



SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, March 30, 2015
5:45 p.m.

Conference Room 104 · Shoreline City Hall
17500 Midvale Avenue North

1. COUNCIL OPERATIONS

- Public Disclosure

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable 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>.



MEMORANDUM

TO: Mayor Winstead and City Councilmembers

FROM: Margaret King, City Attorney
Julie Ainsworth-Taylor, Assistant City Attorney
Jessica Simulcik Smith, City Clerk

DATE: March 30, 2015

RE: Public Disclosure

CC: Debbie Tarry, City Manager
John Norris, Assistant City Manager

The Revised Code of Washington Chapter 42.56, the Public Records Act (PRA), sets out the rules regarding the disclosure of public records. It was enacted in 1972 by initiative to provide the people with broad rights of access to public records 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 Chapter shall be liberally construed and its exemptions narrowly construed.

Shortly after incorporation, the Shoreline City Council passed Ordinance No. 47 adopting rules and regulations for responding to a public records request. These procedures are codified in Shoreline Municipal Code (SMC) 2.35, Public Records (Attachment A).

In August of 2014, to satisfy Open Government Trainings Act mandates, the City of Shoreline Councilmembers and Advisory Board members attended training on the PRA and records retention requirements. This memo provides Council with an overview of the City’s Public Disclosure program and serves as ongoing training on public records issues.

Public Records Policy

As noted above, Ordinance No. 47 adopted rules and regulations to carry out and implement the PRA, Chapter 42.56 RCW. The Policy provides direction on where requests should be directed, requirements for copy cost reimbursement, exemptions that can be applied, and response procedures.

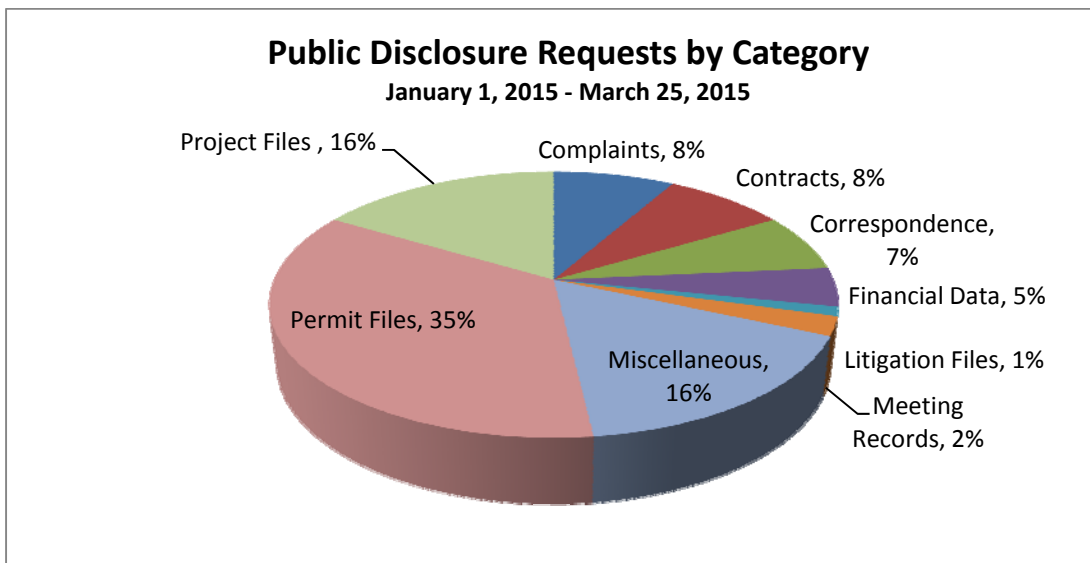
SMC 2.35 was last amended in 2006 by Ordinance No. 435 to reflect updated RCW references and to also update public disclosure procedures and fee schedules. Since the PRA has been

amended several times since 2006, SMC 2.35 should be reviewed and amended to align with the PRA and to reflect current City of Shoreline Public Disclosure practice.

Public Disclosure Data and Process

From January 1 to March 25, 2015, the City has received 85 public disclosure requests; 66 of these requests are closed, and 19 are open and currently being processed. Last year during the same time period the City received 39 requests. Comparing the number of requests last year to-date with this year’s reveals a 117% increase in requests received.

Of the 66 closed requests, approximately 104 City Clerk hours were spent processing them (does not include time spent by other departments), \$212.75 in copy fees were assessed, and 10% included an email search. Of the remaining 19 open requests, approximately 47 City Clerk hours have already been spent processing the requests (does not include time spent by other departments), and 74% include an email search. Attachment B contains a list of 2015 public disclosure requests.



The number of requests received over the last seven years is as follows:

2009	2010	2011	2012	2013	2014	2015
95	132	161	174	179	217	85*

**Requests received as of 3/24/15*

Pursuant to Chapter 42.56 RCW, within five business days after the City receives a request for public records, the City must:

- Provide the record;
- Acknowledge that the City has received the request and provide a reasonable estimate of the time the City will require in order to respond to the request; or
- Deny the request.

Public Disclosure Requests made by the public are directed to the attention of the City Clerk who is the City's designated Public Records Officer. Requests are then routed to responding Departments who each have a Records Contact that acts as a "point person" on public disclosure requests. Departments are responsible for searching hard-copy and electronic records and the City Clerk's Office is responsible for searching archived email correspondence and coordinating the entire request internally and externally. The City Clerk reviews all records for responsiveness and exemptions. Potentially exempt records are forwarded to the City Attorney's Office to make a final determination. The City Clerk then performs redactions and produces a withholding log and works with the requestor to deliver the records and collect fees if applicable. The City can only charge for the cost to copy records and cannot charge for the time it spends searching for and reviewing them.

City Council Public Disclosure

When the City's receives a Public Disclosure Request asking for Council public records, the Executive Assistant to City Council will forward the request to Councilmembers and acts as the point person to gather responsive records. The City Clerk's Office however will search archived email so the only records Councilmembers need to produce are those other than email, such as hard-copy and electronic records (Word documents, images, voicemails), and handwritten notes.

Handwritten Notes

Questions have come up about handwritten notes and public disclosure, making it apparent that further clarification of public records law would be useful.

Council was previously instructed that informal notes prepared by a public official for his or her own convenience, maintained in a way that indicates a private purpose, and not intended for circulation or distribution within the agency, would most likely be considered personal and not a public record. As such, they would not be subject to disclosure upon request by a member of the public. The holding in *Yacobellis v. Bellingham*, 55 Wn. App. 712 (1989) was cited in support of this conclusion.

The City Attorney's Office recently revisited this determination. Due to recent court decisions defining what constitutes a public record under the PRA, the City Attorney's Office is now asking that all employees, elected official and advisory board members provide handwritten notes that are existing and relate to the subject matter of the public disclosure request. The City Attorney's Office will then determine if the notes are a responsive public record and/or if any exemptions apply.

It should be noted that even if handwritten notes meet the definition of a public record, under the Secretary of State's Local Common Record Retention Schedule (CORE) Version 3.1 (December 18, 2014) handwritten notes for purely personal use would be deemed "transitory" under GS50-02-05 Rev. 1 with no retention value. Hence, such documents do not need to be retained. A copy of GS50-02-05 is provided in Attachment C.

Use of Devices and Technology to Conduct Public Businesses

In addition to the discussion of the PRA, staff wanted to remind Council in this memo about the appropriate use of devices and technology in the conduct of public business. The following topics are reminders for Council.

Text Messaging

Per the Employee Handbook, Section 8.12, it is the City's Policy that employees shall not place or receive text messages on City cellular phones. This includes both City business-related text messages and personal text messages. Therefore the City has shut off the text messaging feature for all City-issued Android cellular phones and prohibits text messaging from any City-issued iPhones. The Employee Handbook also states that no text messaging for City business is allowed from Personal Equipment/Accounts. These policies also apply to Councilmembers.

If a text message related to City business is sent from a personal cellular phone, its retention must comply with the Washington State Retention Schedule and the message must be disclosed to the City Clerk when requested in a public disclosure request. The nature of most text messages would probably contain information of temporary, short-term value that is not needed as evidence of a business transaction and can be deleted when they are no longer needed. However, if a message exists at the time of a public disclosure request, it must be disclosed.

Social Media

Per the City's Social Media Policy, Councilmembers, Commissioners and other officials and appointed volunteers should not comment or otherwise communicate on the City's Social Media sites, as participating in online discussions may constitute a meeting under the Open Public Meetings Act.

It is also advised that Councilmembers not make City business-related posts on other social media sites (including personal ones) to ensure the City is in compliance with the Records Retention laws and the PRA.

Personal Devices

As a public agency, all City business records, even if located on personal equipment, are public records and can be protected from disclosure only if a specific exemption in the PRA exempts the record from disclosure. As a result, emails and text messages, phone and text messaging logs, and all other documents related to City business located either on City equipment or on personal equipment or personal accounts are subject to public disclosure, if requested.

Entirely personal records located on City equipment or on personal equipment are not considered public records and are not subject to disclosure.

Personal phones and personal computers may only be used for City business under the following circumstances:

1. The phone call is made to a City phone; or
2. The document or email is saved on the City's server.

Records that mix both City business and personal business are considered public records and are subject to disclosure in their entirety. The PRA does not allow redaction of personal information within a public record, absent a court order.

Attachments

Attachment A: Shoreline Municipal Code 2.35, Public Records

Attachment B: List of 2015 public records requests as of March 25, 2015

Attachment C: Secretary of State's Local Common Record Retention Schedule GS50-02-05

Chapter 2.35 PUBLIC RECORDS

Sections:

- 2.35.010 Relationship to Public Records Act.**
- 2.35.020 Disclosure.**
- 2.35.030 Definitions.**
- 2.35.040 Maintenance.**
- 2.35.050 Exemptions.**
- 2.35.060 Procedure for inspection or copying.**
- 2.35.070 Reimbursement for copying costs.**
- 2.35.080 Decision on requests – Procedure for review of decision.**
- 2.35.090 Disclosure prohibited by other statutes.**
- 2.35.100 Administrative rules.**

2.35.010 Relationship to Public Records Act.

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.

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.

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.

Attachment A

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.

A. 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](#).

Attachment A

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.
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](#).

Attachment A

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 cases 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.

Attachment A

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]

2.35.070 Reimbursement for copying costs.

A. 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]

2.35.080 Decision on requests – Procedure for review of decision.

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.

Attachment A

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]

[Mobile Version](#)

Request #	Name	Request	Date Received	Status
PD-15-001	Tom McCormick	*Recurring Point Wells records request, this one for the time period Dec 17, 2014 through January 1, 2015.	1/1/2015	CLOSED
PD-15-002	Gold Bar Reporter	All records which relate to Emerald Northwest Inc. please provide all records in native searchable format including metadata. See Shoreline. This request specifically includes email communication and all other records.	1/1/2015	CLOSED
PD-15-003	Rory Boone	Please provide a list of all property addresses that recieved a Code violation complaint from 6-1-2014 to 1-2-15 that are currently still in violation of the property maintenance code. Please also include what the violation was and date it occurred.	1/2/2015	CLOSED
PD-15-004	Robin Goebel	Remodel House Plans for: 1025 NW 178th Street, Shoreline. Permit #103341	1/5/2015	CLOSED
PD-15-005	Shelley Campbell	Would like an updated copy of incident report for 19835 25th Ave NE, Apt B. Last request was made on 10/14/2014	1/7/2015	CLOSED
PD-15-006	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued December 29, 2014 through January 8, 2015. (\$50,000 for Cell Tower improvement)	1/8/2015	CLOSED
PD-15-007	Sabrina Smith	Would like digital copies of permits pulled in 2014 for: 16005 27th Ave NE.	1/9/2015	CLOSED
PD-15-008	T-Scan Corporation	Employment and Payroll Records for Colleen Neece	1/9/2015	CLOSED
PD-15-009	Medrash Yaakov	Would like digital copies of project #202002 at 2136 N. 163rd St, Shoreline. Variance - Seattle City Light fence replacement. Landscaping plans showing all trees to be removed and all new landscaping of new trees and shrubs. **Around the outside of the site above. Would like to know ASAP. The appeal is due 1/21/2015.	1/12/2015	CLOSED
PD-15-010	Eric Sundquist	Would like to review plans for building permit #121554 located at 2314 N 179th, in the City Clerk's office.	1/13/2015	CLOSED
PD-15-011	Patricia A Prince	Would like to review any complaints that have been filed with the City for the property - 15720 Palatine Ave N.	1/13/2015	CLOSED
PD-15-012	Patricia A Prince	Would like to review records if anyone has pulled any public records on this property - 15720 Palatine Ave N.	1/13/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-013	Thomas Mailhot	I would like to view the construction bid material from Langsholt Construction and the final construction contract for the facilities at Kayu Kayu Ac Park. The contract was approved by the Council on 1/12/2009.	1/13/2015	CLOSED
PD-15-014	Tom McCormick	1. Could you please send me the contract wherein the City retained the services of Michael Kenyon and/or his law firm for matters related to Point Wells. 2. Also, could you please provide me with documents showing that the City Council approved the contract mentioned above. Note that SCC § 2.60.070(2) provides that "Contracts to purchase services greater than \$50,000 shall be authorized by the city council."	1/13/2015	CLOSED
PD-15-015	Kira Dorrian	Require square footage of renovated house at above address - 16505 Meridian Ave N. Building permit #119098 - scanned and emailed copy.	1/14/2015	CLOSED
PD-15-016	Tiffany Chaussee	I would like to view permits that have been issued to the Site located at 17544 Midvale Ave N.	1/14/2015	CLOSED
PD-15-017	Tom McCormick	All public records from 01/01/00 through 01/15/15: -relating to any payments that the City of Shoreline has received or been promised from any private or public developer, as mitigation or otherwise for traffic impacts arising from developments or projects located in whole or in part outside of the boundaries of the City of Shoreline, -relating to any road improvements of City of Shoreline roads that have been made directly or indirectly by any private or public developer, as mitigation or otherwise for traffic impacts arising from developments or projects located in whole or in part outside of the boundaries of the City of Shoreline, and - relating to any payments or road improvements that Snohomish County, Seattle, Edmonds, Lake Forest Park, or Mountlake Terrace, has ordered to be paid or made, as mitigation for traffic impacts on City of Shoreline roads arising from developments or projects located primarily outside of the boundaries of the City of Shoreline.	1/15/2015	CLOSED
PD-15-018	Braden Durst	Most recent contract(s) for residential and commercial trash and recycling services. Electronic records would be preferred.	1/15/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-019	Andrew Kawahara	Would like copies of permit # 107375, 107374, 112203	1/16/2015	CLOSED
PD-15-020	Tom McCormick	*Recurring Point Wells records request, this one for the time period Jan 2, 2015 through January 18, 2015.	1/20/2015	CLOSED
PD-15-021	Francis Gaspay	RE: Shoreline Recycling and Transfer Station. The purpose of my e-mail is to ask for a photocopy of the following documents: - Shoreline RTS Master Plan permit - Shoreline RTS Land Use Permit. If you do not have the requested materials, I would appreciate any information you can provide about others whom I can write, including most recent contact information, if available.	1/20/2015	CLOSED
PD-15-022	Nate Baker	I'd like to submit a FOIA request for Shoreline. I'm trying to build a complete directory of our local governments so that citizen-to-government and government-to-government communication is easier. I'm looking for a list of government employees contact information. I'm requesting the complete employee roster for Shoreline including First Name, Last Name, Title, and Email Address. I am most interested in the executive level positions like the city manager, the finance director, the budget director, etc. If you reach out in a month or two I'd be happy to share the results with you! I'd really, really appreciate it if you are able to share the contacts in an excel file or something similar so that I can copy and paste them into a spreadsheet to share with everyone.	1/21/2015	CLOSED
PD-15-023	Calvin Ruan	I would like to purchase coies of: Property Address: 16100 Linden Ave. N., Shoreline, WA (APN: 329370-0095) Request Items: all permit history (1978 - Present), open violations, certificate of occupancy,	1/21/2015	CLOSED
PD-15-024	Emily Whitman	I would like to additionally request a copy of all correspondence related to this complaint. Any follow-up's, notices that the homeowner complied, etc. Everything related to the code violations at 1835 NE 172nd Street, Shoreline WA 98155.	1/23/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-025	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued January 9, 2015 through January 24, 2015. (\$50,000 for Cell Tower improvement)	1/26/2015	CLOSED
PD-15-026	Tom McCormick	<p>In the packet for the Feb. 14, 2011, City Council meeting, there's a letter from Gary Huff dated Jan. 20, 2011. On page 4 of Mr. Huff's letter, he says, "the existing and proposed trip limits also fail to mention the city's response to our objections to the hard maximum trip count."</p> <p>1. Please provide me with all public records from Jan. 1, 2009 to date wherein Mr. Huff, BSRE, or others representing BSRE, voiced objections to the hard maximum trip count.</p> <p>2. Please provide me all public records wherein the City provided a response to BSRE's objections to the hard maximum trip count.</p> <p>3. Please provide me the draft interlocal agreement mentioned in Mr. Huff's letter, or any other draft or final interlocal agreement involving Point Wells, or any draft or final agreement with BSRE.</p>	1/26/2015	OPEN
PD-15-027	Jay Harrison	<p>Is it possible to get a list of homes that are have received code violations? Specifically homes that have "Accumulation of refuse, trash, junk, and debris".</p> <p>Any insight would be greatly appreciated.</p>	1/27/2015	CLOSED
PD-15-028	David Harrison	List of homes that have received code violations. Specifically homes that have accumulation of refuse, trash, junk, and debris.	1/28/2015	CLOSED
PD-15-029	Sarah Jaynes	would like to see or get a copy of written comments submitted to the planning commission for the 1/15/15 public hearing	1/29/2015	CLOSED
PD-15-030	Eric	Records from PSE project at 145th St. and 15th Ave.	1/29/2015	CLOSED
PD-15-031	Tom McCormick	Town Center Subarea Planned Action	1/28/2015	CLOSED
PD-15-032	Eric Messenger	Copy of any preliminary plans to short plat or subdivide property at 2902 NE 196th Shoreline, WA 98155. Ref # 201746	1/29/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-033	Steve Marcy	Please provide to me via email images of all newsletters and other records published by the City of Shoreline which mention the amount of money that the City of Shoreline was ordered to pay, and / or actually did pay on the Washington State Supreme Court's Opinion or Decision or Order in the O'Neill vs. City of Shoreline matter.	1/30/2015	CLOSED
PD-15-034	Tom McCormick	*Recurring Point Wells records request, this one for the time period Jan 19, 2015 through January 31, 2015.	2/2/2015	CLOSED
PD-15-035	Steve Marcy	Please provide records which are images of CURRENTS which disclose the amount of money paid to the O'Neill's, their attorneys, and attorneys hired by the City of Shoreline in the matter of O'Neill vs. City of Shoreline.	2/5/2015	CLOSED
PD-15-036	Stanely G. Newell	Would like copies of Permit #122953. Pages SD1.0; C1; A1.1; A1.2; A1.3; A2.1; A3.1; A3.2; A3.3. reviewed plans with Wayne. Will need to contact Architect.	2/6/2015	CLOSED
PD-15-037	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued January 25, 2015 through February 6, 2015. (\$50,000 for Cell Tower improvement)	2/9/2015	CLOSED
PD-15-038	Tom McCormick	Could you please furnish me the email addresses of individuals who are sent messages from Alert Shoreline, the City of Shoreline's mass communication system.	2/9/2015	CLOSED
PD-15-039	Roy Ruffino	Police Policy (Sheriff) including legal bulletin G.I.B. memos emails etc. regarding contacting individuals collecting initiative petition signatures - dated 1/2006 to present.	2/9/2015	CLOSED
PD-15-040	Rich Nolan	Would like copies of the current waste contract, and any extensions.	2/9/2015	CLOSED
PD-15-041	Tom McCormick	The DEIS for the 145th station subarea mentions that "the City allows a V/C ratio of 1.10 for 15th Avenue NE, between NE 150th Street and NE 175th Street." Could you please provide me with documents that explain the origins of this special V/C ratio of 1.10 for 15th Avenue NE, including studies, reports, emails, and Planning Commission and City Council approvals and discussions.	2/10/2015	OPEN

Request #	Name	Request	Date Received	Status
PD-15-042	Anne Block	Pursuant to RCW 42.56, please provide all records sent or received from Margaret King. Please limit your search from the date of first employment until Present. Also, you can exclude information to the RICO suit Ms. King was named in filed in US Federal Court, Block v. Snohomish County et al. See Neighborhood Alliance and Monroe v. Mechling.	2/10/2015	OPEN
PD-15-043	Robb Bell	Could you please send me all public records pertaining to the four circled properties, including but not limited to development inquiries, permit applications, ownership, notes of meeting with staff, SEPA matters, etc.	2/11/2015	CLOSED
PD-15-044	Kim Eagle	A copy of any and all responses, emails, communications, correspondence and/or other public records regarding RFP#7769. A copy of the contract that resulted from RFP #7769 and all drafts, emails, communications, correspondence and public records regarding that contract or any draft thereof.	2/11/2015	OPEN
PD-15-045	Peter J. Eglick (EKW Law)	All Planning & Community Development records relating to Tiia-Mai Redditt and Property located at 18365 17th Place NE, created or generated since our last request date December 22, 2014. This request specifically includes but is not limited to all records of site visits, contacts, and communications with Ms. Redditt and/or her representatives. The records we are requesting include, but are not limited to letters, memos, minutes (draft and final), reports, data, photographs, plans, voicemails, telephone records, "Hanson" entries, electronic media including emails and their attachments, notes of telephone conversations, meeting notes, calendars, other handwritten notes, briefing or meeting preparation materials, and any other form of data including metadata for all documents where date of document creation, entry, and/or completion are unclear.	2/11/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-046	Nicole Kapise	I would like all records regarding building plans/permits, underground or aboveground storage tanks, sewer cards, septic as-builts, heat sources and changes in heat sources, and grading/filling permits for the following properties: 14534 32nd Avenue NE and 14535 Bothell Way NE, Shoreline, WA 98155 (King County tax parcel #s 1568100466 and 1568100470. Thank you.	2/12/2015	CLOSED
PD-15-047	Tom McCormick	*Recurring Point Wells records request, this one for the time period February 1, 2015 through February 14, 2015.	2/17/2015	OPEN
PD-15-048	Amy Willis	City of Shoreline Bid 7929 - Annual Stormwater Facility Cleaning Bid Tabs from last bid.	2/19/2015	CLOSED
PD-15-049	Ben Holt	Copy of submitted plans for 14900 Aurora Ave N, Shoreline and 14540 Aurora Ave. N., Shoreline. Please let me know if the copying charge will be over \$10.00	2/19/2015	CLOSED
PD-15-050	Caroline Eikenberry	The City's complete file regarding permit application #120356, for Innis Arden, including all correspondence between the City and Innis Arden and it's lawyers, between the City and Harry Hosey or Judith Shulman, all plans, studies, records of investigations, applications, permits, reports of experts, e-mails, letters, and any other records of any kind concerning the subject matter of permit application #120356. Contact me if copying charge will be over \$150.00	2/19/2015	OPEN
PD-15-051	Caroline Eikenberry	All documents containing policies, procedures, regulations and laws regarding unauthorized cutting and/or topping of trees in the City. This request includes all documents, regarding acceptable methods of mitigation, when mitigation is required, who the City should deal with regarding mitigation, and the rights of individuals affected by the City's mitigation decisions. Contact me if copying charge will be over \$150.00.	2/19/2015	CLOSED
PD-15-052	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued February 7, 2015 through February 21, 2015. (\$50,000 for Cell Tower improvement)	2/23/2015	CLOSED
PD-15-053	Bob Kostelecky	Past History on Annual Stormwater Facility Cleaning, Present Bid #7929.	2/23/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-054	Ian Scott	Building permits and plans for 18809 10th Ave NE. (not interested in Right-of-Way or Fire permits)	2/25/2015	CLOSED
PD-15-055	Patrick Feldman	I would like to review the contract agreed to between the City of Shoreline and Stewart MacNichols Hammell, Inc, PS for Public Defense Services. The original RFP (RFP7769) was from October 13, 2014, and the City Council approved the contract at their meeting on December 1, 2014.	2/26/2015	CLOSED
PD-15-056	Jane Ryan Koler, Land Use	I request access to and copies of the following public records as follows: 1. Any and all documents and communications including but not limited to emails, pertaining to the church property located at 19350 Firlands Way N, Shoreline, WA; Parcel No. 728390-0572, from 2008 to the present. See Exhibit A. 2. The church property has been known as New Hope Christian Fellowship, Richmond Highlands Baptist Church, and occasionally the address is given as 19340 Firlands Way N.	2/27/2015	OPEN
PD-15-057	Kelly Jarrett	Would like electronic copies of the results of the City of Shoreline 7929 Annual Stormwater Cleaning bid results for 2015.	3/3/2015	CLOSED
PD-15-058	Joe Beavers	A copy of the original Fimia email provided to the ONeills, this can be a PDF emailed to me. Metadata is not required.	3/3/2015	CLOSED
PD-15-059	Jerry Patterson	I would like a copy of all public records specific to the following: Beginning in January 2011 through March 1, 2015, public records that document: "Any staff recommendation submitted to the City Council for formal action in which at least two Council members voted against the staff recommendation, including the votes recorded for each Council member on the staff recommendation submitted."	3/4/2015	CLOSED
PD-15-060	Stephen Kirby (Tikor Cons	Please provide electronic copies of all invoices the City has received for legal services by private firms between December 2013 and present.	3/4/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-061	Robert O	I am interested in finding designer or architect who have experience in design for ADU in Shoreline district. If you can kindly provide ADU projects in pending or working project. I will like to as referrals.	3/4/2015	CLOSED
PD-15-062	Donna Bergeron	survey, site information, utilities connections to city, any past permits for property at: 18605 17th Ave NE, Shoreline, WA 98177	3/4/2015	CLOSED
PD-15-063	Wendy DiPeso	All corresponcernce exchanged between Sound Transit and Shoreline City Staff and/or Shoreline City Council from 2012 to February 2015. Contact me if copying charge will be over \$10.00.	3/5/2015	OPEN
PD-15-064	Sera Mattson, Plancenter	Plans and/or Specifications and addenda for the Einstein Safe Routes to School Upgrades project.	3/6/2015	CLOSED
PD-15-065	Kylene Knapp (Shoreline S	Electronic copy of sign permit 113637.	3/6/2015	CLOSED
PD-15-066	Tom McCormick	*Recurring Point Wells records request, this one for the time period February 15, 2015 through March 6, 2015. I also am requesting a copy of all emails that you or others in your office send to staff, Council members, and Planning Commission members, asking them if they have any handwritten notes, or texts or emails on their personal devices or accounts, or any other documents, that might pertain to my below request. Please also provide the responsive communications from staff, Council members, and Planning Commission members, and any additional back-and-forth communications.	3/6/2015	OPEN
PD-15-067	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued February 23, 2015 through March 6, 2015. (\$50,000 for Cell Tower improvement)	3/9/2015	CLOSED
PD-15-068	Joe Beavers	Any documents(s) that state(s) the monetary amount of settlement to the O'Neills and the monetary amount of attorney fees paid to Allied Law, aka Michelle Earl-Hubbard. Contact me first if charge will be over \$5.00.	3/9/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-069	Joe Beavers	<p>At the September 25, 2006 Council meeting, Deputy Mayor Fimia said she sent Beth O'Neill an email concerning the September 18 email she had received.</p> <p>Would you be so kind as to send me a copy of that Fimia to O'Neill email. It would have been sent sometime between September 18 and September 25.</p> <p>Again, PDF format, metadata not needed. I will be at City Hall sometime this late morning if there are any questions about this.</p>	3/11/2015	OPEN
PD-15-070	Joe Beavers	<p>Zoning violation case 1357 concerning 2336 NW 199th Street circa Sept. 2006. Report of activity as shown on history screen (actions with date, thru conclusion). Contact me first if charge will be over \$5.00. Email as PDF is great.</p>	3/11/2015	OPEN
PD-15-071	Autumn Carter	<p>I am requesting Annual Budgets and Comprehensive Annual Financial Reports (CAFRs) for SHORELINE.</p> <p>Specifically, I would like to receive the following information: SHORELINE Budgets -FY2008,FY2009 SHORELINE Annual Financial Reports -FY2014 Electronic records if possible.</p>	3/12/2015	CLOSED
PD-15-072	Tho Dao	<p>I would like to receive all related email/memo correspondence regarding my resignation with the City in November 2012. There should be at least two emails, one from me to Julie and the other from her to me. There may be others. Let me know if you have any questions.</p>	3/13/2015	CLOSED
PD-15-073	Joseph Grube	<p>All documents, photographs, drawings, communications, notices, emails, voicemails and other records related to the real property located at 15558 10th Avenue NE, Shoreline, WA 98155 and/or Code Enforcement Case No. 1634, including but not limited to emails, notices, and communications between Emilia Stotish and/or any individual purporting to have been a tenant at the Property from January 1, 2013 to present and any documents related to any relocation assistance requested by or provided to any purported tenant(s).</p>	3/13/2015	OPEN

Request #	Name	Request	Date Received	Status
PD-15-074	Tom McCormick	<p>On page 2 of the attached 1/20/2011 letter from Gary Huff regarding a proposed amendment to the Point Wells subarea plan, he says that "We are aware that Snohomish County recently proposed a traffic-related interlocal agreement to address the city's concerns regarding traffic impacts and mitigation."</p> <p>Please provide me with all public records that relate directly or indirectly to any draft, proposed, or final interlocal agreement pertaining to traffic impacts and/or mitigation that involve the City, Snohomish County, or the Town of Woodway. The date range for this request is January 1, 2007 through March 13, 2015.</p>	3/13/2015	OPEN
PD-15-075	Shaun Leiser	Would like the phone log of incoming calls to the City's main line and the CRT for Friday, March, 13, 2015 from 8a-12n.	3/13/2015	CLOSED
PD-15-076	Andrew Sell	Building plans for and property/plot for 1217 NE 198th. Permit # 109252	3/16/2015	CLOSED
PD-15-077	Tom MCCormick	<p>Debbie Tarry has one or more binders containing documents about Point Wells.</p> <p>Public Records Request: Could you please provide me with copies of all items contained in the above-mentioned binders.</p>	3/16/2015	OPEN
PD-15-078	Tom McCormick	Please furnish me all public records relating directly or indirectly to any sort of Municipal Services/Development/Municipal Agreement, or other agreements or arrangements with the Point Wells developer, whether conceptual, proposed, draft or final, for the time period January 1, 2007 through March 14, 2015. I am not interested in receiving the MOU documents that you have previously furnished to me.	3/16/2015	OPEN
PD-15-079	John Cleary	We would like to review the records of detailed permits issued at the location of: 14622 15th Ave. NE, Shoreline, WA 98155. Parcel No. 3670500225.	3/17/2015	CLOSED
PD-15-080	John Jaworski	Copies of Permit #118736: sheet C1 and flagged and paper clipped easement copies.	3/18/2015	CLOSED

Request #	Name	Request	Date Received	Status
PD-15-081	Debbie Kellogg	Foster Pepper expenses paid by the City for litigation and land use issues for the past 3.5 years, including but not limited to: Snohomish County BRB King County BRB Point Wells Art Wadekamper Doug and Beth O'Neil	3/18/2015	CLOSED
PD-15-082	Debbie Kellogg	For the last ten years, guard rail repairs, renovations and redesign at 152nd & Ashworth: The dates of the incident causing the damage (i.e., motor vehicle accident) When the repair was made Who made the repair (city work crew or outside contractor) How much was the repair Did the MVA insurance cover repairs?	3/18/2015	OPEN
PD-15-083	Paul Silva	Copies of Building Permits (page 1 only) of \$5,000 valuation and up (\$20,000 for re-roofs) issued March 7, 2015 through March 20, 2015. (\$50,000 for Cell Tower improvement)	3/23/2015	OPEN
PD-15-084	Sera Mattson	Plans and/or Specifications and addenda for the McAleer Creek – Goheen Property Revetment Repair project.	3/23/2015	OPEN
PD-15-085	Tom Jamieson	I would like to request all communication between the owners and developers of Arabella II and the City, related to and following the developers' notification in August 2014 to the City of Shoreline of an intent to file a \$23.9 million claim for tort damages. In addition, I would like all internal communication within the City of Shoreline officials and staff pertaining to this matter.	3/24/2015	OPEN

Request #	Name	Request	Date Received	Status
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*McCormick recurring request: Please send ALL PUBLIC RECORDS that directly or indirectly mention or relate to (whether or not mentioning) the Point Wells site, Paramount Petroleum, the proposed Point Wells development, BSRE (the developer), the Transportation Corridor Study (TCS), or tolls and tolling, and, any traffic analyses, data, or studies, any proposed or final mitigations, any developer payments or agreements, or any road improvements or other issues that relate to or mention Point Wells directly or indirectly, that, during the period February 15, 2015 through March 6, 2015, were prepared, taken, received, sent, reviewed, downloaded, uploaded, filed, or seen by anyone working for the City whether as an employee, contractor, or otherwise, or by Members of the City Council or any City-related boards, commissions, or districts, INCLUDING BUT NOT LIMITED TO (1) all correspondence such as emails (including emails from personal computers), letters, memos, text messages (including text messages from personal or government issued phone numbers), etc. , with all attachments and enclosures; (2) all studies, data, reports, outlook or other calendar entries, summaries, forms (whether or not filled in), slides, overheads, submittals, requests, applications, spreadsheets, memos, charts, minutes, agenda, etc., in draft or final form, whether or not circulated, and whether internally or externally generated; and (3) notes (including handwritten notes) taken during, before, or after meetings or telephone calls, and any handouts for such meetings or telephone calls.



Local Government Common Records Retention Schedule (CORE)
Version 3.1 (December 18, 2014)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	<p>Secondary (Duplicate) Copies Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to, data extracts and printouts from agency electronic information systems, provided that the:</p> <ul style="list-style-type: none"> Records within the database are retained for their minimum retention period; and, Data extracts/printouts are <u>NOT</u> required to substantiate "point-in-time" evidence of business transactions. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-05 Rev. 1	<p>Transitory Records Public records that only document information of temporary, short-term value, <i>and provided that the records are:</i></p> <ul style="list-style-type: none"> Not needed as evidence of a business transaction; <i>and,</i> Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.); Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); Routing slips used to direct the distribution of documents; Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm; Telephone messages (including voicemail, digital voice messages, etc.); Letters of transmittal which do not add any information to the transmitted materials; Abandoned, voided or defective architectural drawings. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM