

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF WORKSHOP DINNER MEETING**

Monday, June 8, 2009  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

PRESENT: Mayor Cindy Ryu, Deputy Mayor Terry Scott, and Councilmembers Keith McGlashan, Chris Eggen, Janet Way, Doris McConnell, and Ron Hansen

ABSENT: none

STAFF: Bob Olander, City Manager; Scott Passey, City Clerk; John Norris, CMO Management Analyst; Julie Underwood, Assistant City Manager; Scott MacColl, Intergovernmental Program Manager

GUEST: none

Mayor Ryu called the meeting to order at 6:05 p.m.

John Norris explained that the purpose of tonight's meeting is to review the Email Management Policy. Scott Passey provided a general overview of the policy.

Deputy Mayor Scott asked staff to clarify "proper use" as per the Personnel Policy. Mr. Passey noted that soliciting via email is prohibited; for example, asking co-workers to purchase Girl Scout cookies is prohibited according to the Personnel Policy.

Mr. Norris clarified that the "public record" is one when the originator writes the email. If there are questions about what is a record, it's best to talk it over with the City Clerk or City Attorney.

Mr. Passey noted that the policy requires that the City retain email in an electronic format.

Mr. Norris explained that the City will retain all emails centrally for 10 years. Councilmember Hansen asked about backup and Mr. Norris reassured him that the City does backup all electronic files.

The Mayor asked what would happen if the city hall facility were destroyed such as in a fire and if the City would be responsible for the loss. Mr. Passey stated that the State keeps the City's essential records. Ms. Underwood stated that the City is working on a

Continuity of Government/Continuity of Operations Plan to address these kinds of technology issues.

Mr. Olander said that the email system has a good search capability, which will save time.

Councilmember Way asked how the City is determining which records are historic. Mr. Passey responded that it's determined by the State's retention schedule.

Mr. Norris noted that if Councilmembers are using an external email system, such as Yahoo or Google, for City business, then these are public records. A good rule of thumb is to have separation and to use the City's Outlook system for City business email. However, another alternative is to copy staff on email and staff will retain the copy.

Scott MacColl stated that very little happened during this legislative session. He added that cities and counties were asked to come up with ideas for generating revenue; however, the legislative did not pursue any of them. In fact, counties did not receive authority to levy a utility tax on unincorporated areas.

Councilmember Way stated that the federal government has spent \$750 billion and yet few jobs have been created. She wondered how cities can receive any of these funds when the money goes to the state. Mr. MacColl mentioned that there are funds, especially energy block grant money. There is funding allotted to cities; however, there is significant administrative process to get through. The estimated time to actually see this funding is about one and half years, with three years to spend it.

Mr. Norris mentioned that the funding opportunities are still being developed.

Councilmember McGlashan noted that the state is planning to toll 520 and yet there is no recognition that there will be diversion onto Ballinger or 145<sup>th</sup> Street; therefore, there is no mitigation for these roads. Deputy Mayor Scott said that the state should look at how regressive and difficult it will be to low income individuals.

The meeting adjourned at 7:20 p.m.

---

Scott Passey, City Clerk