Project.

ATTACHMENTS

Attachment A: Site Map

10th Ave NW Bridge Vicinity Map

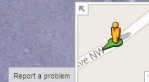
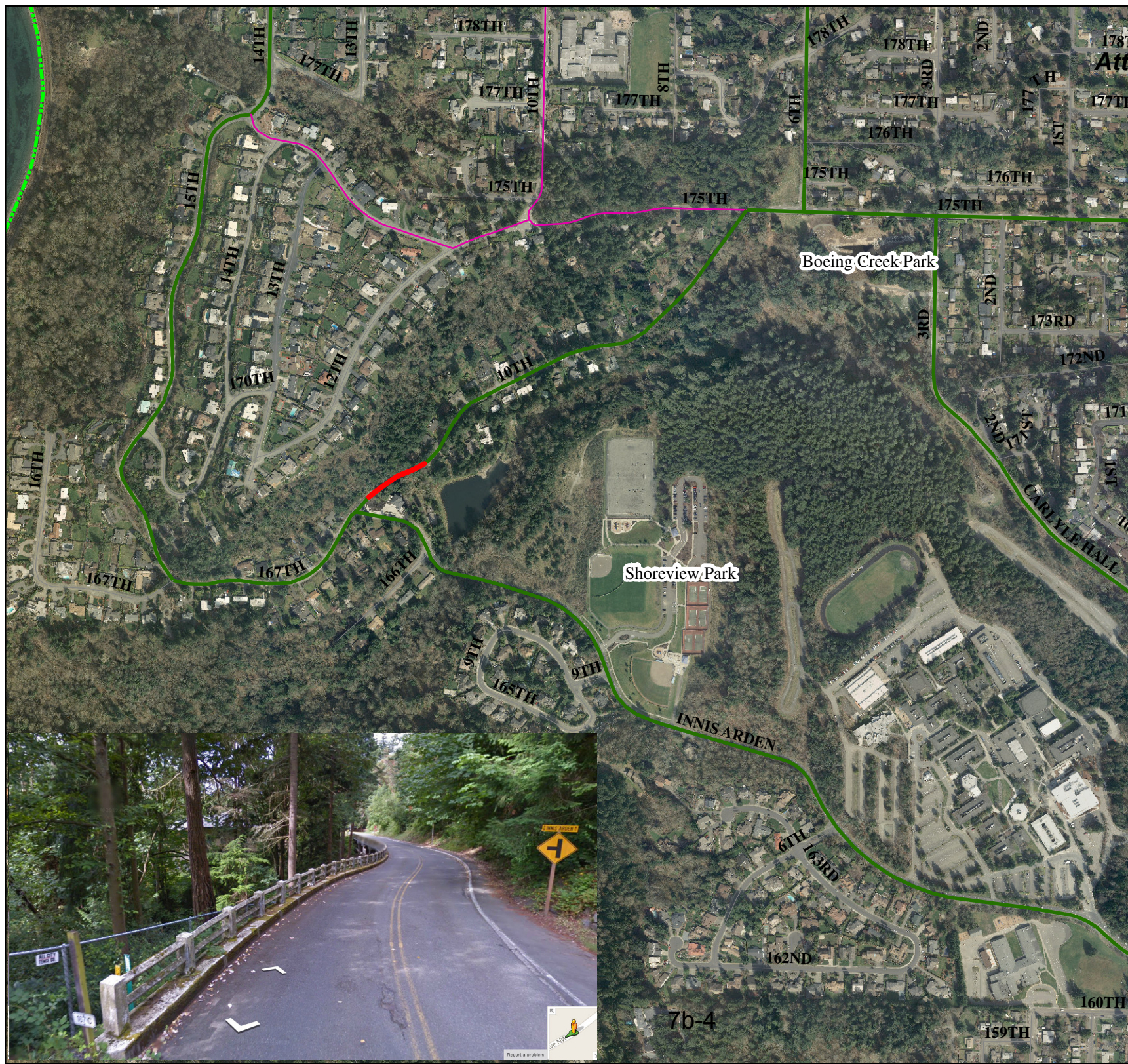
Legend

-  City Limit-outline
-  Outside Shoreline
-  Interstate
-  Principal Arterial
-  Minor Arterial
-  Collector Arterial
-  Neighborhood Collector
-  Local Street
-  10th Ave NW Bridge

1 inch = 632 feet

Feet
1250

No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product.



Report a problem

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with the Louis Berger Group, Inc., for \$1,256,930 for Design of the 25 th Avenue NE Flood Reduction Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The recently-completed Lyon Creek Basin Plan identified the 25th Avenue NE Flood Reduction project as a high priority project. During high flows in Ballinger Creek, a portion of 25th Avenue NE between Brugger’s Bog Park and NE 195th Street can become impassable due to high water. Adjacent public and private properties have flooded, including the City’s North Maintenance Facility property, on which the new maintenance facility is scheduled for construction in 2017-2018. This project will reduce Ballinger Creek flooding by improving 625 feet of an inadequate piped stream conveyance system and installing other flood reduction and related improvements. The culverts and pipes to be addressed are located along 25th Avenue NE between Brugger’s Bog Park and NE 195th Street. The new stream conveyance system shall be designed to pass peak flood flows and provide other improvements as needed.

RESOURCE/FINANCIAL IMPACT:

The adopted 2016-2021 CIP includes a budget of \$4,145,000 for the 25th Avenue NE Flood Reduction project. This consultant services contract is budgeted for a total of \$1,256,930. At the completion of the first phase of the project, the total project budget will be reviewed and assessed. The project is budgeted in the Surface Water Capital Fund.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute an agreement with the Louis Berger Group, Inc., for \$1,256,930 to provide engineering, environmental, and other consultant services for the 25th Avenue NE Flood Reduction project.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

A summary of the results of the McAleer Creek and Lyon Creek Surface Water Basin Plans were presented to Council as a discussion item on February 8, 2016. The presentation included a brief overview of the flooding issues associated 25th Avenue NE in the vicinity of Brugger's Bog Park. The staff report for this discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport020816-9a.pdf>.

The existing Ballinger Creek piped stream conveyance system downstream of Brugger's Bog Park includes 550 feet of culverts and pipes along 25th Avenue NE and a 75-foot culvert crossing under NE 195th Street, which range in size from 24- to 36-inches in diameter. The Lyon Creek Basin Plan analysis determined that this system appears to flood during a 2-year recurrence flood event. The preliminary analysis completed as part of the basin plan determined that a 72 inch diameter pipe (or another conveyance configuration with equivalent capacity, such as daylighted channel with box culverts) would be sufficient to pass a 100-year event peak flow.

The NE 195th Street culvert, which contributes to the flooding, is completely within the neighboring City of Lake Forest Park and Washington State Department of Transportation (WSDOT) right-of-way. However, the City has proposed improvements to this culvert as part of this project. Coordination between the City of Shoreline and the City of Lake Forest Park and WSDOT will be a major component in planning and implementing this project. Addressing with capacity restriction created by NE 195th Street is a critical component of relieving the flooding issues along 25th Avenue NE upstream of this location. Both WSDOT and Lake Forest Park have been notified of this project and have shown preliminary support for it: an initial meeting with Lake Forest Park occurred on July 1, 2015; an initial meeting with WSDOT took place on February 25, 2016.

The specific extent and configuration of flood reduction improvements will be determined during pre-design and design efforts, which will accommodate input from a wide array of stakeholders including permitting and other regulatory agencies, neighbors, the general public, utilities, and other public and private entities. Coordination with regulatory agencies, including a likely emphasis on fish-passable and other habitat restoration-oriented improvements, is expected to be a major component of project work.

ALTERNATIVE ANALYSIS

On December 9, 2015, the City issued a Request for Qualifications (RFQ) for the 25th Avenue NE Flood Reduction project. Statements of Qualification (SOQs) were received from three consultant teams:

- EA
- Louis Berger Group, Inc.
- Osborn

The selection committee (including a City of Lake Forest Park representative) reviewed the consultant SOQs and selected Louis Berger Group, Inc. and Osborn for interviews held in February of this year. While both teams were found to be highly qualified for this project, the selection committee chose the Louis Berger team as the most qualified for this project.

There are two primary alternatives regarding the award of this contract:

1. Award the contract to the selected consultant (recommended).
2. Do not award the contract.

While awarding the contract allows the project to move forward, conversely, not awarding the contract would stop it. Given that the project will address a high priority flooding issue within the City, and will potentially impact the adjacent new North Maintenance Facility, this alternative is not recommended.

The contract will be completed in two phases: Preliminary Design (Phase 1) and Permitting and Final Design (Phase 2). Phase 1 will focus on a thorough analysis of the flooding problems and potential solutions, gathering input from various stakeholders and accounting for conceptual-level design elements, estimated costs, and other relevant considerations. Phase 1 will culminate in selection of a preferred design approach. Phase 2 would proceed with development of the selected design for use in permitting and construction.

Project kickoff will commence with pre-design activities, to begin once the consultant is under contract, currently expected no later than May 1, 2016. Phase 1 is scheduled to be completed within one year. The proposed scope of work and budget are provided as Attachment A.

COUNCIL GOAL(S) ADDRESSED

This project supports Council Goal #2 to improve Shoreline's utility, transportation, and environmental infrastructure. This project will address the Surface Water Utility's stated Goal #1, which is Flood Reduction.

RESOURCE/FINANCIAL IMPACT

The total 2016-2021 CIP budget for the 25th Avenue NE Flood Reduction project is \$4,145,000. This consultant services contract is budgeted for up to \$1,256,930 of this amount. The total cost is budgeted for in the Surface Water Capital Fund.

The Phase 1 budget is not to exceed \$443,062; the Phase 2 budget is currently estimated at \$813,868, which will be reviewed and revised upon completion of Phase 1 and selection of the recommended design alternative.

The 2016-2021 project budget and revenue sources are as follows:

EXPENDITURES

Project Administration:	
Staff and other Direct Expenses	\$120,000
Consultant Design Contract	\$1,256,930
Construction	TBD

Total Project Cost	\$1,376,930
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REVENUE

Surface Water Capital Fund	\$4,145,000
Total Revenue	\$4,145,000

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with the Louis Berger Group, Inc., for \$1,256,930 to provide engineering, environmental, and other consultant services for the 25th Avenue NE Flood Reduction project.

ATTACHMENTS

Attachment A: 25th Avenue NE Flood Reduction Project Consulting Contract Scope of Work and Budget

City of Shoreline

25th Avenue NE Flood Reduction Project

Scope of Work

March 18, 2016

Introduction:

Significant recurrent flooding exists along Ballinger Creek from approximately the City of Shoreline (City) corporate limits at NE 195th Street, north to the crossing of 25th Avenue NE, and into Brugger's Bog Park, including portions of the proposed City North Maintenance Facility (NMF). This problem was previously studied as part of the City of Shoreline Lyon Creek Basin Plan (Oct. 2015). The basin plan concluded that the existing approximately 550-foot-long pipe system crossing 25th Avenue NE and extending south has inadequate capacity. In addition, it concluded that the 74-foot-long culvert crossing of NE 195th Street, located just downstream of the 25th Avenue NE pipe system, is also undersized, and contributes to the upstream flooding. The basin plan recommended conveyance system upgrades to both systems in order to increase the level of flood protection. These were identified as #Ba-CIP-1a (NE 195th Street culvert) and #Ba-CIP-1b (25th Avenue NE system) in the basin plan.

The objective of this project is to perform preliminary design, permitting and final design for the replacements of both the 25th Avenue NE pipe system and the NE 195th Street culvert in order to improve the level of flood protection in this area. The schedule for the project is important because the City is in the process of redeveloping the NMF and the two projects need to be coordinated.

The project work will be phased. Phase 1 includes completing technical investigations that are needed beyond what the basin plan had completed as well as performing a detailed alternatives evaluation in order to select the preferred alternative. It will also include stakeholder meetings. Phase 2 includes developing 30% design drawings that may be used for grant applications, preparing permit applications, and final design of the recommended improvements. Phase 2 will also include coordination with multiple stakeholders. The design for Phase 2 is assumed to be in two separate design packages: one for 195th Street and one for 25th Avenue NE (this assumption will be revisited upon the completion of Phase 1). Two packages will provide the City with the flexibility to implement one or both of the packages as financing allows. The work effort required for Phase 1 is well understood and the budget is specified. The work effort required for Phase 2 has some uncertainty because the extent of improvements may vary depending on the alternative selected. Therefore, a preliminary scope and budget has been established for Phase 2, with the understanding that the Consultant and City will review and refine the Phase 2 scope and budget upon completion of Phase 1.

The City will award both phases as a single contract, but authorize Notice To Proceed separately for each phase.

Assumptions:

- City of Shoreline (City) to provide rights of entry.
- City of Lake Forest Park (LFP) to provide rights of entry (downstream properties) – as coordinated by City of Shoreline.
- City to assist in scheduling meetings with stakeholders
- City pays for all permit application fees.
- Project will be held to City stormwater requirements as listed in the City's EDM, which generally adheres to the Ecology SWMMWW. Small volumes of detention and WQ treatment may likely be required.
- Traffic control requirements and detailed temporary traffic control design will be included in the project plans and specifications.
- Dewatering requirements will be included in the project specifications and the Contractor will be responsible for detailed dewatering design.
- Utilities: For franchise and other utilities, see assumptions under Phase 2 (Task 2.6)
- Easements or land acquisition, if needed, will be the City's responsibility. Consultant will assist in this effort by preparing exhibits as needed.
- Project mitigation will likely be required for downstream flow mitigation. The location of mitigation may be at the project site, upstream or downstream.
- Temporary irrigation requirements will be included in the project specifications and the Contractor will be responsible for detailed temporary irrigation design.
- City provides previous hydrologic and hydraulic models.
- City will provide GIS data/aerial photos as requested.

Phase 1 Tasks

1.1. Project Management. Project Management will include the following activities:

- 1.1.1. Project Administration (preparing subconsultant agreements, monitoring progress of subconsultants, and project filing).
- 1.1.2. Monthly Progress Reports: Provide Progress Reports with invoices to include the following:
 - a. Progress-to-date since last invoice.
 - b. Anticipated upcoming tasks.
 - c. Budget summary status for the project / percent complete, including:
 - 1. Spent and remaining budgets by task
 - 2. Estimate of percent complete by task. This will be used to assess whether remaining budget will be sufficient to complete tasks (and bring to City PM's attention if not)
 - d. Anticipated schedule delays or other problems. If schedule is delayed, provide an updated schedule
 - e. Other issues and concerns
 - f. Invoice for tasks accomplished
- 1.1.3. Communication and Meetings
 - a. Miscellaneous communications with consulting team and City

- b. Up to three (3) Team meetings (not associated with specific technical tasks); meetings may be held at Louis Berger office depending on number of City staff to attend.
- 1.1.4. Updating and finalizing Phase 2 work plan (based on outcome of Phase 1).
- 1.1.5. Quality Assurance/Quality Control.
- a. Consultant will perform quality control reviews of client deliverables. Quality control reviews will be done by senior staff personnel. Consultant shall keep a log of QA/QC reviews that may be provide to the City upon request.

Task 1.1 Assumptions:

- Phase 1 Project Management will be up to 1 year. Project Management beyond this one year will be included in Phase 2.

Task 1.1 Deliverables:

- Monthly invoices and project status reports.
- Up to three (3) team meetings attended by up to two Louis Berger staff.
- QA/QC log

1.2. Data Gathering

Gather and review background information including information used in basin planning (CIP, modeling, environmental sections, drainage complaints, etc.), City GIS mapping, recent aerial photo, topographic maps of the site, as-built drawings of existing pipes and drainage structures, observations and/or data regarding fish usage of Ballinger Creek upstream and downstream of the project area, and available photographs of or anecdotal information regarding flood events (e.g., high water marks).

Task 1.2 Assumptions:

- Data will be provided by the City.

Task 1.2 Deliverables:

- Listed summary of the items reviewed and available to support the project development.

1.3. Survey and Base Map Development

The intent of this survey is to provide accurate basemapping over the area depicted on attached Exhibit A-1: "Project Area", preparatory to the design of storm drainage improvements to alleviate flooding along 25th Avenue NE. Survey will be performed by a Subconsultant (Perteet Engineering). The right-of-way alignment and margins will be computed based on available public records, existing street control monuments and if necessary information contained within title reports to be acquired by the City of Shoreline. Consultant's (Perteet's) work plan includes research of public records and published survey control monumentation, use of that research for recovery and precise location of available survey control monuments, establishment of secondary survey control for use in topographic and right-of-way determination surveying and finally the preparation of basemaps in AutoCAD Civil 3D. The services of a professional sub-surface utility location company will be procured prior to commencement of topographic surveying in order to

mark the surface with lines indicating the presence of such utilities for inclusion on basemapping. Survey includes the following subtasks:

- 1.3.1 Survey and Utility Locate Project Management. This work includes survey team administrative staff to set the project up in accounting system in order to track schedule and budget, set up utility locator and potholer agreements, and progress reporting. This task also includes QA/QC of survey deliverables
- 1.3.2 Research and Survey Control. Research of public records and published survey control data will be undertaken in order to identify and locate controlling monumentation for use in establishing a horizontal and vertical base for topographic surveying, specifically Washington State Plane Coordinate System (WSPCS), North Zone (NAD 83/91) horizontal datum and North American Vertical Datum (NAVD 88). Existing survey control monumentation will be recovered and auxiliary control established as necessary in order to survey topographic features within the subject survey limits. A minimum of two horizontal and vertical control points will be established and depicted with appropriate references on basemapping. In addition, approximate parcel lines, tax parcel numbers and property owners of record will be identified for inclusion on basemaps.
- 1.3.3 Right-of-Way Survey. Existing street monumentation recovered during Task 3.2 will be used to compute the right-of-way alignment of those portions of 25th Avenue NE, NE 195th Street and NE Ballinger Way within the survey limits. Available public records will be examined and if necessary supplemented with information contained within current title reports in order to determine right-of-way margin widths.
- 1.3.4 Topographic Field Survey. Ground-based topographic surveying will be performed to generate basemaps and prepare DTM generated 1-foot contours and spot elevations for the area outlined in attached Exhibit A-1: "Project Area". Portions of the project area may extend beyond the right-of-way along Ballinger Way in order to accurately depict drainage characteristics. Features to be located include but are not necessarily limited to the following:
 - curb and gutter including existing curb cuts, curb ramps and driveways
 - sidewalks and paths
 - rockeries and walls, including gabion wall along Ballinger Way
 - steps/stairs
 - existing structures and buildings
 - pavement edges
 - fences
 - luminaires
 - landscaping
 - water meters, valves, hydrants and irrigation control valves
 - measure down to top actuator nut of water valves
 - electrical transformers, vaults, poles and hand-holes
 - telecommunication risers, vaults, poles, junction boxes and hand-holes
 - gas valves and meters
 - storm drain manhole lids with pipe sizes, invert elevations and material composition
 - catch basin rims with pipe sizes, invert elevations and material composition
 - sanitary sewer manhole lids with pipe sizes, invert elevations and material composition

- culverts with associated pipe sizes, invert elevations and material composition
 - grade breaks, localized depressions, ditches, ridges and other surface grades
 - street signs
 - street trees over 4-inch caliper with size, type and dripline noted
 - channelization
 - sub-surface utility paint marks delineated by a professional utility location service
- 1.3.5 Topographic Survey Basemap. Topographic survey mapping will be prepared at a convenient scale with a 1 foot vertical contour interval and spot elevations in digital AutoCAD format, using APWA standard layering, symbology and attribute conventions. Final digital files will be contiguous at a 1 to 1 scale in model space. Point data blocks will include number identifier, elevations and descriptors. Mapping is to be planimetric with digital terrain modeling. The mapping will comply with the National Map Accuracy Standards for 1" = 20' scale mapping, 1-foot contour interval.
- 1.3.6 Extended Sanitary Sewer and Storm Drainage Investigation Beyond Project Area. In addition to sanitary sewer details picked up within the project area, further surveying of the sanitary sewer system will be performed to a distance of 500 feet east of said survey limits along NE 195th Street. Similarly, storm drainage details surveyed within the project area will be supplemented with additional survey data in the area of the downstream culvert crossing under Ballinger Way and finish floor elevations of structures within Ballinger Estates Apartments located at 2609 NE 195th in Lake Forest Park. This will also include up to two cross sections between the NE 195th Street and the next downstream culvert (through a wetland area that provides flood storage).
- 1.3.7 Utility Potholing. Consultant (Perteet) will coordinate utility potholing with a professional utility location service and will survey the location and reference elevation of resulting potholes. This includes retaining a potholing service and potholing up to 10 utility potholes. The utility potholing service will obtain necessary street use permits and if required, traffic control. Potholes will be restored in accordance with City standards.
- 1.3.8 Critical Area Location Surveys. Once critical area features have been identified by the team's environmental staff, Consultant field crews will survey their locations for inclusion on basemaps, except for Brugger's Park which has been previously surveyed. The thalweg of Ballinger Creek will be surveyed as well.
- 1.3.9 Topographic Survey of Southeast Corner of Brugger's Park. A topographic survey of the southeast corner of Brugger's Park will be performed and will include three cross-sections within the park area, perpendicular to Ballinger Creek, as well as landscaping, trees, ditches, swales, grade breaks, depressions, ridges and other surface features. Basemapping will be prepared at a convenient scale with a 1 foot vertical contour interval and spot elevations in digital AutoCAD format, using APWA standard layering, symbology and attribute conventions.

Task 1.3 Assumptions:

- Subconsultant (Perteet) will coordinate traffic control with the City and will use appropriate signage, cones and safety apparel while working within the right-of-way.
- City shall provide current title reports with supporting documentation if necessary for determination of right-of-way alignment or margins.

- City shall secure permission for survey crews to enter subject premises prior to commencement of surveying services.
- Consultant personnel are not certified for confined space entry thus all sanitary sewer and storm drainage pipe inverts within control structures will be measured from the rim of catch basins and manholes.

Task 1.3 Deliverables:

- Draft survey map in AutoCAD Civil 3D
- Final survey map in AutoCAD Civil 3D
- Tabular results of utility potholing

1.4. Geotechnical Investigations

This task includes providing geotechnical investigations to support evaluation of proposed project improvements. Geotechnical investigations will be performed by a subconsultant (Terracon Consultants, Inc.). The effort will include review of existing geotechnical information followed by field explorations, soil laboratory testing, engineering analysis, and preparation of a preliminary draft geotechnical report. It will include the following activities:

- 1.4.1 Existing Data Review and Site Reconnaissance. Existing geotechnical data was compiled by Consultant (Terracon) for geotechnical services on the NMF. Consultant will review this data for application to the 25th Avenue NE project and incorporate other relevant data as appropriate. Consultant will also conduct a site reconnaissance with the project team with specific focus on the existing downstream condition and conditions at the NE 195th Street culvert.
- 1.4.2 Field Exploration Program. Implement a field exploration program that includes four, 20 - 30-foot deep borings below the existing ground surface. All four of the borings would include installation of a 2-inch diameter monitoring well. The wells would be used to obtain groundwater depth information, and to perform field slug testing in order to assess hydraulic parameters of the aquifer. An engineering geologist or geotechnical engineer would log the borings and collect the soil samples in general accordance with the Standard Penetration Test method of sampling. Consultant would collect soil samples at roughly 2.5 to 5-foot intervals for the entire depth the boring.

Samples obtained from the drilling process will be stored in moisture tight containers, and sent to Consultant's (Terracon) laboratory for further analyses. The subcontracted driller will barrel the excess soil cuttings and haul the barrels of cuttings from the site. The borings will be backfilled in general accordance with State regulations prior to leaving the site. The ground surface at the boring / monitoring well location will be patched with concrete encasing the monitoring well surface casing.

The scope of services includes field monitoring for volatile organic compounds with a portable photo-ionization detector and obtaining two groundwater samples for purposes of water quality characterization. The groundwater samples will be analyzed for total petroleum hydrocarbons and metals at an environmental analytical laboratory. It is assumed that all field services may be performed under safety level D personal protective procedures.

Consultant will contact the public one-call Washington Utility Notification Center prior to performing the field exploration in order to have documented, underground service utilities located. It is assumed Consultant will not be responsible for damaging utilities that are not brought to Consultant's attention or are not able to be located.

Consultant will subcontract with a traffic control service to prepare traffic control plans for purposes of obtaining a City of Shoreline/Lake Forest Park Street Use Permits. Consultant assumes that the permits will be granted by the City at no cost to the consultant. The traffic control service will also implement traffic control during Consultants field activities including drilling, field slug testing, and groundwater sampling.

- 1.4.3 Geotechnical Laboratory Testing. Select samples will be tested in Consultant's laboratory to determine index properties of the soil. Depending on conditions encountered in the borings, lab testing is assumed to include visual classification, moisture content, and grain size analysis.
- 1.4.4 Engineering Analysis and Geotechnical Report. The results of the field and laboratory programs will be evaluated by a professional geotechnical engineer licensed in the State of Washington. A draft preliminary geotechnical report will be prepared that includes the following:
 - a. Boring location plan
 - b. Boring logs for this project and other nearby relevant information with soil stratification based on visual soil classification
 - c. Groundwater elevation data and aquifer hydraulic properties gained from the field slug tests
 - d. Subsurface exploration procedures
 - e. Soil laboratory testing procedures and results
 - f. Groundwater quality results and comparison to surface water discharge criteria
 - g. A summary of soil and groundwater conditions encountered and how they may impact design and construction;
 - h. Assess the downstream channel and the potential need to protect the existing WSDOT (Ballinger Way) gabion basket wall
 - i. Develop and evaluate a conceptual dewatering model in order to provide conceptual recommendations for construction dewatering and provide estimates of potential flow discharge rates (it is assumed that actual dewatering system design and construction will be done by the construction contractor)
 - j. Preliminary recommendations for excavations, shoring, pipe bedding and foundation preparation for pipes and culverts, protection of the existing SPU Tolt water supply line in 195th Street NE, and considerations for daylighting along 25th Avenue NE
 - k. Comparison of and input related to design alternatives from a geotechnical perspective
 - l. Recommendations for later final design and construction observation services.

Task 1.4 Assumptions:

- City of Shoreline pays for any street use permits for both the City of Shoreline and City of Lake Forest Park.

Task 1.4 Deliverables:

- Draft geotechnical report summarizing investigations and recommendations.

1.5. Hydrologic/Hydraulic Modeling

The Consultant will review and update City provided hydrologic and hydraulic models to support the evaluation of potential flood reduction alternatives and assess fish passage requirements. The hydrologic model is the HSPF model originally developed by Otak. The hydraulic model is HEC-RAS and was developed as part of the Lyon's Creek Basin Plan. The updated models will then be used during the Phase 2 design work to support final design. Elements of the hydrologic and hydraulic modeling include:

1.5.1 Review and Update Existing Condition Model.

- a. Update existing conditions models (for due diligence, so that flows are well understood, and mitigation required is not overstated).
- b. Review model parameters and configuration for appropriateness/reasonableness
- c. Extend existing HEC-RAS to include system to downstream side of first Ballinger Way culvert downstream of project area
- d. Update existing HEC-RAS with survey information
- e. Divide basins in HSPF to represent flow into the Bog/into the 25th culvert/ into the 195th culvert, into the Ballinger Way culvert and the Ballinger Creek open area (5 subbasins).
- f. For the new subbasins, develop appropriate land use input data (i.e., impervious acres, forest, lawn) based on apportioning by area from prior modeling input and review of aerial photographs.
- g. Update Ks factor in HSPF
- h. Correct prior rainfall data reference discrepancy (note currently using Everett Rainfall).
- i. Extend rainfall record from 2007 to the year currently (where both rainfall and evapotranspiration data available).
- j. Create Ftables for HSPF model using RAS model outputs (Note that there appeared to be a discrepancy in storage volume within project area in the models provided, HSPF had 2.4 ac-ft, HEC-RAS showed 10.5 ac-ft).
- k. Input updated Ftables into HSPF
- l. Perform frequency analysis on HSPF results to determine the existing 2-year, 25-year and 100-year, seasonal flows for fish passage, and seasonal construction flows to size temporary bypass systems.
- m. Run HEC-RAS return period flows for existing conditions return period flows.
- n. Provide to team summary of modeling results of existing conditions modeling such as flows and elevations.

- 1.5.2 Alternative analysis H&H to support Task 1.7 Alternative Analysis. For each of the 3 alternatives:
- a. Update HEC-RAS model with the improvements for the alternative.
 - b. Use 1 or 2-year (to be determined with City input)) to help determine bankfull width for channel restoration option.
 - c. Use HEC-RAS to create Ftables
 - d. Input Ftables in the HSPF and run HSPF
 - e. Perform frequency analysis on HSPF flow results to determine 2-year, 25-year and 100-year peak flows
 - f. Input peak flows into HEC-RAS to determine flood reduction performance and downstream impacts
 - g. Refine alternatives as need to achieve flood reduction performance and downstream impacts desired.
 - h. Use flows to size streambed material that will stay within the culverts and will be stable in the open channel sections
 - i. Provide data to support fish passage analysis
 - j. Provide to team summary of modeling results of alternative conditions modeling such as flows and elevations.

Task 1.5 Assumptions:

- Digital model files are provided by the City.
- Documentation of the project hydrologic/hydraulic modeling will included as a chapter in the Task 1.7 pre-design report.

Task 1.5 Deliverables:

- Summary results for existing conditions and alternative conditions such as peak flows, and water surface elevations.
- Draft Chapter of Predesign report summarizing the hydrologic and hydraulic modeling effort and results (in Task 1.7).
- Final Chapter of Predesign report summarizing the hydrologic and hydraulic modeling effort and results (in Task 1.7).

1.6. Preliminary Environmental Review/Investigations

- 1.6.1 Critical Areas Analysis. The Critical Areas analysis will be performed by a subconsultant (Herrera Environmental Consultants). The work will include:
- a. Team biologists will conduct necessary field surveys and prepare a Critical Area Report in accordance with Chapter 20.80 of the Shoreline Municipal Code (SMC) and Chapter 16.16 of the Lake Forest Park Municipal Code (LFPMP). This report will establish baseline environmental conditions, and provide information necessary to assess impacts of the alternatives, support permit acquisition in Phase 2, and determine potential mitigation that may be required for each alternative. The Critical Areas Report will be finalized in Phase 2.
 - b. Field Investigations: Biologists will conduct a site visit to assess existing habitat conditions and ecological functions provided at the project site, delineate wetlands, and identify the ordinary high water mark (OHWM) of Ballinger Creek.

Biologists will delineate the boundaries of identified wetlands located within the project site limits as shown on attached Exhibit A-1: "Project Area". Consultant will also estimate wetland conditions within 225 feet of the project site limits to determine if buffers associated with off-site wetlands will be affected by the project. The wetland determination and delineation will be conducted using the routine determination method outlined in the U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual, and the Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region. Delineated wetlands will be classified according to U.S. Fish and Wildlife Service (USFWS) and hydrogeomorphic classification systems, and typed in accordance with the SMC and Washington State Department of Ecology (Ecology) Washington State Wetland Rating System for Western Washington. The functions of wetlands will be assessed using the Ecology rating system. The SMC and LFPMC will be used to identify the regulated buffer widths of the wetlands. Biologists will flag the boundaries of the wetlands and all test plots. The OHWM will be determined using the definition set forth in WAC 173-22-030(11). This involves using sequentially numbered flags to identify the OHWM as evidenced by abrupt changes in topography, dominance of perennial vegetation, sediment deposits, drift lines, and signs of scouring. Biologists will flag the boundaries of the OHWM. The SMC and LFPMC will be used to type Ballinger Creek and determine the regulated buffer width.

- c. Report: Consultant will prepare a critical areas report that summarizes the methods and results of the critical areas delineations and assessment. In accordance with SMC Chapter 20.80 and LFPMC Chapter 16.16, the critical areas report will present the classification of delineated critical areas and regulated buffer widths. The technical memorandum will also present federal, state, and local regulatory implications that pertain to the preferred project alternative. Consultant will characterize and quantify temporary impacts on critical areas based on the preferred alternative and present proposed mitigation (avoidance, minimization, and restoration measures). The draft report will be finalized in Phase 2 (Task 2.2.1) and used for permit applications.

1.6.2 Fish Passage Analysis.

- a. Consultant will perform a fish passage analysis using Washington Department of Fish and Wildlife (WDFW) and National Marine Fisheries Service (NMFS) fish passage criteria (from guidance documents published by these agencies) for the preliminary design alternatives being contemplated (culverts/pipes, open channel, and combination). To ensure that the proper criteria are used, and in coordination with the City, Consultant (Herrera) will contact WDFW, NMFS, and the Muckleshoot Indian Tribe Fisheries Division Habitat Program to coordinate regarding best design criteria to use. This coordination includes determining whether passage criteria for cutthroat trout and/or juvenile salmon upstream passage should be considered in the design. The analysis will evaluate each section of the project length for fish passage and present findings (under Task 1.7) for team review and suitable for sharing with WDFW, resulting in recommendations for project design.

- b. Review modeled frequency analysis results for the existing 2-year, 25-year and 100-year and fish passage flows (to be performed in Task 1.5).
- c. Review existing information on fish habitat (if any) use upstream and downstream of project area.
- d. Perform field reconnaissance to assess existing fish habitat conditions downstream and upstream of the project area.
- e. Provide fish passage criteria and considerations to support Task 1.5 and Task 1.7 work. For each of the three alternatives, analyze the following:
 1. Necessary size of streambed material within the channel and culverts
 2. Expected water depths and flow velocities given the range of flows during adult salmon spawning migration (September-October?) and other times of the year if cutthroat trout (February-March?) is to be considered in the design
 3. Effects of attraction and distraction flows originating from stormwater discharge pipes
- f. Summarize fish passage analysis results in the technical memorandum to be prepared under Task 1.7.
- g. Attend up to 5 team meetings as applicable to discuss critical area findings and fish passage analysis methods and results.

Task 1.6 Assumptions:

- The Cities will obtain rights of entry for surveys to be conducted on private property
- Critical areas assessed as part of this task will include wetlands, streams, fish and wildlife habitat conservation areas, and associated buffers
- Wetland boundary, test plot, and OHWM flags will be surveyed as part of Task 1.3 work
- Wetland and OHWM delineations will be limited to properties with approved access obtained by the City
- Herrera will confirm the OHWM and wetland delineations and wetland ratings within Brugger's Bog Park completed by The Watershed Company for the North Maintenance Facility (2013; reference number 100503)
- The OHWM and wetland data from The Watershed Company's report (2013) will be available (in CAD and/or GIS format) for field confirmation, reporting, and design for this project
- The Watershed Company's revised rating of wetlands within Brugger's Bog Park will be made available for further analysis and reporting for this project
- Herrera will delineate the OHWM of Ballinger Creek within the open channel between 25th Avenue NE and NE 195th Street and 300 feet downstream of the NE 195th Street culvert outlet
- Herrera will delineate wetlands south of Brugger's Bog Park along 25th Avenue NE, within the open channel between 25th Avenue NE and NE 195th Street, and 300 feet downstream of the NE 195th Street culvert outlet
- The Critical Areas Report will be finalized during Phase 2 as part of Task 2.2.

- Fish passage criteria and considerations to support Task 1.5 and Task 1.7 work will be provided as email communication.
- The results of the fish passage analysis will be included in the alternatives analysis and presented in the Pre-Design Memorandum prepared as part of Task 1.7.

Task 1.6 Deliverables:

- Draft Critical Areas Report

1.7. Alternatives Analysis and Pre-Design Memorandum

The objective of this task is to utilize the findings of the prior work task and evaluate potential alternatives in order to select the best alternative that meets the City's objectives and that then can be advanced for permitting and design. This work includes the following:

- 1.7.1. Alternative Identification. Based on findings and input from team and City, Consultant will identify a range of feasible options for the major elements of the project, including:
- NE 195th St culvert replacement options
 - 25th Avenue NE conveyance system (including fish passage) options
 - Brugger's Bog Floodplain storage options
 - Other flood-proofing options, including interim/short-term
 - Other potential options (habitat or flood control mitigation) outside of initial project limits

Consultant will initially prepare brief written descriptions of the options and summarize them in the form of a matrix and plan view sketch showing approximate location and extent. It shall include a rationale for having them be considered as alternatives. Upon City approval, Consultant will prepare conceptual sketches of each, including plan view and cross section(s). Because the hydraulic performances of the project elements are interdependent, the Consultant will work with the City to develop modeling scenarios, which include the combination of various project elements for analysis. Consultant shall also discuss how the range of options between the major project elements may work together (i.e., do certain options for one project element work better or worse with other project elements) and assist in defining the modeling scenarios. It is assumed that up to six (6) scenarios will be evaluated in addition to up to two (2) interim flood-proofing options.

- 1.7.2. Strategic Early Stakeholder Feedback. Consultant will meet with the City (Herrera and Louis Berger) to review project elements and options being considered to assess where it would be beneficial to seek out early coordination and input from stakeholders. This may include certain key stakeholders listed in Task 1.8, or other additional strategic stakeholders that may be identified by the City during the Phase 1 planning work. The goal would be to seek out early vetting where it is anticipated to be important so that the design team is not overly speculative about the feasibility of options being considered.
- 1.7.3. Alternative Evaluation. For each the project alternatives, cost estimates will be prepared; advantages and disadvantages of the alternatives will be contrasted. Factors to be considered in addition to cost include flood reduction performance, downstream impacts, fish passage performance, impacts to critical areas, permitting

complexity, likely mitigation requirements and other permitting/ environmental considerations, geotechnical considerations, constructability issues (such as crossing Tolt River pipeline, traffic impacts, access, dewatering), property impacts, utility conflicts, utility relocation, property acquisition needs, potential maintenance considerations, opportunities and advantages of phasing, and likelihood of obtaining grant funds. Construction sequencing and construction approach would be described, in particular for the Tolt River pipeline crossing, including conceptual traffic control and detour approach. For this task, Consultant and City may elect to combine options in the various project areas to create overall corridor alternatives that are consistent with the modeling scenarios, or keep them as separate project element options.

- 1.7.4. For each alternative anticipated habitat and flood mitigation will be described in terms of approach and objectives, location and extent, cost, and potential risks of implementation.
- 1.7.5. Draft Pre-design Memorandum. The draft pre-design memorandum will summarize the effort and results of the preceding technical task products and preliminary alternatives analysis discussion. It will include a preliminary alternative and phasing recommendation that can be presented to stakeholders under Task 1.8.
- 1.7.6. Final Pre-design Memorandum that will incorporate input received from stakeholders and City staff. It would include final recommendations for preferred alternative and phasing. It would identify any additional data/investigations needed to complete permit applications and/or design in Phase 2.

Task 1.7 Deliverables:

- Preliminary alternative identification narrative
- Draft Alternative Analysis Chapter (to feed into design report)
- Draft Pre-design Report
- Final Design Report

1.8. Stakeholder Involvement/Outreach

This task includes stakeholder involvement and outreach to support the project implementation through Phase 1. It includes a stakeholder implementation and documentation plan as well as a listing of the anticipated stakeholders and the type and extent of outreach and communications for each. Work of this task will occur throughout Phase 1 to provide input to the alternatives analysis and Pre-Design Memorandum (Task 1.7). Additional stakeholder involvement and outreach would extend into Phase 2 (Task 2.9). Anticipated stakeholder involvement and outreach includes the following:

- 1.8.1. Stakeholder implementation and documentation plan. Consultant will develop brief memorandum to describe the stakeholder and outreach plan for the project. It will include standard formats for agendas, telephone logs, and meeting minutes. It will also briefly outline preliminary timeframes for beginning coordination with involvement approach (who, why, how) for each.
- 1.8.2. Lake Forest Park (LFP). LFP is an important stakeholder in terms of potential downstream impact issues; design, permitting, and construction requirements of project improvements; as the owner of the sewer and stormwater utilities within

LFP; and as the current owner of the NE 195th Street culvert. Anticipated efforts include:

- a. An initial site visit meeting with LFP representative
 - b. Two additional team meetings with LFP
 - c. Team conference call with LFP every other month
- 1.8.3. North Maintenance Facility Team (NMF). It will be important to coordinate with the NMF team (coordinate scheduling and interface of site improvements such as grading, drainage, and road improvements). Anticipated effort includes:
- a. Initial team meeting with key NMF team
 - b. Brief team conference call every other month
- 1.8.4. Seattle Public Utilities (SPU). It will be important to coordinate the proposed culvert under the 66-inch diameter Tolt River Pipeline water crossing. Anticipated effort includes:
- a. Phone/email SPU representative to inform them of the project and determine their coordination requirements for the crossing
 - b. Provide copy of draft pre-design memorandum for input
 - c. Invite input on specifications for construction around Tolt River pipeline during final design development
- 1.8.5. Environmental Regulatory Agencies. It will be important to seek input on alternatives so that recommended alternative will be able to obtain regulatory permits. Anticipated effort includes:
- a. Consultant (Herrera) will coordinate with representatives from the USACE, WDFW, and the Muckleshoot Indian Tribe Fisheries Division Habitat Program regarding the existing environmental conditions and proposed project. Consultant will invite the representatives to meet onsite for a pre-application meeting to review project alternatives and proposed mitigation options and solicit input for project design, mitigation for impacts, and permitting approach
 - b. Consultant (Herrera) will follow up with agency representatives with telephone conversations and meeting(s) as needed as design development proceeds
- 1.8.6. Franchise utilities (including North City Water District, Ronald Wastewater District, Puget Sound Energy, Seattle City Light and telecommunications/cable providers). It will be important to understand requirements and timing for utility relocations, where needed. Anticipated effort includes:
- a. Phone contact to inform them of project, obtain any applicable information (in particular is there a critical Overhead line that would take a long time to relocate if needed).
- 1.8.7. City of Shoreline Parks Department, Recreational and Cultural Services Board and other Parks staff. It will be important to coordinate with Parks, in particular if any project work directly affects the Brugger's Bog Park and/or other Parks areas. Anticipated effort includes:
- a. Present alternatives being considered at one meeting each (for Parks Department and Board)

- 1.8.8. City of Shoreline Planning Department. Coordination with the Planning Department will be important, particularly relating to permitting the project and potential specific issues, such as understanding the future development options at the Aldercrest Annex school district property. (Parallel efforts will be required with the LFP Planning Department with regard to permitting and any other special issues). Anticipated effort includes:
- a. Meet with City planning staff to specifically understand school district property redevelopment status and land development options
 - b. Meet regarding permitting obligations for the project areas within the City of Shoreline
- 1.8.9. Ballinger/Lyon Creek Community, general public, and citizen organizations. Anticipated effort includes:
- a. Present recommended project at community meeting.
- 1.8.10. Shoreline School District. Coordination with the School District may be important, particularly if one of the conveyance alternatives affects school district property. Anticipated effort includes:
- b. Prepare a brief written synopsis of the project and what the City is doing (so that they may determine the best contact)
 - c. Meet with school district representatives to follow up written synopsis (get initial read on whether easement for improvements is a potential option)
 - d. Have second meeting when all alternatives are laid out. Ask for input and flexibility of District.
- 1.8.11. WSDOT. It will be important to important to coordinate the NE 195th culvert replacement with WSDOT because they approve the design and will also assume maintenance and ownership responsibility for the culvert after construction. Anticipated effort includes:
- a. Review of current WSDOT plans to perform maintenance at 195th culvert.
 - b. Coordination with regard to temporary and permanent traffic impacts,
 - c. Coordination with regard to providing 60%, 90%, and final design for WSDOT review.

Task 1.8 Assumptions:

- City will set up meetings.
- City will provide summary minutes of meetings in standard format
- City will keep a log of all stakeholder involvement.

Task 1.8 Deliverables:

- Draft and Final Stakeholder implementation and documentation plan
- Review of meeting agenda and minutes

1.9. Grant Application Support

Grant application support will be provided by a subconsultant (Herrera). It will include the following work:

1. Prepare an initial list of potential grant funding sources, application/award time frames, and related information

2. Participate in one conference call with City of Shoreline staff to discuss potential grant sources in light of project alternatives being considered
3. Consultant (Herrera) will solicit input from potential grant agencies as applicable to support alternatives analysis, coordinated with grant funding pursuits for the City of Shoreline's Hidden Lake project
4. Prepare up to two grant applications
5. Consultant (Herrera) will complete an EZ-1 form to submit to the Washington State Department of Archaeology and Historic Preservation (DAHP) to determine if there are cultural or historic resources within the project area for compliance with the National Historic Preservation Act.

Task 1.9 Assumptions:

- Grant applications will be developed for the 25th Avenue NE project.

Task 1.9 Deliverables:

- List of potential grant funding sources and relevant information
- EZ-1 form
- Two draft and final grant applications

1.10. Phase 1 Management Reserve

A Phase 1 Management Reserved is established (\$40,000) and may be used by the City to have the Consultant perform additional work beyond this scope of work if needed. These funds may only be used by the Consultant with prior written authorization.

Phase 2 – Permitting and Final Design

2.1 Phase 2 Project Management

- 2.1.1. Phase 2 Project Administration (preparing subconsultant amendments, monitoring progress of subconsultants, and project filing)
- 2.1.2. Phase 2 Progress Reports: Provide Progress Reports with invoices to include the following:
 - a. Progress-to-date since last invoice.
 - b. Anticipated upcoming tasks.
 - c. Budget summary status for the project / percent complete. including:
 1. Spent and remaining budgets by task
 2. Estimate of percent complete by task. This will be used to assess whether remaining budget will be sufficient to complete tasks (and bring to City PM's attention if not)
 - d. Anticipated schedule delays or other problems. If schedule is delayed, provide an updated schedule.
 - e. Other issues and concerns
 - f. Invoice for tasks accomplished
- 2.1.3. Phase 2 Communication and Meetings
 - a. Miscellaneous communications with consulting team and City
 - b. Up to three (3) Team meetings (not associated with specific technical tasks); some of these meetings may be at Louis Berger's office depending on the number of City staff attending.
- 2.1.4. Quality Assurance/Quality Control.
 - a. Consultant will perform quality control reviews of client deliverables. Quality control reviews will be done by senior staff personnel. Consultant shall keep a log of QA/QC reviews that may be provide to the City upon request.

Task 2.1 Assumptions:

- Phase 2 Project Management will be up to 1.5 years. If the project schedule is extended, it will be the basis for extra work.

Task 2.1 Deliverables:

- Monthly invoices and project status reports.
- Up to two (2) team meetings attended by up to two Louis Berger staff.
- QA/QC log

2.2 Environmental Permitting and Supporting Documentation

- 2.2.1. Consultant (Herrera) will finalize the Critical Areas Report, prepared as part of Phase 1 6. The final report will include onsite restoration of temporary impacts to wetlands, streams, and buffers.

- 2.2.2. In support of State Environmental Policy Act (SEPA) compliance, Consultant will prepare an Environmental Checklist for both the City of Shoreline and City of Lake Forest Park. The checklists will include project information on background and environmental elements (earth, air, water, plants, animals, energy and natural resources, environmental health, land and shoreline use, housing, aesthetics, light and glare, recreation, historic and cultural preservation, transportation, public services, and utilities). Consultant will prepare one checklist for the City of Shoreline for the 25th Avenue NE project. Herrera will prepare two checklists, one for the City of Shoreline and one for the City of Lake Forest Park, for the NE 195th Street project.
- 2.2.3. Consultant will prepare documentation in support of Endangered Species Act (ESA) and Magnuson-Stevens Fishery Conservation and Management Act (MFCMA) compliance. Based on a preliminary evaluation of the project site, both projects will qualify for a No Effect letter because listed threatened and endangered species (e.g., Chinook salmon); and critical habitat are located far enough away from the site that they would not be affected. The no effect evaluation will be based on site reconnaissance conducted as part of Phase 1 Task 6, available published documentation, and contacts with resource agency staff and other knowledgeable individuals. Consultant will prepare two No Effect letters, one for each project.
- 2.2.4. Consultant will prepare two Joint Aquatic Resources Permit Application (JARPA) forms and supporting figures in support of acquiring Clean Water Act Section 404 permits from USACE and Section 401 water quality certifications from Ecology. Consultant will prepare the application forms including information pertaining to the applicant, property owners, project location, project description, wetlands, streams, and necessary permits. Consultant will prepare JARPA figures developed from the 60% design and ensure they are developed according to USACE formatting guidelines. Figures will include a vicinity map, property ownership information, plan views, and representative cross-sections. The JARPA figures will identify all work proposed in wetlands and waterward of the ordinary high water mark including quantities of excavation and fill. Consultant will prepare two JARPA forms and two sets of figures, one for each project.
- 2.2.5. Consultant will use the completed JARPA form information and JARPA drawings to complete an online application for a Hydraulic Project Approval with WDFW.
- 2.2.6. Consultant will coordinate with the City of Shoreline and City of Lake Forest Park and obtain the appropriate critical areas permits for the preferred alternative designs.
- 2.2.7. Consultant will provide necessary permitting coordination in support of permits from USACE and WDFW including pre-application meetings/conferences, completion of supplemental permit application documentation (if needed in addition to the original JARPA), submittal of permit application packages, and follow-up coordination to respond to agency and tribal comments. Consultant will arrange and participate in a pre-application meeting at the project site with representatives of USACE, WDFW, and the Muckleshoot Tribe (Phase 1 Task 8) and any supplemental meetings will be included as part of Phase 2 Task 9.

Task 2.2 Assumptions:

- The projects at NE 195th Street and 25th Avenue NE will be permitted and constructed separately.

- For the NE 195th Street project, both the City of Shoreline and City of Lake Forest Park will require local permits, unless a Memorandum of Understanding (MOU) is developed where one jurisdiction leads permitting.
- A single Critical Areas Report will be drafted to comply with the critical areas code for both the City of Shoreline and the City of Lake Forest Park.
- There is no federal funding of the project.
- The projects will not have any significant impacts on environmental elements requiring preparation of an Environmental Impact Statement (EIS). Should an EIS become necessary, a scope and budget amendment will be needed.
- Completion of the Environmental Checklist will rely on information contained in other reports prepared for the project and project design elements (e.g., temporary erosion and sedimentation control plan, traffic plan, storm water pollution prevention plan, etc.).
- Some environmental elements will not apply to the project (e.g., shoreline use, aesthetics, and light and glare).
- Information collected in other tasks will be used to complete related sections of the Environmental Checklist.
- Geotechnical reports for the project will be used to answer questions related to the earth element.
- The Cities will sign the Environmental Checklist and route it to the relevant department.
- ESA compliance will be documented in a No Effect letter due to the absence of listed species and critical habitat.
- Based on the need for a federal permit, the U.S. Army Corps of Engineers (Corps) will be the lead agency responsible for ESA and MFCMA compliance.
- Names and addresses of the property owners adjacent to the project, and their direct neighbors will be shown on a JARPA figure. The City will provide the data to Herrera.
- Herrera will be the authorized agent and will submit the JARPA to USACE and the City.
- Both projects will be designed to qualify for Nationwide Permits and no Individual 404 permit will be required.
- The project will not require an individual 401 water quality certification.
- There will be no permanent impacts to wetlands or streams, therefore no compensatory mitigation will be required.
- Restoration of temporary impacts to wetlands, streams, and buffers will be included in the Critical Areas Report and design drawings.
- No street trees or trees of significance (per SMC and LFPMC) will be removed; therefore no tree permits will be required.
- The City will pay all permitting fees.
- If an Ecology Construction Stormwater General Permit is required for the project, the City will take the lead on the filling the notice of intent. The Consultant will provide a preliminary SWPPP in support of the application (as a Task 2.7 90% Design deliverable).

Task 2.2 Deliverables:

- Final Critical Areas Report
- NE 195th Street project
 - Draft and Final SEPA Environmental Checklist for City of Shoreline

- Draft and Final SEPA Environmental Checklist for City of Lake Forest Park
- Draft and Final No Effect letter
- Draft and Final JARPA form
- Draft and Final JARPA drawings
- Online application for a Hydraulic Project Approval
- Critical Areas Permit application for City of Shoreline
- Critical Areas Permit application for City of Lake Forest Park
- 25th Avenue NE project
 - Draft and Final SEPA Environmental Checklist for City of Shoreline
 - Draft and Final No Effect letter
 - Draft and Final JARPA form
 - Draft and Final JARPA drawings
 - Online application for a Hydraulic Project Approval
 - Critical Areas Permit application for City of Shoreline

2.3 Final Geotechnical Report

The scope of geotechnical services for Phase 2 would include consultation related to final design of the preferred alternative and preparation of a draft Geotechnical Design Report that would build on the results presented in the preliminary draft geotechnical report with a specific emphasis on the selected alternative. Following receipt of review comments on the draft report, a final Geotechnical Design Report would be prepared and submitted.

The geotechnical consultant will consult with the project team on final design elements and will review the civil plans and specifications prepared by the design team in order to confirm consistency with the geotechnical recommendations. It is assumed this will be done in two separate plan sets: NE 195 St culvert and 25th Ave NE improvements.

Task 2.3 Deliverables:

- Draft final Geotechnical Report
- Final Geotechnical Report
- Letter/email providing geotechnical input/comments on the final design plans and specifications

2.4 Allowance for supplemental survey (including critical areas), potholing, and easement preparation

2.4.1 This is an allowance task to provide supplemental survey and/or easement preparation that may be needed to support final design and implementation of the project. These may be identified at the conclusion of Phase 1. It could include survey of potential site mitigation areas beyond the project area and any associated critical areas, additional potholing, or easement preparation. The level of effort is unknown at this time, so an allowance of \$30,000 is provided. This task shall only be initiated with prior approval by the City.

Task 2.4 Assumptions:

- Subconsultant (Perteet) will coordinate traffic control with the City and will use appropriate signage, cones and safety apparel while working within the right-of-way.
- City shall secure permission for survey crews to enter subject premises prior to commencement of surveying services.

- Consultant personnel are not certified for confined space entry thus all sanitary sewer and storm drainage pipe inverts within control structures will be measured from the rim of catch basins and manholes.

Task 2.4 Deliverables:

- Draft supplemental survey map in AutoCAD Civil 3D
- Final supplemental survey map in AutoCAD Civil 3D
- Other deliverables to be determined

2.5 Supplemental Hydrologic and Hydraulic Analysis

- 2.5.1 Hydrologic/Hydraulic Analysis to support design. This task is to provide supplemental hydrologic modeling and hydraulic modeling to assess system hydraulic response as refinements are made during the design process. Because the level of refinement is difficult to assess at this time, an hourly allowance of 60 hours is provided.
- 2.5.2. Final Model Documentation. Upon design completion, prepare a final model simulation and provide model and results to the City.
- 2.5.3. Task 5 Assumptions:
 - No significant modeling changes are assumed from the Phase 1 model updates.

Task 2.5 Deliverables:

- Brief transmittal providing the draft final model along with brief letter any substantive changes from the Phase 1 model, and model results.
- Brief transmittal providing the draft final model and results

2.6 Preliminary & 60% Plans, Specification, and Cost Estimate

The Consultant will prepare a preliminary (30%) set of plans of the recommended alternative from Task 1.7. These preliminary plans may be used for grant applications. Upon review and input from the City, Consultant will prepare 60% plans, specifications, and construction cost estimates of the Phase 1 recommended alternative. Because the City may seek funding on portions of the project, it is assumed that the NE 195th Street culvert replacement will be on a separate track from the 25th Avenue NE work, such that there will be two submittals of each project. This task includes the following subtasks.

- 2.6.1. Prepare preliminary (30%) design, which may be used for grant applications. This shall include a 30% design submittal. This level of design will include civil design sheets only.
- 2.6.2. Prepare 60% set of drawings. Separate construction packages will be prepared for NE 195th Street and 25th Avenue NE. For preliminary estimating it was assumed that the creek parallel to 25th would be daylighted (but structural walls are not required), channel restoration upstream and downstream of the culverts is required (per basin plan assumptions – including channel restoration extending 300 feet downstream of the NE 195th Street culvert), and that upstream flood storage is provided in Brugger’s park south of the pedestrian bridge crossing. It also assumes

that two new culverts would be required at the private drives along 25th Avenue NE (rather than one longer culvert). It also assumes replacing 500 feet of sewer at lower depth to avoid conflict with NE 195th box culvert (this is conservative assumption because an alternative if approved by the district could include installing the sewer through the new culvert in a casing pipe). In addition, the scope and budget assumes that no significant increase in downstream flow will occur as the result of replacing the culvert at 195th such that the flood storage portion of the project, such as creating more storage by excavating areas in Brugger's Bogs is included in the design package for 25th Street NE.

On a preliminary basis, the budget is based upon the following drawings for NE 195th Street shown below. This drawing list reflects the anticipated full set of drawings, and it is understood that it will be reviewed at the completion of Phase 1 and the number of drawings could increase or decrease and as a result the task budgets could increase or decrease. Drawings noted with asterisk* will not be included in the 60% submittal, but will be included in later submittals:

1. G-1 Title sheet, location map, and index of drawings.
2. G-2 Legend and abbreviations
3. G-3 General notes, restoration notes, and preliminary construction sequence
4. C-1 General Arrangement Plan and survey notes
5. C-2 Temporary Erosion Control Notes
6. C-3 Temporary Erosion Control Plan, Sht. 1
7. C-4 Temporary Erosion Control Plan, Sht. 2
8. C-5 Temporary Erosion Control Details, Sht. 1*
9. C-6 Stream/Culvert Plan and Profile Sheets (1"= 40' at half size), Sht. 1 of 2
10. C-7 Stream/Culvert Plan and Profile Sheets (1"= 40' at half size), Sht. 2 of 2
11. C-8 NE 195th Culvert Site Plan and Profile (1"=20' at half size)
12. C-9 NE 195th Culvert Sections
13. C-10 NE 195th Culvert Construction Sequencing (extra sheet regarding Tolt River pipeline)
14. C-11 Sewer Line Relocation Plan and Profile Sheets (1"= 40' at half size), Sht. 1 of 2
15. C-12 Sewer Line Relocation Plan and Profile Sheets (1"= 40' at half size), Sht. 2 of 2
16. C-13 Miscellaneous Civil Details, Sht. 1 of 2
17. C-14 Miscellaneous Civil Details, Sht. 2 of 2
18. C-15 Miscellaneous Civil Details at 25th Avenue NE (potential berm/wall)
19. C-16 Typical Stream Habitat Details, Sht. 1 of 2
20. C-17 Typical Stream Habitat Details, Sht. 2 of 2
21. C-18 Stream Cross Sections
22. C-19 Grading and Locations Table Data*
23. C-20 Roadway Restoration Details
24. TC-1 Traffic Control Plan (Scale 1" = 80' at half size)
25. TC-2 Traffic Control Detour Plan, notes, and sequencing

26. S-1 195th Street Culvert Structural Plan and Sections, Sht. 1
27. S-2 195th Street Culvert Structural Plan and Sections, Sht. 2
28. S-3 195th Street Culvert Wing wall Structural Plan and Section
29. S-4 Miscellaneous Structural Details and Notes
30. L-1 Stream Restoration and Planting Plan
31. L-2 Planting Notes and Schedules
32. L-3 Planting Details

On a preliminary basis, the budget is based upon the following drawings for 25th Avenue NE:

1. G-1 Title sheet, location map, and index of drawings.
2. G-2 Legend and abbreviations
3. G-3 General notes, restoration notes, and preliminary construction sequence
4. C-1 General Arrangement Plan and survey notes
5. C-2 Temporary Erosion Control Notes
6. C-3 Temporary Erosion Control Plan, Sht. 1
7. C-4 Temporary Erosion Control Plan, Sht. 2
8. C-5 Temporary Erosion Control Plan, Sht. 3
9. C-6 Temporary Erosion Control Details
10. C-7 Stream/Culvert Plan and Profile Sheets (1"= 40' at half size), Sht. 1 of 3
11. C-8 Stream/Culvert Plan and Profile Sheets (1"= 40' at half size), Sht. 2 of 3
12. C-9 Stream/Culvert Plan and Profile Sheets (1"= 40' at half size), Sht. 3 of 3
13. C-10 25th Avenue NE Culvert Site Plan and Profile (1"=20' at half size)
14. C-11 25th Avenue NE Culvert Site Sections
15. C-12 25th Avenue NE Driveway #1 Site Plan and Profile (1"=20' at half size)
16. C-13 25th Avenue NE Driveway #1 Culvert Sections
17. C-14 25th Avenue NE Driveway #2 Site Plan and Profile (1"=20' at half size)
18. C-15 25th Avenue NE Driveway #2 Culvert Sections
19. C-16 Storm System Modification Profiles (modifications to pipes entering new channel)
20. C-17 Water Line Relocation Details
21. C-18 Miscellaneous Civil Details, Sht. 1 of 2
22. C-19 Miscellaneous Civil Details, Sht. 2 of 2
23. C-20 Typical Stream Habitat Details, Sht. 1 of 2
24. C-21 Typical Stream Habitat Details, Sht. 2 of 2
25. C-22 Stream Cross Sections
26. C-23 Brugger's Bog Plan (1"=40' at half scale)
27. C-24 Brugger's Bog Cross Sections, Sht. 1 of 2
28. C-25 Brugger's Bog Cross Sections, Sht. 2 of 2
29. C-26 Brugger's Bog Details
30. C-27 Brugger's Bog Grading Point Plan and Table*
31. C-28 Grading and Locations Table Data*
32. C-29 Roadway Restoration Details

33. S-1 25th Avenue NE Culvert Structural Plan and Sections
 34. S-2 25th Avenue NE Culvert Wing wall Structural Plan and Sections
 35. S-3 25th Avenue NE Driveway #1 Culvert Structural Plan and Sections
 36. S-4 25th Avenue NE Driveway #1 Culvert Wing wall Structural Plan and Sections
 37. S-5 25th Avenue NE Driveway #2 Culvert Structural Plan and Sections
 38. S-6 25th Avenue NE Driveway #2 Culvert Wing wall Structural Plan and Sections
 39. S-7 Miscellaneous Structural Details and Notes
 40. L-1 Stream Restoration and Planting Plan, Sht. 1 of 3
 41. L-2 Stream Restoration and Planting Plan, Sht. 2 of 3
 42. L-3 Stream Restoration and Planting Plan, Sht. 3 of 3
 43. L-4 Brugger's Bog Restoration and Planting Plan
 44. L-5 Planting Notes and Schedules
 45. L-6 Planting Details
- 2.6.3. Prepare 60% Project Specifications using the City's standard front end supplemented with Consultant prepare special provisions.
- 2.6.4. Prepare a construction schedule in terms of estimated working days.
- 2.6.5. Prepare a 60% cost estimate.

Task 2.6 Assumptions:

- The level of effort is largely based upon the assumed number of drawings and extent of work. Should the actual number of drawings be increased, it shall be based to negotiate additional work.
- It is assumed that 195th and 25th will be closed with a full detour during the construction of the culverts perpendicular to the roadway and that the design will not have to be staged in two phases.
- It is assumed that foundation for the culvert and wingwall support will be spread footings or foundation material, and piling systems are not required.
- Other utility assumptions:
 - Project will work around Tolt pipeline and adhere to SPU requirements for this work
 - City of Shoreline will assume ownership of Ronald wastewater assets in November 2017. Given that work along 25th Avenue NE is most likely to occur after transfer of ownership, this scope should assume that cost of relocation for this utility will be at the City's expense.
 - LFP owns the sewer utility within LFP. Cost for relocation of this sewer should be assumed to be at City's expense.
 - Relocation of all other franchise utilities within City of Shoreline should be assumed to be at franchisee's expense.
 - Relocation of all other franchise utilities within City of LFP should be assumed to be at franchisee's expense (to be confirmed)
 - Note that while SPU owns the Tolt Pipeline, other water mains and services within the project area (both COS and LFP) are typically owned by North City Water District.

Task 2.6 Deliverables:

- 30% Plans (.pdf)
- 60% Plans (2 full size sets, 4 half-size, and electronic in .pdf form and AutoCAD form) (both projects)
- 60% Specifications (in Word format) (both projects)
- 60% Estimate of Construction Schedule and Working Days (both projects)
- 60% Cost Estimate (both projects).

2.7 90% Plans, Specification, and Cost Estimate

Consultant will address City comments on the 60% plans, specifications, and estimate and resubmit at a 90% level of completion. Consultant shall include 2 meetings with the City to review and discuss City comments (one for each project area).

- 2.7.1. Prepare 90% set of drawings. For the 90% set, the Consultant will prepare Stormwater Pollution Prevention Plans (SWPPP) to accompany the TESC design drawings. The SWPPP shall be preliminary and developed to assist the City in obtaining Ecology's Construction Stormwater General Permit, if required for the project(s).
- 2.7.2. Prepare 90% Project Specifications
- 2.7.3. Update Construction Schedule and estimate of working days
- 2.7.4. Prepare 90% cost estimate

Task 2.7 Assumptions:

- See Task 6 assumptions.
- It is assumed that there may be conflicting comments from various stakeholders and different groups within the City. It is assumed that the City will take the lead in resolving conflicting comments to provide direction to the Consultant

Task 2.7 Deliverables:

- Same as 60% deliverables, except at 90% level of completion.
- Preliminary SWPPP as an appendix to the contract documents/specifications (both projects).

2.8 Final Plans, Specification, and Cost Estimate

Consultant will address City comments on the 90% plans, specifications, and estimates and resubmit a "pre-final" submittal for City review. Consultant shall include 2 meetings with the City to review and discuss City comments (one for each project area). Upon City review, the Consultant shall incorporate City comments on the "pre-final" submittal and submit ad ready stamped plans and specifications, and estimate.

- 2.8.1. Prepare "pre-final" and final set of drawings. Final drawings would incorporate City comments on 90% drawings.

- 2.8.2 Prepare “pre-final” and Final Project Specifications
- 2.8.3 Update construction schedule and estimate of working days.
- 2.8.4 Prepare Final cost estimate

Task 2.8 Assumptions:

- See Task 6 assumptions.
- It is assumed that there may be conflicting comments from various stakeholders and different groups within the City. It is assumed that the City will take the lead in resolving conflicting comments to provide direction to the Consultant
- It is assumed that the City is responsible for final printing and production
- It is assumed that the design of improvements advances in level of detail and that there is no major or fundamental change in extent for approach to the improvements between 90%, pre-final, and final design.

Task 2.8 Deliverables:

- Same as 90% deliverables, except at “pre-final” level of completion.
- Same as 90% deliverables, except at final (ad-ready) level of completion.

2.9 Phase 2 Stakeholder Involvement/Outreach

This task includes stakeholder involvement and outreach to support the project implementation during Phase 2. The following subtasks describe anticipated stakeholders and the type and extent of outreach and communications for each. Work of this task will occur at various times during this phase. Stakeholder involvement and outreach would include the following:

- 2.9.1. Lake Forest Park (coordinate downstream impact analysis, design improvements, permitting, construction)
 - Team meeting after 60% and 90% submittal
 - Miscellaneous email/telephone coordination
- 2.9.2. NMF (coordinate scheduling and interface of site improvements such as grading, drainage, and road)
 - Team meeting to review recommended alternative and implications on design
 - Brief team conference call every other month thereafter
- 2.9.3 SPU (coordinate Tolt River Pipeline crossing)
 - Phone/email contact and design submittals
- 2.9.4 Agency (WDFW/USACE/Tribal)
 - Follow up telephone conversations as needed
- 2.9.5 Other private utilities (including North City Water District, Ronald Wastewater District, Puget Sound Energy, Seattle City Light and telecommunications/cable providers)

- Maintain summary table of utility conflicts, utility contacts, how conflict is being addressed and status of utility relocation.
 - Phone/email contact to check on status of relocations and/or approvals of design
- 2.9.6 City of Shoreline Parks Department, Recreational and Cultural Services Board (if affecting Park)
- Present 60% design one meeting each
 - Present 90% design one meeting each
- 2.9.7 City of Shoreline Planning Department
- Phone/email contact if needed
- 2.9.8 Ballinger Creek Community
- Prepare information flyer on project status (2) to be distributed by City (or on City website)
 - Attend community meeting to present recommended project at 90% stage
- 2.9.9 Shoreline School District (if pursuing purchase of land or land easement)
- Meet with City at 60% design stage
 - Provide 90% plans for review
 - Phone/email as needed.

Task 2.9 Assumptions:

- City will set up meetings.
- City will provide summary minutes of meetings in standard format
- City will keep a log of all stakeholder involvement.

Task 2.9 Deliverables:

- Summary meeting minutes
- Review of Meeting Agenda and Minutes

2.10 Bid Assistance (allowance task)

This task is an allowance task to support the City during the bid and award phase. It is an allowance task because it is difficult to estimate the level of effort. It could include the following activities for both project areas.

- 2.10.1. Assist City in responding to Bidder's questions and requests for information
- 2.10.2. Preparation of any addenda, if required
- 2.10.3. Attending a pre-bid conference, if desired
- 2.10.4. Review of Bids and assist on recommendation of award, if required

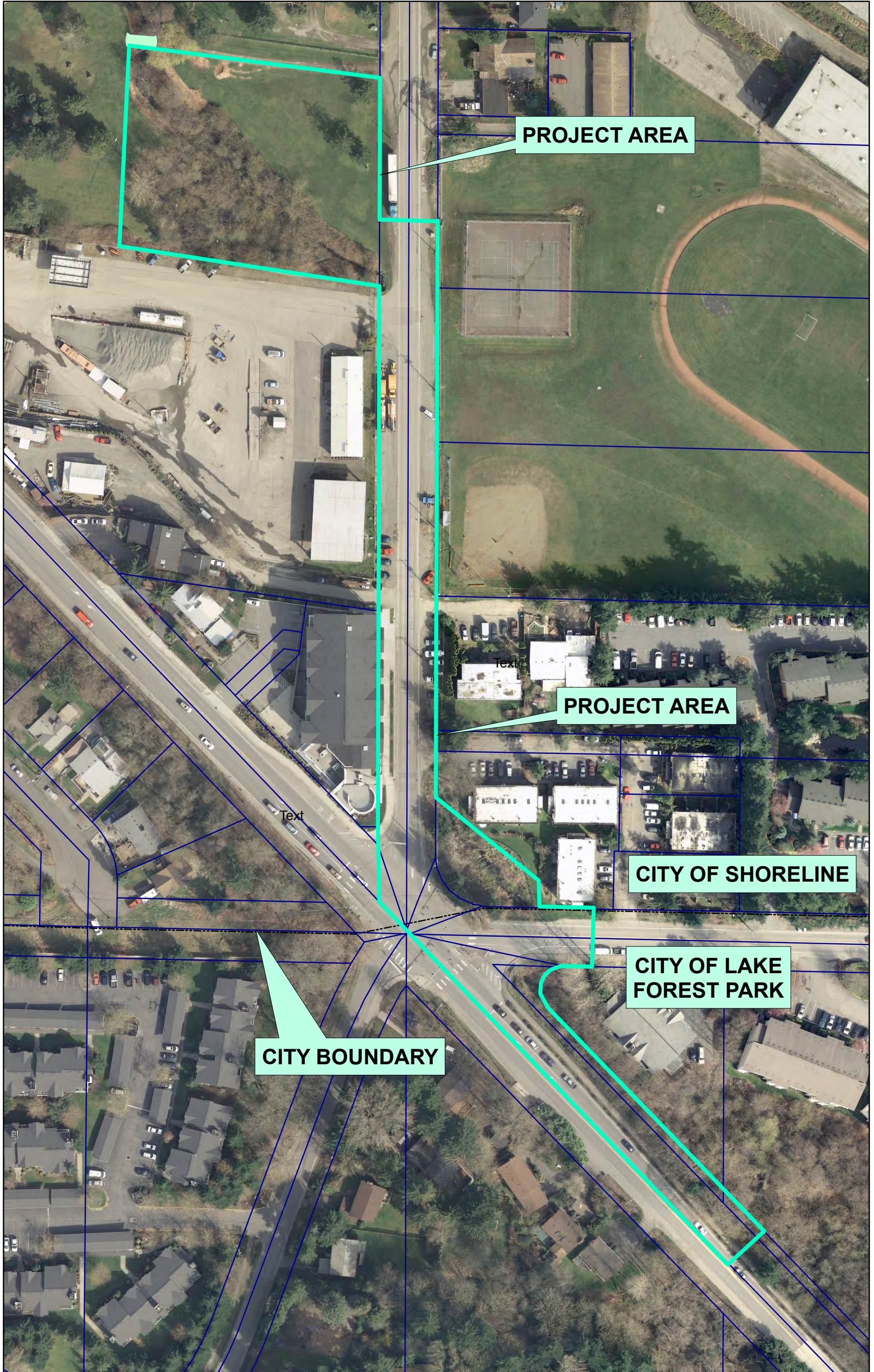
2.11 Construction Assistance (allowance task)

This task is an allowance task to support the City during construction. It is an allowance task because it is difficult to estimate the level of effort. It could include the following activities for both project areas.

- 2.11.1 Assist City in responding to Contractor requests for information (RFIs)
- 2.11.2 Review of Shop Drawings and other submittals (submittals will be returned with comments written directly on the submittal material and/or accompanied by memo if required). A record of telephone conversation will be prepared where required to coordinate the submittal review with the Contractor.
- 2.11.3 Assist on review of any change order request
- 2.11.4 Special on-site inspections to assure that is performed in compliance with the project documents.



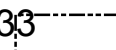
2.12 Grant Support (allowance task)

This task is an allowance task to provide grant support during Phase 2. It could include applying for an additional grant or assisting the City with administration of any successfully obtained grants. It is an allowance task because it is difficult to estimate the level of effort at this time.



160 80 0 160 Feet

Legend

-  Project Area
-  Lot Lines
-  City Boundary

**25th Avenue NE
Flood Reduction
Project Area Map**

7c-33

City of Shoreline
 25th Avenue NE Flood Reduction Project
 Louis Berger - Budget Summary
 3-14-16

Phase No.	Task No.	Phase/Task	Louis Berger			Subconsultants				Total Charges
			LB Labor	LB Exp.	LB Total	Herrera	Perteet	Terracon	BergerABAM	
1	1	Project Management	\$0	\$0	\$0					\$0
1	1.1	Project Administration	\$8,467	\$0	\$8,467					\$8,467
1	1.2	Monthly Progress Reports	\$7,258	\$0	\$7,258					\$7,258
1	1.3	Communication and Meetings	\$7,650	\$150	\$7,800					\$7,800
1	1.4	Finalize Phase 2 Work Plan	\$2,990	\$0	\$2,990					\$2,990
1	1.5	QA/QC	\$7,520	\$0	\$7,520					\$7,520
1	2	Data Gathering	\$8,012	\$0	\$8,012					\$8,012
1	3	Survey and Basemap Development	\$1,628	\$0	\$1,628		\$68,902			\$70,530
1	4	Geotechnical Investigations	\$1,966	\$0	\$1,966			\$52,600		\$54,566
1	5	Hydrologic/Hydraulic Modeling	\$0	\$0	\$0					\$0
1	5.1	Review and Update Existing Models	\$19,655	\$50	\$19,705					\$19,705
1	5.2	Alternative Analysis H&H modeling	\$17,988	\$0	\$17,988					\$17,988
1	6	Preliminary Environmental Review	\$3,181	\$0	\$3,181	\$29,752				\$32,933
1	7	Alternative Analysis	\$0	\$0	\$0	\$25,144			\$16,304	\$41,448
1	7.1	Alternative identification	\$11,315	\$0	\$11,315					\$11,315
1	7.2	Strategic Early Stakeholder feedback	\$7,862	\$0	\$7,862					\$7,862
1	7.3	Alternative Evaluation	\$25,327	\$50	\$25,377					\$25,377
1	7.4	Alternative Mitigation Concepts	\$11,673	\$0	\$11,673					\$11,673
1	7.5	Draft Pre-design Memo	\$13,252	\$0	\$13,252					\$13,252
1	7.6	Final Pre-design Memo	\$10,137	\$0	\$10,137					\$10,137
1	8	Stakeholder Involvement	\$26,014	\$400	\$26,414	\$4,306				\$30,720
1	9	Grant Application Support	\$840	\$0	\$840	\$12,673				\$13,513
1	10	Phase 1 Management Reserve	\$0	\$40,000	\$40,000					\$40,000
		Phase 1 Subtotals	\$192,731	\$40,650	\$233,381	\$71,875	\$68,902	\$52,600	\$16,304	\$443,062
2	1	Phase 2 Project Management	\$0	\$0	\$0					\$0
2	1.1	Project Administration	\$9,677	\$0	\$9,677					\$9,677
2	1.2	Monthly Progress Reports	\$9,677	\$0	\$9,677					\$9,677
2	1.3	Communication and Meetings	\$7,650	\$0	\$7,650					\$7,650
2	1.4	QA/QC	\$9,400	\$0	\$9,400					\$9,400
2	2	Permitting	\$17,301	\$0	\$17,301	\$56,385				\$73,686
2	3	Final Geotechnical Report	\$1,591	\$0	\$1,591			\$11,850		\$13,441
2	4	Allowance for Additional Survey	\$0	\$0	\$0		\$30,000			\$30,000
2	5	Supplemental H/H	\$8,620	\$0	\$8,620					\$8,620
2	6	Preliminary and 60% Design	\$0	\$0	\$0				\$0	\$0
2	6.1	30% Design	\$35,660	\$0	\$35,660					\$35,660
2	6.2	Prepare 60% Drawings	\$183,311	\$50	\$183,361				\$42,221	\$225,582
2	6.3	Prepare 60% Specifications	\$9,895	\$0	\$9,895				\$5,683	\$15,578
2	6.4	Prepare 60% Construction schedule	\$795	\$0	\$795				\$1,089	\$1,884
2	6.5	Prepare 60% Cost Estimate	\$3,001	\$0	\$3,001				\$3,316	\$6,317
2	7	90% Design	\$0	\$0	\$0					\$0
2	7.1	Prepare 90% Drawings	\$156,501	\$50	\$156,551				\$23,945	\$180,496
2	7.2	Prepare 90% Specifications	\$8,980	\$0	\$8,980				\$3,316	\$12,296
2	7.3	Prepare 90% Construction Schedule	\$398	\$0	\$398				\$544	\$942
2	7.4	Prepare 90% Cost Estimate	\$3,001	\$0	\$3,001				\$3,316	\$6,317
2	8	Pre-Final and Final Design	\$0	\$0	\$0					\$0
2	8.1	Pre-final and Final Design Drawings	\$67,080	\$50	\$67,130				\$11,805	\$78,935
2	8.2	Final Specifications	\$7,696	\$0	\$7,696				\$2,842	\$10,538
2	8.3	Final Construction Schedule	\$0	\$0	\$0				\$0	\$0
2	8.4	Final Cost Estimate	\$1,958	\$0	\$1,958				\$2,842	\$4,800
2	9	Phase 2 Stakeholder Involvement	\$22,308	\$400	\$22,708	\$1,669				\$24,377
2	10	Bid Assistance	\$2,158	\$73	\$2,231				\$7,769	\$10,000
2	11	Construction Assistance	\$6,745	\$24	\$6,769				\$23,231	\$30,000
2	12	Grant Support	\$185	\$724	\$909	\$7,091				\$8,000
		Phase 2 Subtotals	\$573,583	1,371	574,954	\$65,145	\$30,000	\$11,850	\$131,919	\$813,868
		Project Total			808,335	\$137,020	\$98,902	\$64,450	\$148,223	\$1,256,930

Notes:

¹ Allowance tasks in Red.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter Into an Intergovernmental Agreement with the King Conservation District to Complete Urban Forest Health Assessments with Stewardship Plans in the Ballinger and Innis Arden Neighborhoods
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Eric Friedli, PRCS Director Maureen Colaizzi, Park Project Coordinator
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In July 2015, the King Conservation District (KCD) announced the launching of a new Urban Forest Health Management program. KCD worked with member jurisdictions and other partners to build a program for urban forest stewardship including street trees, forested open space, and private backyards to enhance tree canopy cover and build green infrastructure in urban communities across King County. The City of Shoreline submitted a proposal to conduct neighborhood level urban forest health assessments and stewardship plans for open spaces in the Ballinger and Innis Arden Neighborhoods and the KCD Board of Supervisors approved the project. Before beginning work, an intergovernmental agreement between the City and KCD must be entered into. Council authorization is required on all intergovernmental agreements before they can be signed by City staff.

RESOURCE/FINANCIAL IMPACT:

Project costs including project management and technical planning services are provided by KCD staff and professional services contracts paid for and coordinated by KCD. The City of Shoreline agreed to allocate \$31,000 of the KCD Assessment/ Rates and Charges Collections towards this project. This funding would normally be collected by KCD for the City of Shoreline for the Member Jurisdictional Grant Program.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to enter into an intergovernmental agreement with the King Conservation District to complete urban forest health assessments with stewardship plans in the Ballinger and Innis Arden Neighborhoods.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Shoreline is a community that has a passion around its urban forest, and the City has a goal to better manage this asset. To help achieve this goal, in 2013, Shoreline became a Tree City USA. To meet the qualifications for the Tree City USA designation, the City of Shoreline adopted Ordinance No. 617 and Ordinance No. 627 in 2012, which created the City' Tree Board and street tree regulations respectively.

The City also created an Urban Forest Strategic Plan (UFSP), with the goal of creating a high level, long-term strategy to establish priorities for an on-the-ground urban forest management program. The UFSP is a working document that outlines where Shoreline wants to go regarding its urban forest and ideas of how to get there. Part of the plan includes an overarching vision and mission statement under which all goals and strategies align. The vision is "a healthy and cohesive ecosystem that is valued and cared for through community stewardship".

In July 2015, KCD announced the launching of a new Urban Forest Health Management program. KCD began working with member jurisdictions and other partners to build a program for urban forest stewardship including street trees, forested open space, and private backyards to enhance tree canopy cover and build green infrastructure in urban communities across King County. KCD began connecting with member jurisdictional agencies (cities within King County) to learn more about their current urban forestry needs to determine how KCD can assist them.

The City of Shoreline completed a comprehensive questionnaire and submitted a letter of interest for an initial project proposal relating to public/private partnerships in urban forest stewardship. The project will conduct neighborhood level urban forest health assessments and stewardship plans for open spaces in the Ballinger and Innis Arden Neighborhoods. KCD contacted the City of Shoreline to explore developing a project proposal for further consideration.

The City of Shoreline submitted a full project proposal to KCD, which was reviewed and ranked by KCD's ad hoc urban forestry initiative Working Group. The KCD Advisory Committee concurred and the KCD Board of Supervisors approved the project for implementation in November 2015. Before beginning work, an intergovernmental agreement outlining the work must be signed by the City Manager. Council authorization is required on all intergovernmental agreements before they can be signed by City staff. The KCD contract is attached as Attachment A for your review.

DISCUSSION

The neighborhood-wide project proposes to work in two distinct neighborhoods (Ballinger and Innis Arden) to develop forest health assessment/management plans for four (4) public open space parks and seven (7) private forest reserves, stewardship plans for (7) public open space parks and a community stewardship program in collaboration with community partners for the public open space parks. The final scope of the project will depend on agreement between the Innis Arden Club and KCD about the extent of work to be permitted in the Innis Arden private reserves. The two neighborhoods selected for these initiatives are diverse in topography, ethnicity,

income, parcel size, and probably a range of other factors. This initiative will provide key information for the City to help implement our UFSP and work collaboratively with private property owners in the process. The initiatives outlined in Attachment A of the KCD Contract (and summarized below) will help set the stage for realizing the vision of Shoreline's UFSP.

Proposed Work:

- Forest health assessment and management plans for eleven (11) private and public open spaces in two neighborhoods;
- Stewardship plans for seven (7) public forested open spaces only; and
- Stewardship program to engage the community partners through training and restoration projects throughout all open spaces in both neighborhoods and to increase awareness of adjacent property owners' urban forest management.

City of Shoreline's Role in the Project:

- Coordinate and communicate with community partners regarding the project at each phase;
- Include the community partners at appropriate times to participate in stewardship planning and implementation;
- Meet regularly with KCD staff to ensure project flow and success;
- Provide City staff and resources to the project when needed, within scope;
- Commit a designated amount of KCD-City Partnership funds as agreed upon for the success of the project;
- Be responsible for costs such as restoration materials (including plants), events, and any professional contract work (e.g. hazard tree removal, engineering restoration work);
- Provide social and regular media coverage of the project and activity through the City's normal communication channels; and
- Develop/update a City Urban Forest Management Plan that integrates the project components to ensure these efforts are supported and sustained by the City.

COUNCIL GOAL(S) ADDRESSED

This KCD Urban Forest Health Management Program project supports City Council Goal No. 2: Improve Shoreline's utility, transportation, and environmental infrastructure, and specifically Action Step No. 5: Continue to implement the Urban Forest Strategic Plan by developing neighborhood urban forest management and stewardship plans and a community stewardship program in collaboration with community partners

RESOURCE/FINANCIAL IMPACT

Project costs including project management and technical planning services are provided by KCD staff and professional services contracts paid for and coordinated by KCD. The City of Shoreline agreed to allocate \$31,000 of the KCD Assessment/ Rates and Charges Collections towards this project. This funding would normally be collected by KCD for the City of Shoreline for the Member Jurisdictional Grant Program.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to enter into an intergovernmental agreement with the King Conservation District to complete urban forest health assessments with stewardship plans in the Ballinger and Innis Arden Neighborhoods.

ATTACHMENTS

Attachment A: King Conservation District Contract with Scope of Work and Approved Project Costs

**AGREEMENT FOR PERFORMANCE
OF CONSERVATION SERVICES**

This Agreement is made between the King Conservation District Number 9, a municipal corporation in King County, Washington, located at 1107 SW Grady Way Suite 130 Renton Washington 98057 (referred to herein as “District”), and the City of Shoreline, a municipal corporation in King County, Washington, located at 17500 Midvale Avenue North, Shoreline WA 98133 (referred to herein as “City”), for the purposes set forth herein.

SECTION 1. RECITALS

1.1 Whereas, the District is a special purpose district organized and existing under authority of Chapter 89.08 RCW, which engages in certain activities and programs to conserve natural resources, including soil and water, which activities are declared to protect and promote the health, safety, and general welfare of the people of the state of Washington; and

1.2 Whereas, pursuant to RCW 89.08.400 and/or RCW 89.08.405, King County has authorized and imposed a system of assessments and/or a system of rates and charges to finance the activities and programs of the District; and

1.3 Whereas, pursuant to RCW 89.08.220, RCW 89.08.341 and/or Chapter 39.34 RCW, the District is authorized to enter into agreements with, or to furnish financial or other aid to, municipal entities and agencies (governmental or otherwise), or their designees, or any occupier of lands within the District, in order to carry out and facilitate the activities and programs of the District to conserve natural resources; and

1.4 Whereas, the District and City desire to enter into this Agreement for the purpose of the performance of the conservation projects described in ATTACHMENT A which will be funded by a portion of conservation assessment funds and/or rates and charges funds collected for the District as described in ATTACHMENT B.

SECTION 2. AGREEMENT

2.1 The District agrees to provide the labor and materials necessary in connection with the conservation projects described in ATTACHMENT A in the amount identified in ATTACHMENT B and referred to as the “Project Cost.” The District shall not be required to provide labor and materials above the approved Project Costs.

2.2 The District agrees to allocate a portion of the assessment / rates and charges funds received by the District in the amount identified in ATTACHMENT B toward payment of the Project Cost.

SECTION 3. GENERAL PROVISIONS

3.1 The District shall not by virtue of this Agreement acquire any proprietary or governmental interest in the projects described in ATTACHMENT A.

3.2 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.3 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and may be modified only by an agreement in writing signed by both parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.

3.4 Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.

3.5 This Agreement shall be effective for the period January 1, 2016 through December 31, 2018. This Agreement shall remain in effect as noted unless terminated by either party by giving thirty (30) days prior written notice to the other party

DISTRICT:

CITY:

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

DISTRICT LEGAL COUNSEL:

CITY ATTORNEY:

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

ATTACHMENT A

**City of Shoreline
Neighborhood Urban Forest Stewardship Program
Project Scope of Work and Timeline**

The City proposes working in two distinct neighborhoods (Ballinger and Innis Arden/Richmond Beach/Richmond Highlands) to develop management plans for four (4) public open space/parks and seven (7) private forest reserves, stewardship plans for seven (7) public open space/parks, and develop a community stewardship program in collaboration with community partners.

Proposed work:

1. Forest health assessment and management plans for eleven (11) private and public open spaces in two neighborhoods
2. Stewardship plans for seven public forested open spaces only.
3. Stewardship program to engage the community partners through training and restoration projects throughout ALL open spaces in both neighborhoods and to increase awareness of adjacent property owners' urban forest management

Engaged community partners:

King County Housing Authority, Center for Human Services, Mountains to Sound Greenway Trust, EarthCorps, Innis Arden Club Reserve, Shoreline Community College, Ballinger Neighborhood Association, Richmond Highlands and Richmond Beach Neighborhood Associations

1. Forested Open Space Assessment & Management Plans

March – May 2016

Perform urban forest assessment and develop management plans for **Public** (Brugger's Bog Park - 4 ac., Ballinger Open Space - 2.63 ac., Innis Arden Reserve M - 23 ac., and Strandberg Preserve - 2.58 ac.) and pending agreement with the Innis Arden Club, **Private** (Bear, Blue Heron, Boeing Creek, Coyote, Eagle, Grouse and Running Water Reserves in Innis Arden Neighborhood ~ 60 acres) forest areas

- Create baseline maps of project sites
- Perform field reconnaissance to note forest composition, structure and health, identify stand or habitat types, note understory vegetation, and presence and occurrence of invasive plant species - including adjacent properties.
- Write a forest management plan to discuss current conditions and provide recommendations for future management for forest health.
- Produce final map to delineate stand or habitat types and identify sensitive areas and invasive species colonies.

2. Stewardship Plans

May - July 2016

Develop stewardship plans for seven public spaces (Ballinger Open Space – 2.63, Boeing Creek Open Space – 4.41, Boeing Creek Park – 33.45, Bruggers Bog – 4.36, Innis Arden Reserve M – 22.94, Richmond Beach Saltwater Park – 32.06, Shoreview Park – 46.65 = 146.5 acres) which entails reference to management plans and identify priority activities (what), recommended party to do the action - partners (who and how), recommended timeline (when).

3. Community/Neighborhood Stewardship Program

August 2016 - 2017

Engage the community of Ballinger, Richmond Highlands and Richmond Beach Neighborhoods for public open space stewardship (and adjacent private property owners). Determine a budget for a community stewardship program; provide outreach and coordination of volunteers, events, and community stewardship training. Coordinate with Mountains to Sound Greenway Trust and EarthCorps.

City of Shoreline Role:

- Coordinate and communicate with community partners regarding the project at each phase.
- Include the community partners at appropriate times to participate in stewardship planning and implementation.
- Meet regularly with KCD staff to ensure project flow and success.
- Provide City staff and resources to the project when needed, within scope.
- Commit a designated amount of KCD-City Partnership funds as agreed upon for the success of the project.
- Be responsible for costs such as restoration materials (including plants), events, and any professional contract work (e.g. hazard tree removal, engineering restoration work).
- Provide social and regular media coverage of the project and activity through the City's normal communication channels.
- Develop/update a City Urban Forest Management Plan that integrates the project components to ensure these efforts are supported and sustained by the City.

ATTACHMENT B

APPROVED PROJECT COSTS

Project costs include project management and technical planning services provided by King Conservation District staff, and professional services contracts coordinated by the District. The total approved project cost and sources of project funding are summarized below:

Summary:

Project Cost	\$82,060.00
KCD UFHM Program Funds	\$51,060.00
Credit against City Allocation	\$31,000.00
Cash Match (if applicable)	None

The final costs of the project may vary depending on the actual cost of the services provided. The District shall not be required to provide labor and materials above the approved Project Costs. The parties agree that a portion of the Project Costs will be funded through a credit against the City’s allocation from the King Conservation District Special Assessment and Rates & Charges collections set aside for projects in partnership with the City, which shall not exceed the amount identified above as the “Credit against City Allocation” without the advance written approval of the City. The District will keep the City informed about the actual project costs and the District will coordinate with the City to amend this Agreement to authorize any increase in the approved Project Cost.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion and Review of Ordinance No. 742 - Public Records Policy and Procedure		
DEPARTMENT:	City Clerk's Office		
PRESENTED BY:	Jessica Simulcik Smith, City Clerk		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

Washington's Public Records Act, Chapter 42.56 RCW (Act), requires public agencies to make public records available for inspection and copying in accordance with the agencies' published rules. The Act was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government.

The City's rules need to be consistent with the Act and must "provide full public access to public records," "protect public records from damage or disorganization," and "prevent excessive interference with other essential functions of the agency." The rules shall also "provide for the fullest assistance" to requestors, and "most timely possible action" on requests.

The City's rules to carry out the intent of the Act were adopted in 1995 by Ordinance No. 47, codified in Chapter 2.35 of the Shoreline Municipal Code (SMC). These rules were last amended in 2006 by Ordinance No. 435 to reflect updated RCW references and to update public disclosure procedures and fee schedules. Since 2006, the Act has been amended several times, the Attorney General (AG) has issued advisory Model Rules for the Act (WAC 44-14), and the City's own procedures have evolved. Therefore, SMC 2.35 should be amended to better align it with the Act, AG Model Rules, and current City practices. Proposed Ordinance No. 742 (Attachment A) provides for this amendment.

RESOURCE/FINANCIAL IMPACT:

There is no direct financial impact associated with adopting proposed Ordinance No. 742 and adopting a Public Records Policy.

RECOMMENDATION

As this is a discussion item, no formal action is required tonight. Staff recommends Council discuss Ordinance No. 742 and review the draft Public Records Policy.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Washington's Public Records Act, Chapter 42.56 RCW (Act), requires public agencies to make public records available for inspection and copying in accordance with the agency's published rules. The Act was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government. A public record is "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

The City's rules on public records need to be consistent with the Act and "provide full public access to public records," "protect public records from damage or disorganization," and "prevent excessive interference with other essential functions of the agency." The rules shall also "provide for the fullest assistance" to requestors, and "most timely possible action" on requests.

City of Shoreline Public Records Rules

In August 1995, the Shoreline City Council passed Ordinance No. 47, which adopted the City's rules to carry out and implement the Act. The Ordinance is codified as Chapter 2.35 SMC and provides direction on where requests should be submitted, states requirements for copy cost reimbursement, lists exemptions that can be applied, and includes procedures for responding to a request. Ordinance No. 47 also allows the City Manager to issue rules for the implementation of the chapter. To date, no administrative rules have formerly been issued.

SMC 2.35 was last amended in 2006 by Ordinance No. 435 to reflect updated RCW references and to also update procedures and fee schedules. Since 2006, the Act has been amended several times, Attorney General (AG) Model Rules were published (WAC 44-14), and the City's procedures have evolved. Therefore, SMC 2.35 should be amended to better align it with the Act, AG Model Rules, and current City practice.

Public Records Request Program Data

Responding to public records requests is one of the City's essential functions and is the responsibility of every employee. The City Clerk is the City's Public Disclosure Officer for the entire City and is responsible for overseeing the City's compliance with the Act.

All public records requests received by the City are processed in the Clerk's Office and then routed to responding Departments' Records Contacts who acts as a "point person" on requests. Departments are responsible for searching hard-copy and non-email electronic records. The Clerk's Office is responsible for searching archived email correspondence and coordinating the entire request internally and externally.

The Clerk's Office reviews all records for responsiveness and exemptions. Potentially exempt records are forwarded to the City Attorney's Office to make a final determination. The Clerk's Office then performs redactions, produces a withholding log, and works with the requestor to deliver the records and collect applicable fees.

In recent years the number and complexity of records requests, and the number of records responsive to each request, have increased. The table below illustrates that year-over-year increases in the number of requests have been the trend for the last six years. The rate of increase the City experienced in 2015 was the highest, with a 41% increase from the previous year. Since 2009, records requests have increased 223%.

2009	2010	2011	2012	2013	2014	2015
95	132	161	174	179	217	307

In 2015 the City received 307 requests for public records. The Clerk's Office devoted 21% (136 hours) of the total monthly available staff hours towards responding to these requests. It is estimated that each Department Records Contact spent 5% of his/her time responding to requests (about 8 hours per Records Contact per month), and all other employees cumulatively spent around 630 hours over the course of the year. Just over 70% of the 307 requests were fulfilled within 5 business days, the deadline set by the Act for providing an initial response to a requestor.

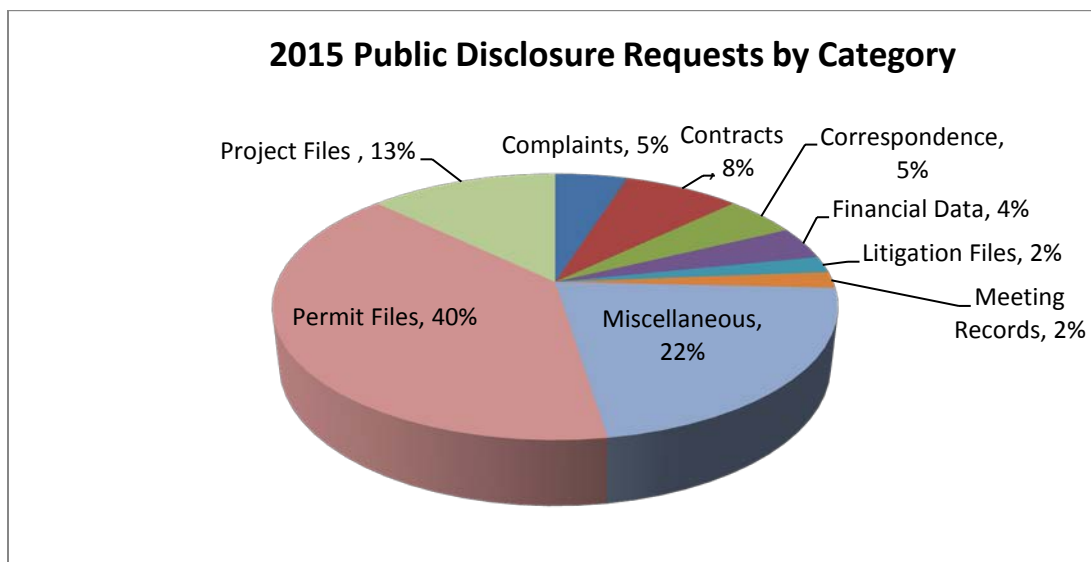
In 2016 the City is on track to match the number of public records requests received in 2015. In the 2016 Budget, Council authorized hiring a Public Disclosure Specialist for 20 hours per week to help process public records requests. This extra-help employee is improving the City's response time on requests and is allowing the City Clerk to re-appropriate time to work on other essential duties that are on the Division's work plan but have been difficult to complete do to the heavy public disclosure volume, such as updating the Public Records Policy and working with the Information Services Division to develop a SharePoint Records Center.

The table below provides a breakdown of 2015 and 2016-to-date requests and the number of days to fulfill them:

# Days to Close Requests	2015	2016 as of 3/22/16
Same Day or Next	17%	12%
2-5 Days	54%	69%
6-20 Days (two to four weeks)	10%	14%
21-60 Days (two to three months)	16%	5%
61-120 Days (four to six months)	2%	-
120+ Days (more than six months)	1%	-
<i>Requests still open and being processed</i>	2	13

Of the two requests received in 2015 that are still open, one has been open 245 days, and the other has been open 68 days. Of the 13 requests received in 2016 that are still open, two are within 21-60 days, three are within 6-20 days, and the remaining eight (8) are within 0-5 days. It should also be noted that all requests that have been open longer than five days are complex requests for a large volume of records, and the requestors are receiving records in installments.

Below is a chart of the categories of public records requests received in 2015:



DISCUSSION

Proposed Ordinance No. 742 proposes to amend the Shoreline Municipal Code to authorize the City Manager to issue administrative rules that are consistent with the intent of the Public Records Act and the AG Model Rules set out in WAC 44-14, describe employees' responsibilities to comply with the Act, allow for a category system to process requests in queues, allow for copy/scanning fees, and provide for statutorily-authorized exemptions from inspection and copying.

To accomplish this, the ordinance takes the City's existing public records policy language out of the SMC and moves it into an Administrative Policy. The Policy will then provide more extensive information to records requestors and City employees about "best practices" for complying with the Public Records Act. Staff recommends that the Policy exist outside of the SMC to allow the City greater flexibility in establishing procedures to process requests and to keep the Policy up-to-date as the City's practices, processes, and technologies change. This also allows for greater flexibility in amending the Policy when the Act is amended at the State level, which may necessitate a local change in our Policy.

Specifically, the draft Public Records Policy (Attachment B) provides for the following:

- an overview of the City of Shoreline structure;
- identification of the Public Records Officer;
- listing of the availability of public records;
- direction to the public on how to make a public records request;
- information and rules for employees on how to process a public records request;
- records request categories (see policy consideration below);
- explanation of how records will be delivered to requestors;
- notification of the fees associated with providing copies of public records;
- explanation of what information is exempt;

- explanation of the mechanisms for review of any denial of public records; and
- listing of the City’s procedure on processing requests.

Policy Consideration – Request Categories

Staff seeks direction from the City Council on the policy consideration relating to categorizing requests, as opposed to processing requests simply based on a “first received” system. The City receives public record requests ranging from routine to complex (see Attachment C for a list of 2016 requests received to-date). In an effort to provide the timeliest possible action on requests, the draft Public Records Policy has the City place requests into two queues: “Routine” and “Complex.”

Routine Requests are requests for records that are easy to identify and locate, and do not require interdepartmental coordination/response, or review for responsiveness or redaction. Examples of these requests are building permit files, RFPs and Contracts, As-Built drawings, etc.

Complex Requests are broad requests for a large number of records on a particular subject, and commonly ask for “all records relating to...” The requests can be vague, require research and interdepartmental coordination/response, commonly trigger an email archive search, and may contain attorney-client privileged communication or deliberative process exemptions, and require redactions and a withholding log.

Complex requests are processed in a separate queue. The Clerk’s Office schedules its resources to be able to work on multiple complex requests at one time, rather than finishing one request before moving on to the next request. This process allows requestors to get records in increments (installments) instead of having to wait a long period of time before the Clerk’s Office finishes previous requests prior to starting work on a new one. The requestor can ask to prioritize what records they would like to receive first. When public disclosure workload is heavy, requestors may have to wait longer to receive the first installment because other requests may need to be completed before there is available time to start working on requests lower in the queue.

By processing two categories of requests in separate queues, the City is able to provide the timeliest possible action on routine requests (usually within five business days) without having the request held up in the queue behind a complex request.

In preparing the proposed amendments to SMC 2.35 and the draft Public Records Policy, staff researched other governmental agencies, looking specifically at Shoreline’s comparable cities and reached out to MRSC to find out if other jurisdictions have addressed request categories in their ordinance/policy/rules. A matrix of agencies’ Public Records rules is found in Attachment D.

Through this review, staff discovered that the following cities categorize requests:

- Bainbridge Island places requests into categories 1 through 4 (increasing in complexity) and establishes time periods for response for each category;
- Kirkland places requests into categories 1 through 5 (increasing in complexity) and establishes time periods for response for each category;

- Pasco places requests into three categories: “immediate”, “routine”, and “complex”, establishes a criteria worksheet to determine whether a request is complex, and then processes complex requests in the order such requests were received; and
- Port Orchard places requests into three categories: “routine”, “large”, and “complex”, and processes requests one at a time in the order they are received.

The Clerk’s Office has been utilizing the queue method (“routine” and “complex”) for the past few years, and based on this experience, the Clerk’s Office believes it allows for the most requests to be processed in the most efficient and timely manner.

Resources Devoted to Public Disclosure

The Clerk’s Office provides support to the City Council and the City Manager’s Office, helps the City of Shoreline comply with public records and open public meeting laws, and provides front line customer service to the public. The Clerk’s Office has four Regular Full Time employees providing these services: City Clerk, Deputy City Clerk, Records Coordinator, and an Administrative Assistant II.

Prior to 2015, approximately 13% of the Clerk’s Office total monthly available staff hours (80 hours | 0.5 FTE) were spent processing public records requests. When the number of requests increased in 2015, the City Clerk started delegating more of the work of responding to records requests to multiple staff within the Clerk’s Office, increasing the total time devoted to this work load to 21% (136 hours | .85 FTE) of the total monthly available staff hours. This was the maximum amount of time that could be devoted to public disclosure and allow time to be able to perform other required basic duties in the Clerk’s Office (a full listing of the Clerk’s Office duties can be found in Attachment E). However, at this level of effort, the time for other essential functions was limited and work plan projects have been delayed due to the heavy public disclosure workload. Public records requestors also had to wait several weeks before the Clerk’s Office could even begin processing a request.

To respond to the increase in demand for public records, the City Council authorized 20 hours of extra-help staffing per week in the 2016 Budget to work solely on public disclosure. Having this 0.5 FTE solely devoted to processing requests has improved the City’s response time on requests and has bought more of the City Clerk’s time back to work on other essential duties. It should be noted however that the Public Disclosure Specialist extra-help position is a one-year temporary position. In 2017, Council will need to consider continuing to fund this resource or implementing another solution if public record requests stay at their current volume so that the amount of time needed to perform the other essential duties of the Clerk’s Office is provided.

The other solution that the Clerk’s Office has explored is implementing a time limitation on the amount of resources the City devotes to public disclosure. In preparing the proposed amendments to SMC 2.35 and the draft Public Records Policy, staff researched whether other jurisdictions have addressed resources devoted to public disclosure in their rules. Staff discovered four cities (see Attachment D) that have adopted time limits for responding to public records requests, but anticipates in the

coming years more cities will make a policy choice to limit public disclosure resources or a budget choice to increase them.

While staff considered bringing this policy consideration to Council as part of the draft Public Records Policy, at this time, staff does not feel it is necessary to implement a limit to public disclosure resources. Over the course of this year, staff will continue to monitor the volume of records requests, the level of effort devoted to public disclosure, and the City's response times, and will report back to Council on how the City is managing records requests. This may be accompanied with a recommendation during the 2017 process for continued funding of the half-time Public Disclosure Specialist position, or a recommendation to amend the Public Records Policy to include a limit on public disclosure resources.

RESOURCE/FINANCIAL IMPACT

There is no direct financial impact associated with adopting proposed Ordinance No. 742 and adopting a Public Records Policy.

RECOMMENDATION

As this is a discussion item, no formal action is required tonight. Staff recommends Council discuss Ordinance No. 742 and review the draft Public Records Policy.

ATTACHMENTS

- Attachment A – Ordinance No. 742 and Exhibit A
- Attachment B – Draft Public Records Policy
- Attachment C – Log of 2016 Public Records Requests
- Attachment D – Matrix of Other Agencies' Public Records rules
- Attachment E – Listing of City Clerk's Office Essential Functions and Duties

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 742

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING CHAPTER 2.35 PUBLIC RECORDS TO THE SHORELINE
MUNICIPAL CODE.**

WHEREAS, Washington's Public Records Act, Chapter 42.56 RCW, requires that the City of Shoreline establish reasonable rules and regulations so as to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the City; and

WHEREAS, such rules and regulations are to provide for the fullest assistance to inquiries and the most timely possible action on requests; and

WHEREAS, the City has previously adopted rules and regulations for responding to public records requests, including on August 14, 1995, when the City adopted Ordinance No. 47 which established procedures for the disclosure of public records, codified as SMC Chapter 2.35, and on July 10, 2006, when the City adopted Ordinance No. 435, updating SMC 2.35; and

WHEREAS, the City desires to update SMC 2.35 in order to conform with amendments to the Public Records Act that have occurred since 2006 and to allow for the City Manager to establish and amend, as necessary, a separate Public Records Act Policy that is consistent with the intent of the Public Records Act, sets forth the procedures for the processing of public records request and allows the City greater flexibility in processing requests so as to better respond to such requests;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Amendment - SMC Chapter 2.35. SMC Chapter 2.35 is amended as provided in Exhibit A.

Section 2. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 3. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON APRIL 18, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2016

Effective Date: _____, 2016

Chapter 2.35

PUBLIC RECORDS

Sections:

- 2.35.010 ~~Relationship to Public Records Act.~~ Authority and purpose.
- 2.35.020 ~~Disclosure.~~ Scope of rules authorized.
- 2.35.030 ~~Definitions.~~ Records Index.
- 2.35.040 ~~Maintenance.~~ Employee responsibility.
- 2.35.050 ~~Exemptions.~~ Categories of requests.
- 2.35.060 ~~Procedure for inspection or copying.~~
- 2.35.0760 Reimbursement for copying costs.
- 2.35.0870 ~~Decision on requests.~~ Procedure for review of decision. Exemptions.
- 2.35.090 ~~Disclosure prohibited by other statutes.~~
- 2.35.100 ~~Administrative rules.~~

2.35.010 ~~Relationship to Public Records Act.~~ Authority and purpose.

A. The Washington State Public Records Act (Act), Chapter 42.56 RCW, requires the City of Shoreline (City) to make available for inspection and copying public records in accordance with the City’s published rules. The Act defines “public record” as any “writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained” regardless of physical form or characteristics.

B. The City Manager is authorized to establish a Public Records Act Policy to adopt reasonable rules, consistent with the intent of the Act and the Model Rules in WAC 44-14, that provide the public full access to public records with fullest assistance and most timely response, while protecting public records from damage and disorganization, preventing excessive interference with other essential functions of the City, and withholding certain public records from disclosure subject to various legal exemptions.

~~This chapter constitutes the city’s rules and regulations to carry out and implement the Public Records Act, Chapter 42.56 RCW. Except as provided in this chapter, Chapter 42.56 RCW shall apply to disclosure of all city public records. [Ord. 435 § 1, 2006; Ord. 47 § 1, 1995]~~

2.35.020 ~~Disclosure.~~ Scope of rules authorized.

As required by the Act, the City has separately established a Public Records Act Policy (Policy) establishing reasonable rules for requesting public records and responding to requests for public records. The Policy will contain:

A. An agency description, the designation of a public records officer (officer), the officer’s contact information, the hours and location for inspection of public records and the officer’s responsibilities under the Public Records Act;

B. The procedure for making, responding to, inspecting and copying records requests; protecting records from damage or disorganization; preventing excess interference with Shoreline's other essential functions; protecting the rights of others; providing "fullest assistance" to requestors and timely action on public records requests.

C. The Policy is posted on the City's website at www.shorelinewa.gov/pdr.

~~Unless exempt from disclosure under this chapter, public records shall be available for inspection and copying in accordance with this chapter. [Ord. 47 § 2, 1995]~~

2.35.030 — Definitions. Records Index.

A. The Act requires the City to maintain and make available a current index of certain public records. However, the Act also provides that if maintaining such an index would be unduly burdensome, or would interfere with government operation, a City need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

B. All substantive and procedural rules of general applicability, including but not limited to ordinances and resolutions of the city council, minutes of the regular meetings of the city council, and statements of general policy, and all public contracts, deeds, easements and leases shall be indexed and maintained in the City Clerk's Office for the use of the City and of the general public. The following Indices are also available on the City of Shoreline website, on the City Clerk's page:

1. Final opinions
2. City policies
3. Planning policies and goals and interim and final planning decisions
4. Staff reports and City Council Minutes from 2000 – present

The Indices for the following are not published as to do so would be unduly burdensome:

1. Factual staff studies, factual consultant reports and studies, scientific reports and studies and other factual information derived from tests, studies, reports or surveys.
2. Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of the state government, or of any private party.

Pursuant to RCW 42.56.070 (4)(a) the records in subpart B are not maintained because the City has eight departments and each department produces its own factual and scientific reports and studies and their own consultants' reports and studies. Each department also manages its own regulatory/supervisory/enforcement correspondence. Creating an index of reports and studies and of reports and studies and of regulatory/supervisory/enforcement correspondence and maintaining the indices would take an inordinate amount of agency time, interfering with agency day-to-day operations.

~~A. "Public record" means any writing, maps or drawings containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the city regardless of physical form or characteristics.~~

~~B. "Public records officer" means the city clerk or designee.~~

~~C. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion pictures, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. [Ord. 435 § 2, 2006; Ord. 47 § 3, 1995]~~

2.35.040 Maintenance. Employee responsibility.

A. All City employees are responsible for assisting in identifying responsive records and facilitating thorough collection of records.

B. The City will comply with the training requirements in the Open Government Training Act RCW 42.56.150 and RCW 42.56.152.

~~A. All substantive and procedural rules of general applicability, including but not limited to ordinances and resolutions of the city council, minutes of the regular meetings of the city council, and statements of general policy, and all public contracts, deeds, easements and leases shall be indexed and maintained in the office of the city clerk for the use of the city and of the general public.~~

~~B. All other records of the city relating to the specific function or responsibility of a particular city department shall be maintained for the use of the department and the general public in the office of the department. The department shall maintain and make available for public inspection and copying a current index providing identifying information as to the following records:~~

- ~~1. Final opinions and orders made in the adjudication of cases;~~
- ~~2. Statements of policy and interpretations of policy which have been adopted by the city;~~
- ~~3. Administrative staff manuals and instructions to staff that affect a member of the public;~~
- ~~4. Planning policies and goals, and interim and final planning decisions;~~
- ~~5. Factual staff reports and studies, factual consultants' reports and studies, scientific reports and studies and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others;~~
- ~~6. Correspondence, and materials referred to therein, by and with the city relating to any regulatory, supervisory, or enforcement responsibilities of the city, whereby the city determines, opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party; and~~

~~7. The job classification, pay and tenure of employees hired by the city shall be public information. In addition, unless exempt from disclosure pursuant to RCW 42.56.230 and 42.56.050, records pertaining to an employee's: (a) prior employment history including names of employers, titles or job classifications, and duties and responsibilities; (b) education including names of institutions, dates attended, and degrees obtained; and (c) occupational licensing shall be public information. [Ord. 435 § 2, 2006; Ord. 49 § 1, 1995; Ord. 47 § 4, 1995]~~

2.35.050 Exemptions. Categories of requests and standard response time.

A. When the City receives a public record requests it will be categorized according to its scope, the volume of public records being requested, the effort necessary to conduct an adequate search, and the need for redacting exempt information.

B. The City must make public records available promptly when requested under the Act. If records cannot be made available within five business days, the Act requires a written response to the requestor. The City may acknowledge receipt and provide a reasonable estimate of the time necessary to make the record available. The Policy shall establish estimates for standard response periods for each records request category.

~~All records listed in Chapter 42.56 RCW, as amended, are exempt from public inspection, including but not limited to:~~

- ~~1. Personal information in files maintained for employees, appointees, or elected officials, to the extent that disclosure would violate their right to privacy, as defined in RCW 42.56.050.~~
- ~~2. Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would be prohibited to such persons by RCW 82.32.330 or violate the taxpayer's right to privacy, as defined in RCW 42.56.050, or result in unfair competitive disadvantage to the taxpayer.~~
- ~~3. Specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy, as defined in RCW 42.56.050.~~
- ~~4. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates or bank or other financial account numbers except when disclosure is expressly required by or governed by other law.~~
- ~~5. Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the public disclosure commission, if disclosure would endanger any person's life, physical safety, or property; provided, that if at the time a complaint is filed the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern.~~
- ~~6. Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.~~

Attachment A - Exhibit A

- ~~7. Except as provided by Chapter 8.26 RCW, the contents of real estate appraisals made for or by any agency including the city relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.~~
- ~~8. Valuable formulae, designs, drawings, and research data obtained by the city within five years of the request for disclosure when disclosure would produce private gain and public loss.~~
- ~~9. Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the city in connection with any city action.~~
- ~~10. Records which are relevant to a controversy to which the city is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.~~
- ~~11. Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.~~
- ~~12. Financial and commercial information and records supplied by businesses during application for loans or program services provided by Chapters 43.160, 43.163, 43.168 and 43.330 RCW.~~
- ~~13. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.~~
- ~~14. The residential addresses and residential telephone numbers of employees or volunteers of the city which are held by the city in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.~~
- ~~15. The residential addresses and residential telephone numbers of the customers of a city utility contained in the records or lists held by the city utility of which they are customers.~~
- ~~16. Client records maintained by the city under any domestic violence program as defined in RCW 70.123.020 or 70.123.075 or rape crisis center as defined in RCW 70.125.030.~~
- ~~17. Information that identifies a person who, while a city employee:
 - ~~a. Seeks advice, under an informal process established by the city, in order to ascertain his or her rights in connection with a possible unfair practice under Chapter 49.60 RCW against the person; and~~
 - ~~b. Requests that his or her identity or any identifying information not be disclosed.~~~~
- ~~18. License applications under RCW 9.41.070.~~
- ~~19. Information revealing the identity of child victims of sexual assault who are under age 18. Identifying information means the child victim's name, address, location, photograph, and in~~

~~eases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator.~~

~~20. A law enforcement authority may not request inspection or copying of records of any person, which belong to a city electrical utility, unless the authority provides the city electrical utility with a written statement in which the authority states that it suspects that the particular person to whom the records pertain has committed a crime and the authority has a reasonable belief that the records could determine or help determine whether the suspicion might be true.~~

~~21. Names, residential addresses, residential telephone numbers, and other individually identifiable records held by an agency in relation to a vanpool, carpool, or other ride-sharing program; however, these records may be disclosed to other persons who apply for ride-matching services and who need that information in order to identify potential riders or drivers with whom to share rides.~~

~~22. Financial information, including but not limited to account numbers and values, and other identification numbers supplied by or on behalf of a person, firm, corporation, limited liability company, partnership, or other entity related to an application for a liquor license, gambling license, or lottery retail license.~~

~~23. Attorney-client privileged communications under RCW 5.60.060.~~

~~24. Abstracts of driving records under RCW 46.52.130(2).~~

~~25. Any other record which is exempt from disclosure under any state law.~~

~~B. The exemptions from public disclosure set forth in this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interests, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.~~

~~C. Inspection or copying of any specific records exempt under this section may be permitted if the King County superior court finds, after a hearing with notice thereof to every person interested and to the city, that the exemption of such records is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.~~

~~D. Nothing in this section shall affect a positive duty of the city to disclose or a positive duty to withhold information, which duty to disclose or withhold is contained in any other law. [Ord. 435 § 3, 2006; Ord. 47 § 5, 1995]~~

~~**2.35.060 Procedure for inspection or copying.**~~

~~A. Persons wishing to inspect or copy city records shall first make such request to the public records officer or the city department which maintains the requested records. If the requester does not know which department maintains the records, the request shall be made to the public records officer. All assistance necessary to help the requester locate the particular record shall be provided promptly either by the public records officer or by the particular department maintaining the~~

records. The provision of such assistance shall not unreasonably disrupt the normal operations of the public records officer, the department, or the assisting employee.

~~B. The public records officer or other city employee shall not distinguish among persons requesting records. Persons requesting records shall not be required to provide information as to the purpose for the request, except to establish whether the inspection or copying would violate RCW 42.56.070 or other statute or ordinance which exempts or prohibits disclosure of specific information or records to certain persons. [Ord. 435 § 4, 2006; Ord. 47 § 6, 1995]~~

2.35.0760 Reimbursement for copying costs.

~~A. A requestor may obtain paper copies or electronic scans of public records under RCW 42.56.120; the City will charge for these according to the Public Records Fee Schedule adopted in SMC 3.01.220.~~

~~Copies of written records, maps, photographs including slides, audio tape recordings, video tape recordings and digital recordings shall be provided by the city upon request and payment of the actual cost of reproducing the same, which cost shall be established by city council ordinance.~~

~~B. Labor and mailing costs shall be included in the cost of reproduction. The costs of reproduction provided for by resolution shall include, but not be limited to, the following records: street maps, zoning maps, zoning codes, ordinances, public meeting minutes, resolutions, verbatim transcripts, deeds, contracts, and other records of the character contemplated in SMC 2.35.010.~~

~~C. Where the request is for a certified copy, there shall be an additional charge in the amount established by city council ordinance to cover the additional expense and time required for certification.~~

~~D. The public records officer or a department may provide copies of city records at no charge to individuals or government agencies doing business with the city, if the public records officer or department determines such action is in the best interests of the city. [Ord. 435 § 5, 2006; Ord. 47 § 7, 1995]~~

2.35.0870 Decision on requests — Procedure for review of decision. Exemptions.

~~A. The Act provides that a number of documents and information are exempt from public inspection and copying. These exemptions are found in RCW 42.56.210 through RCW 42.56.480. In addition to exemptions found in RCW 42.56, other statutes outside of the Act may prohibit disclosure of specific information or records.~~

~~A. Upon receiving an oral or written request to inspect or copy a public record, the public records officer or the department shall grant the request unless the public records officer or department determines that the record requested may be exempt from disclosure in whole or in part, or if the record is not immediately available, in which case the public records officer or department shall request that the customer complete a written request for public records form. The public records officer shall document a request in writing when a customer declines to fill out the request form.~~

~~B. A department shall immediately deliver a request for public records to the public records officer.~~

~~C. Upon receiving a request for records, the public records officer shall determine whether the requested record is exempt by law from inspection and copying in whole or in part. Within five business days of the date of receipt by the city of the written request for a record, the public records officer shall:~~

- ~~1. Provide the record; or~~
- ~~2. Acknowledge that the city has received the request and provide a reasonable estimate of the time the city will require to respond to the request; or~~
- ~~3. Deny the public record request.~~

~~Additional time to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt. If a public records request is unclear, the public records officer may ask the requester to clarify what information the requester is seeking. If the requester fails to clarify the request, the city need not respond to the request.~~

~~D. If the public records officer determines that the document is exempt in part but can be made available after deletion of exempt portions, or after deletion of portions which would violate personal privacy or vital governmental interests, the request shall be granted; provided, that such exempt portions shall first be deleted. If the public records officer determines to deny the request, in whole or in part, a written statement of the specific reasons for the denial shall be provided to the requester.~~

~~E. A decision by the public records officer denying inspection shall be reviewed by the city attorney. Such review shall be deemed complete at the end of the second business day following the denial of inspection and shall constitute final city action for the purposes of judicial review. The requester shall be notified by mail of the decision to grant or deny the request. [Ord. 435 § 6, 2006; Ord. 47 § 8, 1995]~~

~~2.35.090 — Disclosure prohibited by other statutes.~~

~~The city shall not be required by this chapter to permit public inspection and copying of any record to the extent public disclosure of the record is prohibited, restricted or limited by any state or federal statute or regulation including, but not limited to, Chapter 10.97 RCW, the Washington State Criminal Records Privacy Act, Chapter 13.50 RCW, relating to release of records by juvenile justice or care agencies, or Chapter 46.52 RCW, relating to accident reports and abandoned vehicles. [Ord. 47 § 9, 1995]~~

~~2.35.100 — Administrative rules.~~

~~The city manager may issue rules for the implementation of this chapter. [Ord. 47 § 10, 1995]~~

Shoreline Policy and Procedure
Public Records Act Policy

Category and Number: Records Management - <i>xxx</i>	Receiving Number:
Code and statutory authority: RCW 42.56, WAC 44-14, SMC 2.35	Authorized: Effective Date: <i>Month Day, Year</i>
Supersedes: <i>5557, 5967</i>	By: City Clerk’s Office City Attorney’s Office

1.0 AUTHORITY AND PURPOSE

- 1.1 Authority.** The Washington State Public Records Act (Act), Chapter 42.56 RCW, and Chapter 2.35 SMC, requires the City of Shoreline (City) to make available for inspection and copying public records in accordance with the City’s published rules.
- 1.2 Purpose of Public Records Act.** The purpose of the Act is to provide the public access to records that contain information concerning the conduct of government, mindful of individual’s privacy rights and the desirability of the efficient administration of government.
- 1.3 Purpose of Policy.** The purpose of this Policy is to adopt and enforce reasonable rules, consistent with the intent of the Act and the Model Rules in WAC 44-14, that provide the public full access to public records with fullest assistance and most timely response, while protecting public records from damage and disorganization, preventing excessive interference with other essential functions of the City, and withholding certain public records from disclosure subject to various legal exemptions. This Policy provides information and establishes a process for persons wishing to request public records, and for City employees responding to requests.
- 1.4 Disclaimer of Liability.** Except where these guidelines reflect a statutory mandate, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this Policy as it sees fit, and to revise or change the Policy at any time. Failure to comply with any provision of this Policy shall not result in any liability imposed upon the City other than that required in the Act.

2.0 DEFINITIONS

- 2.1 “Public Record”** means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”¹

¹ RCW 42.56.010(3)

- 2.2** “**Writing**” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”²
- 2.3** “**Identifiable Record**” means a record in existence at the time the records request is received and one that a City employee can reasonably locate.
- 2.4** “**Exempt Record**” means records or portions of records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56, or other statutes.
- 2.5** “**Employee**” means City Councilmember, Advisory Boardmember, City Manager, Department Directors, and all other staff.
- 2.6** “**Public Records Officer**” (**PRO**) is the employee responsible as serving as a "point of contact" for members of the public seeking public records.
- 2.7** “**Records Contact**” is an employee designated by a Department to lend leadership, support, and assistance to the Public Records Officer.

3.0 AGENCY DESCRIPTION AND CONTACT INFORMATION

- 3.1 Agency Description.** The City of Shoreline is a municipal corporation organized as a code city pursuant to [Chapter 35A.13 RCW](#) with a Council-Manager form of government. The City’s services include, but are not limited to, community services, customer response and code enforcement, planning and community development, parks, recreation, and cultural services, public safety and public works.

City Hall is located at:
17500 Midvale Avenue North
Shoreline, WA 98133

- 3.2 Designated Public Records Officer (PRO).** The City Manager has designated the City Clerk as the Public Records Officer. Any person wishing to make a request for public records, or to seek information on how to make a request, should follow this Policy and contact the Public Records Officer to submit a request or to obtain assistance:

² RCW 42.56.010(4)

City Clerk
City of Shoreline
17500 Midvale Avenue North
Shoreline, WA 98133
Email: pdr@shorelinewa.gov
Phone: (206) 801-2700
Fax: (206) 546-1524

Information on how to make a public records request is also posted on the City's website: <http://www.shorelinewa.gov/pdr>.

- 3.3 Police Records.** The City of Shoreline is responsible for providing law enforcement within its jurisdiction and contracts with the King County Sheriff's Office to provide these services. Any person wishing to make a request for Police records, or seek information on how to make a request, should contact the King County Sheriff's Office Public Records Officer to submit a request or to obtain assistance:

King County Sheriff's Office Records Unit
Email: kcsodisclosure@kingcounty.gov
Phone: (206) 263-2626

Information on how to make a public records request is also posted on the King County Sheriff's website:
<http://www.kingcounty.gov/safety/sheriff/Services/PublicDisclosure.aspx>

4.0 AVAILABILITY OF PUBLIC RECORDS

- 4.1 Public records available online.** Many public records are available on the City's website at www.shorelinewa.gov. Requestors are encouraged to view document here prior to submitting a public records request.
- 4.2 Hours for inspection.** Public records are available for inspection or copying by appointment during normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection of records should occur in the City Clerk's Office.
- 4.3 Organization and retention of public records.** The City maintains its records in the City Clerk's Office and within each City Department in a reasonably organized manner in accordance with the Washington State Records Retention Schedules.
- 4.4 Records Index.** Pursuant to RCW 42.56.070 the following indices are available on the City of Shoreline website, on the City Clerk's page:
1. Final opinions
 2. City policies
 3. Planning policies and goals and interim and final planning decisions
 4. Staff reports and City Council Minutes from 2000 – present

The Indices for the following are not published as to do so would be unduly burdensome:

1. Factual staff studies, factual consultant reports and studies, scientific reports and studies and other factual information derived from tests, studies, reports or surveys.
2. Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of the state government, or of any private party.

Pursuant to RCW 42.56.070 (4)(a) the records in subpart B are not maintained because the City has eight departments and each department produces its own factual and scientific reports and studies and their own consultants' reports and studies. Each department also manages its own regulatory/supervisory/enforcement correspondence. Creating an index of reports and studies and of reports and studies and of regulatory/supervisory/enforcement correspondence and maintaining the indices would take an inordinate amount of agency time, interfering with agency day-to-day operations.

5.0 MAKING A PUBLIC RECORDS REQUEST

- 5.1 **Reasonable notice.** A requestor must give the City reasonable notice that a request is being made pursuant to the Act.
- 5.2 **Request for identifiable records.** A requestor must request an “identifiable record” or class of “identifiable records” in order for the City to respond. When a requestor uses the phrase “all records relating to”, the PRO/designee will interpret the request to be for records which directly and fairly address the topic, and not for all the records that contain the topic.
- 5.3 **Where to submit request.** Any person making a public records request should make the request in writing through the City Clerk’s Office.
- 5.4 **Request Form.** A Public Records Request Form is available in the City Clerk’s Office and from the City’s website: www.shorelinewa.gov/pdr. Requestors are asked to use this Form when making a request. Directions on where to send the Form are located on the Form.
- 5.5 **Submitting a request.** Public records requests may be accepted in the City Clerk’s Office through the following channels:
 1. In person;
 2. Email sent to pdr@shorelinewa.gov;
 3. USPS Mail, or other mail delivery services;
 4. Over the phone; or
 5. Via fax sent to (206) 546-1524.

Requestors should utilize the Form provided by the City (see 5.4), or at the minimum include the following information:

1. Name of requestor.
2. Identification of the public records being sought after - so the City has the ability to perform an adequate search.
3. Indication of a preference for record inspection or to purchase photocopies or scans of records; and preferred method of delivery.
4. Method by which the PRO/designee should contact the requestor.

Requests sent over email to pdr@shorelinewa.gov during normal business hours will be considered received on the date the email was sent. If the email is sent outside of normal business hours, or on a holiday or weekend, the request will be considered received the next business day.

Requests sent through the USPS or other mail delivery services will be considered received the day the request is delivered to City Hall, and not the day the envelope was postmarked.

Requests taken over the phone will only be accepted by the PRO/designee. The PRO/designee will then confirm the request in writing which will be deemed the request, unless the requestor responds with an amendment to it.

Requests for public records that are made directly to Departments shall be delivered to the PRO immediately upon receipt for coordinated processing.

- 5.6 Consequences of PRO failing to respond.** If the PRO/designee does not respond in writing within five (5) business days of receipt of the request, the requestor should consider contacting the PRO/designee to determine the reason for the failure to respond.
- 5.7 Disclosure of request purpose.** The City will require the requestor to disclose the purpose of their request in two instances:
1. If the request is for a list of individuals, the City may ask the requestor if he/she intends to use the records for a commercial purpose.
 2. The City may seek information sufficient to allow it to determine if another statute prohibits disclosure.
- 5.8 Request only for records existing at time of request.** The City will only provide records that existed on the date the request was submitted. If a public record is created or comes into the City's possession after the request has been submitted, it will not be provided. A requestor must make a new public records request to obtain subsequently created public records.

6.0 PROCESSING A PUBLIC RECORDS REQUEST

6.1 Providing Fullest Assistance. This Policy identifies how the City will “provide fullest assistance” to the requestor and the “most timely possible action” on his/her request, and “prevent excessive interference with other essential functions of the agency”.

All assistance necessary to help requestors locate particular responsive records shall be provided by the PRO/designee, provided that giving of such assistance does not unreasonably disrupt the daily operations of the City Clerk’s Office or other duties of any assisting employee(s) in other City departments.

6.2 No distinguishing requestors. The City may not distinguish requestors or ask for the purpose of the request unless necessary to determine if an exemption applies or whether a list of individuals is being requested for commercial purposes.

6.3 Order for processing requests. The PRO/designee will process requests in the order allowing the most requests to be processed in the most efficient manner. Multiple requests will be processed at the same time.

6.4 Acknowledging receipt of requests. Within five (5) business days of receipt of the request, not including the day the request was received, the City will do one or more of the following:

1. Make the records available for inspection or copying;
2. Provide a reasonable estimate of the time it will take to make the record(s) available in whole or in part through installments (see 6.5);
3. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone and the PRO/designee may revise the estimate of when records will be available; or
4. Deny the request.

6.5 Reasonable estimate of time to fully respond. If not able to fulfil the request within the five business-day period, the PRO/designee will provide a reasonable estimate of the time it will take to fully respond to the request and the basis for the need. The reasonable estimate of time will be based on such things as: needing to clarify the scope of the request, locating and assembling the records, consulting with the City Attorney about whether the records are exempt from disclosure, redacting exempt information, preparing a withholding index, and notifying third party persons or agencies affected by the request. This estimate of time may also include a preliminary schedule of installments if necessary.

6.6 Categorizing requests. The City receives public record requests ranging from routine to complex. In an effort to provide the most timely possible action on requests, the City will place requests into the following two queues:

1. **Routine Requests:** requests for records that are easy to identify and locate, and do not require interdepartmental coordination/response, or review for responsiveness or redaction.
2. **Complex Requests:** broad requests for a large number of records on a particular subject, that can be vague, commonly trigger an email archive search, require interdepartmental coordination/response, and may contain attorney-client privileged communication or deliberative process exemptions, and require redactions and a withholding log.

After a request is initially placed in a category, it can be re-categorized in response to discovering new information that was not taken into account at the start.

6.7 Standard response time.

1. Routine requests are processed as they come in with a turnaround time of 5-days or more if needed;
2. Complex requests are placed in a queue and processed generally in the order they are received. The PRO/designee processes several of these requests at one time and generally delivers records in installments. These requests take several weeks to several months to fully respond to.

6.8 Managing the complex request queue. The City uses the following factors to determine a reasonable estimate of the time it will require to fully respond to a complex request:

1. the scope of the request;
2. the number of records that need to be searched to find responsive records to a request;
3. the number and complexity of other complex records requests in the queue;
4. the workload and time estimates of processing the other complex requests in the queue;
5. the amount of time before the Clerk's Office has availability to start working on a request;
6. the amount of time the Clerk's Office has available weekly to work on a request;
7. the number of records that potentially contain exemptions; and
8. the current workload of other City work;

6.9 Multiple complex requests from one requestor. In an effort to provide every member of the public the most timely possible action to his/her public records request, the City reserves the right to place multiple complex requests from one requestor into its own queue. Should there be multiple requests by the same requestor, the request that was first received will be processed first and the other requests will be started after the previous request is complete.

6.10 Protecting rights of others (injunction). In the event the requested records contain information that may affect rights of others, the PRO/designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure.

Such notice should be given to make it possible for those other persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

- 6.11 No Duty to create records or provide information.** The City is not obligated to create a new record to satisfy a records request or to provide information (i.e. answering a list of questions) that would answer a records request.
- 6.12 Completion of requests.** When the all requested records have been made available and all requested copies are provided, the PRO/designee will indicate that the City has completed a thorough search for the requested records and made any located nonexempt records available, and the City considers the request closed.
- 6.13 Closing withdrawn or abandoned requests.** When the requestor either withdraws the request or abandons it by failing to fulfill his/her obligations to provide clarification, inspect the records, or pay the deposit or final payment for the requested copies within thirty (30) calendar days of being notified, the PRO/designee will stop searching for the remaining records, close the request, and notify the requestor in writing that his/her request has been closed.
- 6.14 Later discovered documents.** If, after the City has informed the requestor that it has provided all available records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

7.0 DELIVERY OF PUBLIC RECORDS

- 7.1 Inspection of records.** Requestors may inspect public records in the Clerk's Office free of charge. No members of the public may remove a document from the viewing area or disassemble or alter any documents. City employees may be present during the inspection of records. The requestor shall indicate which documents he/she wishes to have copied by flagging the page/document with a non-permanent method, such as a removable adhesive note.
- 7.2 Copies of records.** The City will make copies of public records if requested. If the requestor is inspecting hard-copies, he/she shall flag pages that they wish to have copied. The PRO/designee will either make copies at that time or arrange a later time. If the requestor asks for copies of records prior to inspecting the public record, the PRO/designee will make copies and send an invoice. In both instances, fees for copies (paper or scanned) will need to be paid in full prior to delivering the copies.
- 7.3 Delivery of electronic records.** The City delivers electronic records free of charge via its FTP (File Transfer Protocol) site. Electronic records will only be emailed if there are five (5) or less responsive records being delivered to the requestor. Electronic records can also be copied onto a CD/DVD/USB Drive for a fee.

- 7.4 Use of City copy facility.** RCW 42.56.080 states agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. The City asserts there is an unreasonable disruption in allowing the public to use City copying facilities based on the following factors: 1) the facilities are not within public areas and limited to employee use, 2) employees would not be able to use the facilities while they were in use by the public, 3) the facilities do not have USB ports nor are capable of sending scanned documents to an outside email address. Therefore, all copies of records must still be processed by City employees.
- 7.5 Providing records in installments.** When the request is for a large number of records, the PRO/designee will provide access for inspection and copying in installments, if it is reasonably determined that it would be practical to provide the records in that way.
- 7.6 Fees due before delivery of all records.** If there is a copying fee due at the time a request is complete or an installment is ready, the fee must be paid prior to releasing all records.
- 7.7 30 Days to claim records.** The requestor must claim or review the assembled records within thirty (30) calendar days of the City's notification that they are available for inspection or copying. The City will put this notification in writing and will indicate that the requestor should contact the City to make arrangements to claim or review the records. If the requestor or his/her representative fails to claim the records within (30) calendar days or make other arrangements, the City will close the request and refile the assembled records. The requestor can make a new request for the same records, but the new request will be placed at the end of the queue.

8.0 COST OF PROVIDING COPIES OF PUBLIC RECORDS

- 8.1 Costs for copies.** A requestor may obtain paper copies or electronic scans of public records under RCW 42.56.120; the City will charge for these according to the Public Records Fee Schedule adopted in SMC 3.01.220. The City will not charge sales tax when it makes copies of public records. The PRO keeps a statement of the factors and the manner used to determine copying fees.
- 8.2 Cost for electronic records.** There is no charge for copies of electronic records if they were already available electronically; however if the City needs to make a record electronic by scanning it, there is a copying fee.
- 8.3 Costs of mailing.** The City may charge actual costs of postage, including the cost of the shipping container.
- 8.4 Deposits.** The PRO/designee shall require a deposit of ten percent (10%) of the estimated costs of copying all the records selected by the requestor when the estimated costs are \$50 or more. The PRO/designee will also require the payment of the remainder of the copying costs before providing all the records or installment of

records.

8.5 Payment. Payment is required before the City releases all the records to the requestor. Payment should be sent to the City Clerk's Office by cash, or check made payable to the City of Shoreline. If fees are not paid within thirty (30) days after the City provides notice of availability of records, the City is not obligated to fulfill the balance of the request and will close the request.

8.6 Use of outside vendor. The City is not required to copy/scan records at its own facilities, and can send a project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. The City can arrange to have the requestor pay the vendor directly.

9.0 EXEMPTIONS

9.1 Records exempt from disclosure. Some records are exempt from disclosure, in whole or in part. If the City believes that a record is exempt and should be withheld, the PRO/designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption is proper. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the PRO/designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

9.2 Exemptions within the Act. The Act provides that a number of documents and information are exempt from public inspection and copying. These exemptions are found in [RCW 42.56.210 through RCW 42.56.480](#).

9.3 Exemptions outside the Act. In addition to exemptions found in RCW 42.56, other statutes outside of the Act may prohibit disclosure of specific information or records. Requestors should be aware of exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City for inspection and copying. A list of these Exemptions can be found in Chapter 5 of the MRSC Public Records Act Handbook available here: <http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Public-Records-Act.aspx>

10.0 MECHANISM FOR REVIEW OF DENIALS OF PUBLIC RECORDS

10.1 Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the PRO for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PRO or designee denying the request.

10.2 Consideration of petition for review. The PRO shall promptly provide the petition and any other relevant information to the City Attorney’s Office, who will immediately consider the petition and either affirm or reverse the denial within two (2) business days following the receipt of the petition, or within such other time as the City and the requestor mutually agree to.

10.3 Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

11.0 TRAINING

11.1 The City will comply with the training requirements in the Open Government Training Act, RCW 42.56.150 and RCW 42.56.152.

12.0 PROCEDURES

12.1 Responsibility.

- 1. Public Records Officer:** The City’s PRO is responsible for overseeing the City’s compliance with the Act and City Policy, and may delegate the processing of public records requests to other City employees (designee) as needed. The PRO is responsible for accepting public disclosure requests, facilitating the City’s response process, communicating with requestors, establishing protocols for searching for records, developing and providing training, and developing and maintaining resources for Records Contacts.
- 2. City Attorney:** The City Attorney’s Office shall provide legal advice to the PRO/designee when requested, make the final determination on certain exemptions, and provide a timely written response to a written request for explanation of a partial or full redaction of a public record(s).
- 3. Departments.** Departments are responsible for designating a Records Contact(s), establishing protocols for processing requests in the absence of the designated Records Contact, and ensuring Records Contacts and employees are trained on the Act and City Policy.
- 4. Records Contacts:** Record Contacts act as a “point person” on public records requests for his/her Department, assist employees in identifying sources of responsive records maintained in the Department and collecting them, keeps track of timelines, provides information to the PRO on estimates of time, and coordinates the Department’s response.
- 5. City Employees.** Every employee is responsible for searching for non-email records that are responsive to a public records request and forwarding them to his/her Records Contact, providing guidance on what keyword search terms should be used to perform an adequate email search, saving all public records in accordance with the State’s record retention schedule (whether the record is created on a city computer or otherwise), and maintaining all public records in their original format.

12.2 Public Records Request Response Process - Processing a Request.

1. Public records requests shall be submitted to the City Clerk's Office using one of the methods described under 5.5.
2. The PRO/designee date stamps, categorizes, and enters into the Public Records Requests Log all requests.
3. The PRO/designee emails all requests out to the group of Records Contacts.
4. The PRO/designee will work with Records Contacts to obtain records or to ascertain the reasonable amount of time necessary to respond to the request.
5. Records Contacts will work with employees to identify sources of responsive records maintained in the Department, assist in collecting records, and coordinate the Department's response.
6. Records Contacts will forward all responsive records (exempt and nonexempt) to the PRO/designee.
7. The PRO/designee consults Records Contacts/employees to determine keyword terms for searches of the email archives when necessary.
8. The PRO/designee will send any third party notices if necessary.
9. Within five (5) business days the PRO/designee will acknowledge the request as described in 6.4.
10. The PRO/designee will search the email archives for responsive records.
11. The PRO/designee reviews all records for exemptions and forwards potentially exempt records to the City Attorney's Office for a final determination.
12. The PRO/designee makes redactions and produces a withholding log.
13. The PRO/designee works with the requestor to deliver the records and collect fees if applicable.
14. The PRO/designee closes the request after records have been inspected or copied; or if thirty (30) calendar days have past since notifying requestor that records are available for inspection or to pay for copies; or a requestor has not responded to City's request for clarification within thirty (30) calendar days of asking for it.
15. The PRO/designee will forward petitions (for a review of a denial) to the City Attorney's Office.
16. The City Attorney's Office will immediately consider the petition and either affirm or reverse the denial within two business days following the receipt of the petition, or within such other time as the City and the requestor mutually agree to.

Request Number	Name	Customer Request	Date Received	Status
PD-16-001	P Cat	I would like to request any and all documents you can provide for UBI 603038927 The name of the corp is Washington State Cannabis Group Inc. We would like a copy of Business License Application of Filing for Alt Health THC. We filed for a business license back in 2010 or 2011 so the file is probably in archive.	1/4/2016	CLOSED
PD-16-002	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for reroofs) (\$50,000 min for cell tower upgrade) (Solar panels and swimming pools at any value) issued December 18, 2015 - December 31, 2015	1/4/2016	CLOSED
PD-16-003	Kristine Marzolf	I wish to obtain public records of the filed complaint, and complaintant regarding incident #59025 with respect to ordinance violations in the City of Shoreline Municiple Code requiring 1) All vehicles stored or parked onsite to have current registration tabs and be legally operational on city streets 2) All vehicles stored onsite to be parked on an approved impervious surface (i.e. gravel, asphalt or concrete)	1/6/2016	CLOSED
PD-16-004	Will Ibershof	I am requesting copies of the proposals submitted for the City's solid waste RFP process. This would include the complete proposal as well as the pricing forms. Electronic copies would be preferred.	1/6/2016	CLOSED
PD-16-005	Anne Block	Margaret King's phone records (from April 10 to July 1, 2015). [Request received over the phone]	1/8/2016	CLOSED
PD-16-006	Alea Carr	I am writing on behalf of the Washington Association of Criminal Defense Lawyers to request copies of the following public records pursuant to the Washington Public Records Act, RCW 42.56. For the purposes of this request written material includes any records whether in electronic or hard copy form of any other formant. The term "Brady" refers to the United States Supreme Court case, Brady v. Maryland, which requires prosecutors and police officers to disclose evidence that impeaches the credibility of any state witness, including police officers. Examples of impeachment evidence include false testimony, misrepresentations made in court documents, false police reports and internal police disciplinary proceedings. WACDL requests the following documents: 1. Any "Brady list" kept and maintained by your office. This includes any documents, memorandum, or correspondence containing a list of government employees (law enforcement, crime lab, and others) identified as "Brady material." WACDL specifically requests the name of the government employee, position held, department, date of discipline or incident causing need for Brady disclosure, and the sanction or discipline imposed. 2. Any documents indicating whether your office has a specific committee or work group tasked with collecting and maintaining Brady material. If so, WACDL requests the names of those on the committee or work group. 3. Any and all policy and procedures on how your office is complying with the disclosure obligations set forth in -- and progeny. 4. Any and all Brady disclosures to defense counsel in 2015.	1/8/2016	CLOSED
PD-16-007	Stephen Bell	Would like electronic copies of all records (any format) of the 2 recent incidents related to 350 NW 201st Pl. Shoreline, WA 98177	1/11/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-008	Michelle Yeh	Any permit applications or pre-applications for the vacant property at 14925 Aurora Ave N. (Parcel #282710-0005) and/or 14915/14927 Aurora Ave N (Parcel #282710-0010) specifically for a multi-family development. 1. File #201434 - Preapplication (per Brian Lee in Planning) 2. Permit #107939 - Site Development/Construction permit + SEPA (per Permit Search online)	1/11/2016	CLOSED
PD-16-009	Steve Gillespie, Foster Pepper	All documents related to Hidden Lake , including, but not limited to, correspondence with other agencies and with consultants; internal communications; creation of the current facilities (including the dam, the sediment forebay, and any other related facilities) by King County; King County's obligation to maintain the Hidden Lake facilities; transfer of the facilities from King County to the City of Shoreline; relevant City, state, or federal permits and permit applications; public comments; and any document related to the maintenance of the sediment forebay, dam removal, or creek restoration. I prefer electronic copies of documents and am happy to work with staff to facilitate timely production of documents.	1/12/2016	OPEN
PD-16-010	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 2016 CIPP stormwater pipe repair. (electronic form via downloadable file(s) or, if they cannot be downloadable, at our site where they can be uploaded. The records can be emailed to me at sera.mattson@djc.com or, if they are too large for email, please submit via our ftp site: https://djc.brickftp.com)	1/13/2016	CLOSED
PD-16-011	Chris Panian	Berry Dunn and ZCo Proposals for RFP 8397 Financial and Human Resources Software Requirements Development and Vendor Selection Support - Due December 21, 2015.	1/15/2016	CLOSED
PD-16-012	Tom McCormick	Could you please send me a copy of the latest draft of the largely-completed TCS study? Note regarding public records: If, pursuant to the MOU entered into between the City and BSRE, either BSRE and/or its consultant prepared a draft study, and showed it or other materials to anyone at the City without leaving behind a copy for the City to retain, the draft study is nonetheless considered a public record subject to disclosure, and the City must require BSRE and/or its consultant to return the draft study to the City for public records processing. See the Washington State Attorney General's Office 2015 Open Government Resource Manual, including the cited cases at page 6 (Oct. 1, 2015).	1/15/2016	CLOSED
PD-16-013	Paul Silva	copies of Building Permits of \$5,000 valuation and up (\$20,000 min for reroofs) (\$50,000 min for cell tower upgrades) (Solar panels and swimming pools at any value) issued January 4, 2016 through January 15, 2016.	1/19/2016	CLOSED
PD-16-014	Gerry Gibson	Requesting all records relating to this address: 720 N 201st St, Shoreline, Wa 98133	1/20/2016	CLOSED
PD-16-015	Ted Winskill	Tenant Improvement/Space plans for 20121 Aurora Ave N, #B (Northern Suite).	1/20/2016	CLOSED
PD-16-016	Jack Malek	I'm requesting plans for the property located at: 20407 25th Ave NW, Shoreline 98177... Parcel ID 0226039369 It Contour Building that's doing the project.	1/20/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-017	Anne Block	Pursuant to RCW 42.56, please provide the following records in native format with metadata (See O'Neil v Shoreline) in the following order: All emails that relate in any way to Cary Coblantz for the following months: 1. April 2015 2. May 2015 3. June 2015	1/21/2016	CLOSED
PD-16-018	Anne Block	Pursuant to RCW 42.56, please provide the following records in native format with metadata (See O'Neil v Shoreline) in the following order: All emails that relate in any way to Darcy Forsell for the following months: 1. April 2015 2. May 2015 3. June 2015 4. July 2015 5. August 2015 6. September 2015	1/21/2016	WITHDRAWN
PD-16-019	Anne Block	Pursuant to RCW 42.56, please provide the following records in native format with metadata (See O'Neil v Shoreline) in the following order: 1. King's paycheck (or direct deposit slips) 2. King's employee application (or resume) 3. Any letters of recommendation in support of King's employment with Shoreline 4. King's Travel records 5. King's outlook calendars 6. King's text messages on any phone she sued All emails for the following months: 7. April 2015 8. May 2015 9. June 2015 10. July 2015 11. August 2015 12. September 2015	1/21/2016	WITHDRAWN
PD-16-020	Anne Block	Pursuant to RCW 42.56, please provide the following records in native format with metadata (See O'Neil v Shoreline) in the following order: All emails sent or received by Jessica Simulcik Smith for the following months: 1. April 2015 2. May 2015 3. June 2015 4. July 2015 5. August 2015 6. September 2015	1/21/2016	WITHDRAWN
PD-16-021	David Hong	We would like the bid result and copies of the RFP's for "RFP 7845 - Computerized Parks and Recreation System (PRS) Rebid (12/30/2014)"	1/21/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-022	Elizabeth Anne Padula	Please forward information pertaining to the date the light posts/street lights were installed on 155th Street between Aurora/Highway 99 and Westminster (north side of 155th).	1/21/2016	ABANDONED
PD-16-023	Sean Damon	I live in the building located at 18902 8th Ave NW in Shoreline and I wanted to know who I can reach out to in order to request drawings for my building. I'm particular interested in the MEP drawings for my building. Would someone in your office be the person to handle this request? Thank you.	1/25/2016	CLOSED
PD-16-024	Eve Riley	I would like as-built drawings for utilities within Aurora Ave N., specifically between N 165th St. and N 167th St.	1/27/2016	CLOSED
PD-16-025	Christine Contreras	I need the original Notice of Decision and report for AT&T for parcel # 4182604-9013. Address - 15700 Dayton Ave N.	1/27/2016	CLOSED
PD-16-026	Anne Block	Pursuant to RCW 42.56, please provide the Gold Bar Reporters with all records that pertain to Mary Marsh, Mary Block, and/ or Mary Campaign. Limit your search from April 1, 2015 to June 30, 2015.	1/27/2016	CLOSED
PD-16-027	Jay Anderson	Utility As-Built information (sewer, storm, water) Tax Lot: #222730082; 2227300091 Address: 1120 & 1126 N 199th St; 1135 N 200th St	1/29/2016	CLOSED
PD-16-028	Donald Wittenberger	Copy of work order and any other documentation of street shoulder restoration work performed at 109 NW 185th St. in January 2016.	1/29/2016	CLOSED
PD-16-029	Tom McCormick	Here is my recurring records request for the time period January 1, 2016 through January 23, 2016. Please send me ALL PUBLIC RECORDS that relate directly or indirectly to: — the site known as Point Wells, — the proposed development by BSRE of Point Wells as an Urban Center under Snohomish County's development code, — existing and future access roads to Point Wells including possible tolling of such roads, including traffic studies or data that may relate to Point Wells, — possible impacts of the proposed development on service providers, the City of Shoreline, the Town of Woodway, Snohomish County, the transportation system, and the environment, and how those impacts might be mitigated, — possible annexation of Point Wells by the City of Shoreline and/or the Town of Woodway, including any related dealings with Snohomish County Tomorrow, — any ILAs or proposed ILAs between Snohomish County, the City of Shoreline and/or the Town of Woodway or discussions about ILAs or annexation generally as may relate to Point Wells, — the area known as the Upper Bluff, located east of and adjacent to Point Wells; the Upper bluff is owned by Point Wells LCC (unrelated to BSRE, the owner of Point Wells), — Point Wells-related services by all outside law firms (including but not limited to the Kenyon Disend firm and the Foster Pepper firm), by DKS Associates, and other advisors or contractors, including all invoices, records of payment, correspondence, reports, studies, etc. EXTRA ITEM: In regards to the last item listed above, please also include records for the time period October 1, 2015 through December 31, 2015.	1/25/2016	CLOSED

2016 Public Record Requests as of 3-22-16

Attachment C

Request Number	Name	Customer Request	Date Received	Status
PD-16-030	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued January 16, 2016 through January 30, 2016.	2/1/2016	CLOSED
PD-16-031	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 2016 Hazardous Tree Removal	2/1/2016	CLOSED
PD-16-032	Dee N Obee Jr.	All further actions or notifications concerning SR#58882 Post Jan 15, 2016.	2/3/2016	WITHDRAWN
PD-16-033	Rich Nolan (Cedar Grove)	Can you send me the waste reports for November and December?	2/3/2016	CLOSED
PD-16-034	Jill Brady	I want to find out what new businesses have applied to do business in shoreline for the last 3 months	1/27/2016	CLOSED
PD-16-035	Jennifer Grant	This request is for the plans and related documents on file for Permit No. 119962 that address the topic of the number and location of required parking stalls for the proposed social club. Please email a pdf of the documents, if possible, to the above email address. Otherwise, I would like the records mailed.	2/4/2016	CLOSED
PD-16-036	Nicolette Jones	All plan approval records for 121059 and 117901	2/5/2016	ABANDONED
PD-16-037	Brooke McCurdy	As per RCW 42.56.010 I request access to and electronic copies of any documentation on file for structure located at 19332 Richmond Beach Dr. NW Shoreline, WA 98177 #727810094001 including but not limited to permits, complaints, inspections, correspondence, internal memos, meeting minutes, field notes, reports and the like, dating back to city incorporation.	2/5/2016	CLOSED
PD-16-038	Vincent L'Hirondelle	This is a request to receive all submitted bid information provided by all vendors involved in the RFP 8120 results for the City of Shoreline's Parks & Recreation Program Guide for Graphics, Printing and Mail-Prep services. This RFP 8120 went out in mid-April 2015 (RFP due May 8). This information can also be emailed to me.	2/9/2016	CLOSED
PD-16-039	Donald Wittenberger	Pre -Application File #202053 (Project Location: 123 NW 185th St.)	2/9/2016	CLOSED
PD-16-040	Donald Wittenberger	All emails, including internal staff emails, related to the pending development application for 123 NW 185th St. If there are none, the response "none" will satisfy this request.	2/9/2016	CLOSED
PD-16-041	Jeff Cowan	all documents regarding house at 20215 15th Ave NW, Unit B, Shoreline, Wa 98177. Please note: this is for one of the six houses at this address: Unit B only. Please include permits and permit applications. I would like to review the records in the City Clerk's Office.	2/10/2016	CLOSED
PD-16-042	Vincent L'Hirondelle	This is a request to receive the last two invoices for Printing and Mail-Prep services from Consolidated press for the City of Shoreline's Parks & Recreation Program Guide. This information can be mailed to me.	2/11/2016	CLOSED
PD-16-043	Vincent L'Hirondelle	This is a request to receive all submitted bid information provided by Consolidated Press which was involved in the RFP 8375 results for the City of Shoreline's Currents publication, for Printing and Mail-Prep services. This RFP 8375 went out in Dec. 2015. This information can also be emailed to me.	2/11/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-044	Idel Perez	I was interested on getting as-built drawings and information about my property from the city. I was particularly interested on identifying the location of underground sewage pipes (Onsite Sewage System). But since I am making this effort already, I might as well get everything that is available for me like structural drawings for example. My address is: 2116 N 190th St Shoreline, WA 98133 Parcel Number: 0162500015	2/12/2016	CLOSED
PD-16-045	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued January 31, 2016 through February 15, 2016.	2/16/2016	CLOSED
PD-16-046	John Ellis	Last awarded contract & scope (2015) for the City of Shoreline Right of Way Maintenance Contract. Email PDF file would be preferred.	2/16/2016	CLOSED
PD-16-047	Don Wittenberger	Would like to review files for Permit: #123916, 123917, 123918, 123947.	2/16/2016	CLOSED
PD-16-048	Travis Maurer	Original Certificate of occupancy and any outstanding building code violations for 16357 Aurora Ave N., Shoreline, WA	2/18/2016	CLOSED
PD-16-049	Tom McCormick	recurring records request for the time period January 24, 2016 through February 18, 2016. ALL PUBLIC RECORDS that relate directly or indirectly to: — the site known as Point Wells, — the proposed development by BSRE of Point Wells as an Urban Center under Snohomish County's development code, — existing and future access roads to Point Wells including possible tolling of such roads, including traffic studies or data that may relate to Point Wells, — possible impacts of the proposed development on service providers, the City of Shoreline, the Town of Woodway, Snohomish County, the transportation system, and the environment, and how those impacts might be mitigated, — possible annexation of Point Wells by the City of Shoreline and/or the Town of Woodway, including any related dealings with Snohomish County Tomorrow, — any ILAs or proposed ILAs between Snohomish County, the City of Shoreline and/or the Town of Woodway or discussions about ILAs or annexation generally as may relate to Point Wells, — the area known as the Upper Bluff, located east of and adjacent to Point Wells; the Upper bluff is owned by Point Wells LCC (unrelated to BSRE, the owner of Point Wells). — Point Wells-related services by all outside consultants, advisors and contractors, including all invoices, records of payment, correspondence, reports, studies, etc.	2/18/2016	OPEN
PD-16-050	Kari Piecuch	Can you please send the list of single family homes with an active code violation?	2/22/2016	CLOSED
PD-16-051	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 10th Ave NW Bridge (No. 167C) Repairs	2/22/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-052	David Wu	I would like to review drawing file or permit file for this house: 2137 North 186th Street, Shoreline, WA 98133 or Permit #112183. Please contact me when this file is available so I can see which copy I need.	2/22/2016	CLOSED
PD-16-053	Rik Jones	Would like to review short plat #201704 (2005 NE Perkins Way) approx - 2008	2/22/2016	CLOSED
PD-16-054	Will Ibershof	Please provide the pricing results of the best and final with respect to the solid waste RPF, due 2/17/16 In addition, I am requesting all supporting documentation on how th scoring was determined for the 20%. The 20% related to the customer service, operations approach, and references. In addition a list of which cities were contacted and any surveys or field notes that were completed by the selection committee. Finally, the results of the interviews that were conducted by the selection committee of the three haulers that submitted a proposal.	2/22/2016	CLOSED
PD-16-055	Marvin Lee	would like the address of parcels meeting this criteria: -Lot sixe .25 acre or larger -Lot dimensions width 90' or larger, length 90' or larger -Age of home on property 1990 or older -location west of Aurora Please email electronic records.	2/23/2016	CLOSED
PD-16-056	Janet Way	We would like to request a link or attachment to the Full Wetlands Reconnaissance report done for the Addendum to the 145th Subarea EIS. Likewise, I would like to request the technical data that was used for the Geotech report discussed at the last Planning Commission meeting.	2/23/2016	CLOSED
PD-16-057	Kim Johannessen	I would like to receive all records of any underground or above ground heating oil tanks at the property located at 15222 Densmore Ave N. Shoreline, WA 98133.	2/26/2016	CLOSED
PD-16-058	Jeff Otterson	I am looking for as-built storm, sewer and water plans of Aurora Ave. N. between the intersections of N. 195th St. and N. 192nd St. I would like a disk made available that I could pick up.	2/26/2016	CLOSED
PD-16-059	Andrew McIntosh	concerning 20149 21St Ave NW, Shoreline 1) Copy of a staff inspection report (memos and notes as well) concerning a stop work order issued for work at the property in late February, 2016 , after a change of ownership. 2) Copies of all emails and or records of letters, notes, records of phone conversation regarding a proposed renovation on the property and the building of a second home on the currently undeveloped lot behind the home that fronts on 21st PPlace NW. This includes city records and records from the developer or his or her resrepresentative. 3) Records concerning any variances granted by the city on redevelopment projects in Richmond Beach, in so far as it concerns the frontage facing the street and neighbors. I am oncerned with any variances issued since 2005. 4) Copy of building permit applications, including all records attached to them, filed by the new owned of the home at 20149 21St Ave NW, Shoreline, to a) renovate the existing home b) build a new home on the vacant lot immediately behind it. 5) A copy of the lot plans for the two lots showing any water lines or other easements on the vacant lot.	2/29/2016	OPEN

Request Number	Name	Customer Request	Date Received	Status
PD-16-060	Taylor Roberts	<p>Antea Group is conducting a Phase I Environmental Site Assessment for the following property in your jurisdiction:</p> <p>Commercial Property King County Parcel No. 616390-0761, 616390-0760, 616390-0751 17563, 17565, 17567, 17703, 17705 15th Avenue NE, Shoreline, WA 98155 These three parcels make up 1.27 acres of land that is located on the western side of 15th Ave NE. The nearest cross street is Northeast 177th Street. Any assistance you can provide would be greatly appreciated.</p> <p>We are additionally looking for information pertaining bordering properties at King County Parcel No. 616390-0740 and 402410-0180 17721 15th Avenue NE, Shoreline, WA 98155 and 17704 15th Avenue NE, Shoreline, WA 98155, respectively.</p> <p>Antea Group requests copies of records pertaining to fire incident or investigation reports, past or present underground storage tanks, hazardous materials, or industrial waste discharge permits issued to the property.</p> <p>Specifically:</p> <ol style="list-style-type: none"> 1. Do you have records of the storage of petroleum products or hazardous materials at the site, including, but not limited to, underground storage tanks? 2. Do you have records of any spills or releases of petroleum products or hazardous materials at the site? 3. Are you aware of any regional environmental concerns that could affect the soil and/or 	3/2/2016	OPEN
PD-16-061	Tom McCormick	Could you please email me the current city-maintained list of interested parties for the proposed Point Wells development — all the folks to be sent notices from the City about stuff like the Transportation Corridor Study, annexation, the Point Wells subarea plan, etc.	3/3/2016	CLOSED
PD-16-062	Donald Wittenberger	see attachment below for complete request: (permits, plans, emails, report, records , pdrs regarding 123 NW 185th)	3/3/2016	CLOSED
PD-16-063	Janet Hammes	<ol style="list-style-type: none"> 1. Permit for roof 2010 by Associated Roofing for address 19428 Aurora Ave. Shoreline, WA work was done at (Echo Cove Condominium) 2. Permit #124124 - tree removal and all records of customer response pertaining to. 3. all permits for the past 2 years for work at Echo Cove Condominium 19428 Aurora Ave N & 19414 Aurora Ave N. 	3/3/2016	CLOSED
PD-16-064	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued February 16, 2016 through March 4, 2016.	3/7/2016	CLOSED
PD-16-065	Michael Romano	I would like to review the file for the project titled "Lein Webber Project", PFN124095, located at 19542 Echo Lake Place. Specifically, I want to review the Critical Areas Study and Stormwater Technical Information Report relevant to the approval of placement of proposed storm water discharge facilities within the wetland buffer.	3/7/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-066	Hiroimi Nakamura	Copy of construction permits for Mother in law house at 19209 15th Ave NE, Shoreline, WA 98155. Will review in Clerk's office.	3/7/2016	OPEN
PD-16-067	Dace Campbell	Hello. I am a resident of Shoreline, and I am seeking a copy of all complaints (if any) filed against/regarding the following three properties in Shoreline: <ul style="list-style-type: none"> • 16904 14th Ave NW (my home address) • 16900 14th Ave NW (my neighbor's address) • 16720 15th Ave NW (my neighbor's address) As part of that request, I am seeking the source of the complaint(s), where available, and any records related to resolution of the complaint(s). I look forward to receiving this information at your earliest convenience. If it is available via electronic/PDF, please email it to this address. If it is only available via paper/hardcopy, please advise where/when I may pick up.	3/8/2016	CLOSED
PD-16-068	Anne Block	Pursuant to RCW 42.56, please provide a copy of all email communication sent or received by Margaret King. Please limit your search from April 1, 2015, to Present, in the following order (1) April 2015 (2) May 2015; (3) June 2015; (4) July 2015; (5) August 2015; (6) January 2016; (7) February 2016; (8) Sept 2015; (9) Oct 2015; (10) Dec 2015; (11) March 2016; and then (12) Nov 2015.	3/9/2016	OPEN
PD-16-069	Ed Anderson	I'm with Mead Gilman Land Surveyors. We need the Asbuilt drawings for permit number 117954. Our site is 17547 15th Ave NE. We would like copies of the water, sewer and storm drainage asbuilts for the project at 17538 12th Ave NE. 11" by 17" will be fine.	3/9/2016	CLOSED
PD-16-070	Mitch Johnson	Would like information on a pre-app on lot 7417700490 King Co. Thank you.	3/14/2016	OPEN
PD-16-071	Carmelo Laviste	copy of plans of a house built in 1998. 19711 Whitman Ave N, Shoreline, WA 98133 Permit#1998000023	3/14/2016	CLOSED
PD-16-072	Dania Reeber	I am emailing you to request copies of the proposals, presentations, and any scoring information/tabulation sheets that were submitted for RFQ #8390 ADA Transition Plan for Rights-of-Way.	3/16/2016	CLOSED
PD-16-073	Rhonda Chancellor	RE: Ref #91948-1 18336 Aurora Avenue North & 1133 North 185th Street Public Records Request We need copies of Certificates of Occupancy and a copy of the Site plan if they are available	3/17/2016	OPEN
PD-16-074	Stacy Brebner	I am a curious neighbor inquiring what, if anything, is going on with the house at 18043 Burke Ave North, Shoreline, WA. It was sold in November of 2015 and flipped. At the end of February it appeared to go on the market -- there was a sign as well as an online listing -- but shortly thereafter both the sign and online listing was removed. We, I am writing on behalf of a few neighbors, have seen City of Shoreline vehicles at the home and we are wondering what is happening with the home. Thank you for any information you can provide.	3/17/2016	OPEN
PD-16-075	David J. Wilde	Date: 1/1/2015 - current date. Code violations - all open in Shoreline. Single family and residential ultifamily 2 - 4 units. Code violations: distressed, derelict, over grown grass, vacant, etc.	3/17/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-076	Suzanne Fletcher, Bock& Clark Corporation	<p>Subject Property: 15711 Aurora Ave N (Sears and Sears Auto Center Only) Aurora, WA - Parcel: 1826049014</p> <p>we are seeking the following information:</p> <ul style="list-style-type: none"> · Any Variances, Special Permits, Conditions, etc: Please note the existence of these items as they relate to the subject property and supply documentation, if available. · Code Violations: Please note whether or not there are currently any open/outstanding zoning, building or fire code violations of record that apply to the subject property · Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate copies. · Approved Site Plan and/or Conditions of Approval, if applicable: Please supply available documents, particularly if the subject property is located in a Planned Development. 	3/18/2016	OPEN
PD-16-077	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades) issued March 5, 2016 through March 19, 2016.	3/21/2016	OPEN
PD-16-078	Lucinda Young	<p>copies of Permit #201098, digital copies preferred.</p> <p>address: 15551 Greenwood Ave N, 98133</p> <p>Copy of Shortplat/survey.</p>	3/22/2016	OPEN
PD-16-079	Lucas Roth	Pre-app File (including meeting notes) for parcel number 6885900055.	3/22/2016	OPEN

Matrix of other Agencies' Public Records rules						
Jurisdiction	Year Adopted/ Last Updated	Comparable City	Categories	Staff Resources	Administrative Rules/Policy	Interesting or unique approach to PRA Rules
Bainbridge	2015	No	Yes	No	Yes	Places requests into Categories 1-4 with target timeframes to respond.
Bellevue	2007	Yes	No	No	Yes	
Bothell	2012	Yes	No	No	Yes	Oral requests are not accepted. Primary means of transmitting 5-day response to the requestor is by USPS regular mail and email is the secondary means of transmitting correspondence. PRO will work with the requestor to determine most appropriate method for providing electronic copies. It will not be assumed that the requestor has Internet access, even if the request is submitted via email or an email address is provided on the request form. Any person who objects to the denial of a public records request may petition in writing to the PRO for a review of that decision prior to the end of the fifth business day following the denial.
Burien	2009	Yes	No	No	No	Municipal Code allows city manager to issue rules for the implementation of the chapter.
Edmonds	2007	Yes	No	No	No	Rules in Municipal Code. Police handle their own requests. Edmonds has 1 FTE dedicated to process public disclosure requests.
Everett		Yes				
Gold Bar	2015/2011	No	No	Yes		Telephone requests are not accepted due to the potential for misunderstandings. Resolution 15-01 limits the available time to process requests to an average of 8 hours per month in order to avoid excessive interference with essential services of the City.
Ilwaco	2016 Pending	No	No	Yes	Pending	Time restricted to 22 hours per month. City population less than 1,000 with 2.5 administrative staff, including City Clerk.
Issaquah	2009	No	No	No	No	IMC gives City permission to, at its discretion, follow the Model Rules. The Mayor, upon recommendation of the City Clerk, may issue additional administrative procedures.
Kenmore	2012	Yes	No	No	No	Rules are in Municipal Code
Kent	2015	No	No	No	Yes	Council Resolution 4155 convert the City's public records rules from code to policy to allow for more timely revision in response to changes in the law.
Kirkland	2013	Yes	Yes	Yes	Yes	Use PRR tracking software. Ordinance: 10 hours per month for staff whose primary duties does not include PDR. Rules: requests placed into Categories 1-5 with target timeframes to respond.
Lynnwood	2005	Yes	No	No	Yes	
Marysville		Yes				
Monroe	2006	No	No	No	Yes	Oral requests are not valid.
Olympia	2015	No	No	No	No	
Pasco	2013	No	Yes	No	Yes	Rules adopted by Resolution. Categorized as "Immediate", "Routine", and "Complex". Complex processed separately with other complex requests in order received. Use evaluation worksheet to determine complex request. Appeal process for categorizing.
Port Orchard	2014	No	Yes	Yes	No	Police handle their own requests. PW and DCD accept and process routine requests. Complex requests go to Clerks. Section 6.10 Public records requests are an essential function of the City Clerk's office. The City finds it reasonable to dedicate no more than twenty (20) percent of the department's time responding to public records requests. Multiple requests from same requestor are worked on one before the other.
Redmond	2015	Yes	No	No	Yes	Rules are in Policy and Procedure. Departments accept and process public records requests. Multiple requests by the same requestor - staff will ask to prioritize.
Renton	2015	Yes	No	No	Yes	Rules are in Policy & Procedure. Public Records Performance Report due to Council no later than January 31.
Sammamish	2011	Yes	No	No	No	Rules in Municipal Code. Use PRR tracking software.
Seattle		Yes			Yes	Each Department has own policy.
Snohomish Co	2015	No	No	No	Yes	SCC 2.51 and Policy. Policy is reviewed annually. Use PDR tracking system. Annual report to Council. Requires employees to track time spent on public disclosure and # pages disclosed. Use of Email delivery based on number of records requested. Email size limit, requests that exceed it will be put on CD/DVD.

Listing of the City Clerk's Office Essential Functions and Duties

- Attend City Council meetings, prepare meeting notices, publish agenda packets, and write minutes.
- Coordinate City Council proclamation process.
- Provide City Hall reception and answer the City's main phone line: 801-2700.
- Process public records requests.
- Intake, tender, and track claims and lawsuits.
- Provide administrative staffing of hearings for the City's Hearing Examiner.
- Manage City business licensing and regulatory business licensing programs.
- Process liquor and cannabis licensing reviews.
- Issue King County pet licenses.
- Distribute City mail and maintain postage machine.
- Maintain Clerk's Office material on the City's website.
- Maintain internal tracking systems for legislative documents, contracts, interlocal agreements, bonds, property records, policies and procedures, and other essential City records.
- Coordinate codification of the Shoreline Municipal Code.
- Maintain electronic information management systems.
- Oversee Citywide standards for electronic information and propose policy changes as needed to reflect changes in technology.
- Supervise operation of the records center and destruction and transfer of public records.
- Oversee microfilming of essential public records.
- Acceptance of City bids and RFPs.
- Provide notary services for City business.
- Update the lobby television and the City's cable channel.
- Advise and train staff on records retention and public disclosure requirements.