



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Robin Jenkinson, City Attorney
Tracey Dunlap, Director of Finance & Administration
Kathi Anderson, City Clerk

Date: June 7, 2013

Subject: DRAFT PUBLIC DISCLOSURE ORDINANCE – FOLLOW UP

RECOMMENDATION:

City Council reviews the revised draft Public Disclosure Ordinance and Public Records Act Rules and provides feedback on the language and next steps.

BACKGROUND DISCUSSION:

At the February 8, 2013 Council retreat, the Council reviewed a draft Public Disclosure Ordinance to further define the City's process to help ensure compliance with the Public Records Act and to prevent excessive interference with other essential functions of the City. The packet from that meeting can be accessed at this [link](#). Key elements of the proposed ordinance included:

- Establishing "reasonable" public records resources during the budget.
- Defining public records categories and broad response time guidelines.
- Designating two staff committees to oversee implementation of the policies and procedures: the Public Disclosure Steering Team and the Public Disclosure Coordinating Team.
- Setting expectations on communications, including the posting of logs and queues on the City's website and providing semi-annual reports.

The Council provided direction to staff to distribute the draft ordinance to interested organizations for comment and feedback.

Feedback and Proposed Revisions

Requests for comment on the draft ordinance were sent on March 13, 2013 to 24 organizations and individuals (see Attachment 1 for the request and list of recipients). Comments were requested by April 12. A reminder was sent on April 4, 2013 and the draft was also posted to Kirknet so that City staff could comment. Comments were received from five organizations/individuals (the actual responses are included in Attachment 2). In addition, verbal feedback was received at the recent Washington Coalition for Open Government (WCOG) and Washington Public Records Officers (WAPRO) conferences.

The feedback received was reviewed by the City Manager, City Attorney, Director of Finance & Administration, and the City Clerk (referred to hereafter as the proposed Steering Team) and the Deputy City Clerk. Based on the feedback and further staff research, Steering Team is recommending that the following revisions to the proposed ordinance be considered:

- Focus the ordinance on the findings and policy guidance and place the detailed process-related components in the Public Records Act (PRA) Rules. This simplified version of the ordinance (Attachment 3) provides staff with Council direction, while recognizing that, as a new program, there will likely be adjustments that will be required as it is implemented. Because so much text was moved from the draft ordinance to the Rules, staff is presenting the recommended second draft ordinance as a new document, rather than one in track changes mode.
- The proposed process elements have been moved into the draft update to the PRA Rules (Attachment 4). The changes to the Rules are shown in track changes. If the Council agrees with the change, this version of the revised Rules would be adopted by a new resolution (superseding Resolution 4669). The draft contemplates the Public Disclosure Steering Team as the body to consider future revisions to the Rules and includes a provision that changes approved by the City Manager will be provided to the City Council. Various technical and grammatical changes have also been included in the new Rules and are shown in track changes mode.
- Refinements to the discussion of the allocated resources (see Section 3.15.010).
- Further clarification of the ten hour per month limitation on non-records employees (see Section 3.15.130).

At the Retreat, staff is requesting Council feedback on the proposed revisions to the ordinance and the PRA Rules.

Update on Other Elements

Legislation

The February 8 staff report noted that House Bill 1128 had been introduced into the Washington State Legislature. Section 2 of that bill addressed the same issue of ensuring that responding to public records requests does not interfere with other essential functions of the agency. This legislation failed to move forward in the Legislature.

Log and Queue Samples

The draft process contemplates posting logs of the completed requests online and establishing queues for the more complex and/or time-consuming requests, which will contain more active status information on pending or active requests. The logs for requests received and completed in 2013 by the City Clerk's Office are attached for reference (Attachment 5). The queues for current open requests managed by the City Clerk's Office are included in Attachment 6. The City Clerk's Office is continuing to work with the other departments that receive requests to refine their logs and ensure that the responsible departments are actively keeping them up-to-date.

Identifying Potential Tools to Support the New Process

The City Clerk's Office and Information Technology Department have been researching tools to help manage the new process and provide more transparency. System requirements have been developed and discussions with a preferred vendor are underway. The internet-based tool offered by a vendor known as "FOIA Systems," currently used by the City of Olympia, provides a back office management tool and an on-line portal. The initial implementation of the software is expected to cost between \$5,000 and \$10,000 and the on-going annual cost of the web-based product is \$5,000. The implementation process would be expected to take two to three months from when the purchase decision is made. That decision would be made after the Council's approval of the ordinance and rules. If the decision to purchase the solution were made by mid-July, it would be expected to be live by November 1. Note that it is possible that some adjustments to the rules may be necessary to reflect the software's capabilities.

In addition, a request for proposals for a tool for e-mail archiving and retrieval was issued in April 2012 and the evaluation process identified the software available from the Network Replacement and Storage vendor (CommVault) was the preferred solution. Purchase of this e-mail archiving module was most cost effective if carried out in conjunction with the Network Replacement and Storage project, so the purchase of the e-mail archiving system was added to that contract, pending identification of funding sources. The cost of the software module is \$129,631 and staff recommends adding additional consulting support of implementation of \$20,000. Staff has identified the following resources as available to fund the e-mail archiving costs:

- The City has not yet accepted the permitting software upgrade to Energov, resulting in savings in annual maintenance payments in 2012 (\$70,000). A portion of these funds has been used to address Energov implementation issues, but approximately \$40,000 can be repurposed to the e-mail archiving software.
- As part of the mid-year adjustments, the draft Information Technology internal service rates have been reconciled with the final 2013-2014 budget decisions. This reconciliation results in reducing the General Fund share of these costs by \$77,000 in 2013 and \$92,000 in 2014. Staff recommends using these funds toward the project cost, with the remainder of the 2014 funds (\$59,369) set aside in the litigation reserve toward data retention requirements associated with litigation holds.

Approval of the funding for the e-mail archiving software is included as part of the June budget adjustments and if Council approves, work on that element is expected to begin in July and be completed before the end of the year. Staffing resources in the City Clerk's Office to support the implementation of these tools is discussed below.

Resources to Support the New Process

As part of the March budget adjustments, the City Council set aside \$75,000 toward supporting continued development and implementation of the provisions of this draft Ordinance. Of those resources, staff has made the following funding commitments or recommendations:

- \$40,000 for on-call clerical/paralegal support consisting of clerical support (\$30,000) of up to 20 hours per week through the end of the year to provide capacity for the City Clerk's Office to support this process while keeping up with other responsibilities and contract paralegal support to assist with review and exemption log preparation for Category 5 requests as they occur (\$10,000).
- \$20,000 for Public Records software, consisting of up to \$10,000 for implementation and up to \$10,000 for the maintenance fees of FOIA in the 2013-2014 biennium, as described above.
- \$5,000 to fund additional hours for the Deputy City Clerk (currently a 0.8 FTE) to support implementation of the public records and e-mail archiving software.
- The remaining \$10,000 is being held as a contingency against emerging needs.

In evaluating the on-going resource needs of this function, one model has been identified that staff would like Council to consider during the mid-biennial budget discussion in the Fall. The City Clerk's Office currently expends approximately 0.5 FTE of the City Clerk's time responding to public disclosure requests and the related training and management of the City-wide process. The level of staffing in the City Clerk's Office has not increased in several years, despite increases in the volume and complexity of public records requests and the annexation in 2011. The City of Bellevue has a full-time Public Disclosure Analyst with a paralegal background who reports to the Public Records Manager (who in turn reports to the Bellevue City Clerk). Staff is evaluating creating a similar paralegal Public Disclosure Analyst.

If Kirkland were to consider this approach, the City Clerk would continue to be the City's Public Records Officer responsible for policy implementation and providing backup, but the new position would be responsible for maintaining the software and responding to the bulk of the public records requests. This position would also be responsible for on-going training to ensure that the new, more complex procedures are followed consistently throughout the City. This would free up about a third of the City Clerk's time to focus on refining and formalizing the City's legislative support process (a priority of the City Manager) and supporting the Council and the City Manager. If the person in the position has paralegal training, they could also assist the City Attorney's Office with document review and exemption log preparation, one of the cited benefits of the Bellevue position. This recommendation will likely be brought forward as a mid-biennial budget service package for Council consideration.

Timetable

Based on the feedback received at the Retreat, a date can be set for bringing the revised ordinance and rules for Council consideration and adoption. In the meantime, staff will continue to work on the tools required to implement its provisions. Elements of the ordinance have already been implemented, including the creation of queues, the maintenance of logs City-wide and initial meetings of the Public Disclosure Steering Team and the Public Disclosure Coordinating Team. Assuming that the ordinance is approved in July and based on software implementation timelines, staff expects that the on-line reporting could be available by November 1.

Dear Colleagues and Other Interested Parties,

The Kirkland City Council is considering a draft ordinance to manage the increasing demands of public records disclosure. We recognize that responding to public records requests is one of the unique and core essential functions of government and is the responsibility of every employee.

Similar to other essential functions, the staffing and resources that an agency can devote to responding to public records requests are necessarily limited. In order to avoid excessive interference with other essential functions, agencies need to establish the appropriate level of effort to be devoted to responding to public records requests and the level of resource to be allocated. In addition, we believe that this process will also increase predictability and transparency for requestors.

We are forwarding you the draft ordinance to solicit your feedback. We are not looking for detailed edits in "track changes" mode; instead, we would like your input on the following questions:

- What policy and legal questions, comments, or concerns that you would like to share?
 - Do you have suggestions to address them?
- Are there implementation concerns and if so, do you have alternate ideas?
- Might this framework work for you and what clarifications might be helpful?
- What are you doing to try to get a handle on this issue?
- Do you have suggestions about additional review or process we should consider?

We are asking that you provide your feedback via e-mail at PDOFeedback@kirklandwa.gov. If your organization has a listserv, please feel free to distribute this draft to its members. For reference, we are attaching a list of the organizations that are receiving this request.

We are looking forward to receiving your input. Please provide your feedback no later than April 12, 2013.

Thank you,

Kurt Triplett
City Manager

Public Disclosure Ordinance Feedback email address: PDOFeedback@kirklandwa.gov	
MRSC	Executive Director Tracy Burrows tburrows@mrsc.org Senior Legal Consultant Pat Mason pmason@mrsc.org
State Auditor's Office	Director for Legal Affairs Jan Jutte, CPA, CGFM juttej@sao.wa.gov Local Government Liaison Mike Murphy murphym@sao.wa.gov
AWC	CEO Mike McCarty mikem@awcnet.org General Counsel Sheila Gall sheilag@awcnet.org Director of Government Relations Dave Williams davew@awcnet.org
WCOG Washington Coalition for Open Government	Care of Kirkland Councilmember Toby Nixon TNixon@kirklandwa.gov
WMCA Washington Municipal Clerks Association	President Sandy Paul sandympmpd@gmail.com
WAPRO Washington Association of Public Records Officers	President Kelli Williams kelli.williams@kingcounty.gov
WCMA Washington City/County Management Association	President Doug Schulze City Manager, Bainbridge Island dschulze@bainbridgewa.gov
WSAMA Washington State Association of Municipal Attorneys	President Lori Riordan City Attorney of Bellevue LRiordan@bellevuewa.gov

WFOA Washington Finance Officers Association	President Marilou Moore mamoore@everettwa.gov
WAPA Washington Association of Prosecuting Attorneys	Executive Secretary Tom McBride tmcbride@waprosecutors.org Staff Attorney Pamela B. Loginsky pamloginsky@waprosecutors.org
WSAC Washington State Association of Counties	Executive Director Eric Johnson ejohnson@wacounties.org
WSSDA Washington State School Directors' Association	Executive Director Dr. Jonelle Adams j.adams@wssda.org Director Governmental Relations Marie Sullivan M.Sullivan@wssda.org
WPPA Washington Public Ports Association	Executive Director Eric D. Johnson ericj@washingtonports.org
WSAB Washington State Association of Broadcasters	President & CEO Mark Allen wa-broadcasters@earthlink.net
Washington Newspaper Publishers Association	Executive Director Bill Will bwill@wnpa.com
Allied Daily Newspapers of Washington	Executive Director Rowland Thompson anewspaper@aol.com
City of Lakewood	City Attorney/Interim City Manager Heidi Ann Wachter hwachter@cityoflakewood.us
City of Everett	Mayor Ray Stephanson KReardon@everettwa.gov
City of Duvall	Mayor Will Ibershof will.ibershof@duvallwa.gov

City of Pasco	City Manager Gary Crutchfield citymanager@pasco-wa.gov
City of Gold Bar	Mayor Joe Beavers j.beavers@cityofgoldbar.us
Washington State Attorney General	Washington State Assistant Attorney General Timothy D. Ford timf@atg.wa.gov
City of Seattle	Seattle City Attorney Pete Holmes Peter.Holmes@seattle.gov
Secretary of State's Office	Washington State Archivist Steve Excell archives@sos.wa.gov



Comments on Kirkland's Proposed PRA Ordinance by the
Washington Association of Public Records Officers
April 11, 2013

The Washington Association of Public Records Officers applauds the City of Kirkland for taking a proactive and transparent approach to balancing Public Records Act compliance with the City's other essential functions. With the increase in PRA requests, the challenges posed by electronic records, and the consequences for even innocent mistakes in PRA compliance, agencies in this state are all facing the challenges of large and burdensome requests. Kirkland's efforts will add a significant option to those other agencies exploring how to meet these challenges and will serve as a useful example others may model. Therefore, WAPRO also appreciates the opportunity to provide input.

WAPRO thinks certain elements of Kirkland's proposal are excellent. Rules covering procedures for processing requests that go beyond the minimal requirements of the PRA are important. Adding PRA compliance costs to the City budget, mandating regular reviews and evaluations of PRA compliance, and requiring rules for resource allocation and queue management are ideal subjects for an ordinance.

WAPRO does have several concerns with the proposal however.

First, we do not think an ordinance is the best tool for much of this proposal. PRA processing procedures are most commonly found in agency rules, which can be updated quickly and efficiently. We expect that the more specific provisions will need to be revised, and an ordinance is significantly less flexible. As noted, a general ordinance directing the Public Records Officer (or a committee) to develop rules for queue management and resource allocation would make more sense.

Second, for the categories of requests for queue management, our experience tells us that it is not realistic to group requests in the manner described for categories 3, 4 and 5, and doing so may end up harming public confidence. A requestor looking at these categories will likely believe that if he frames his request based on the listed factors, he will get a response in the predicted time frame. While this may be true in some circumstances, the effort needed to fulfill PRA requests can often be unpredictable. Thus, by creating these factors with the predicted response times, the City will likely have a lot of disappointed requestors.

While linking the factors to specific time frames may be counterproductive, we think informing requestors about the types of things that will slow down response is a good idea. We also think grouping requests based on estimated response times for queue management is a good idea.

Rather than set potentially unrealistic expectations with very specific categories, the Model Rules have a suggested a provision that would provide agencies with the needed flexibility. The rules provide:

However, treating requestors similarly does not mean that agencies must process requests strictly in the order received because this might not be providing the "most



timely possible action" for all requests. A relatively simple request need not wait for a long period of time while a much larger request is being fulfilled. Agencies are encouraged to be flexible and process as many requests as possible even if they are out of order.

WAC 44-14-04003(1). A rule based on this guidance informs the requestor that requests may be handled out of order, but it does not set any expectations. This type of provision, however, could be supplemented with many of the factors listed in the proposal's three categories to provide requestors with additional information about what type of requests may take more time than others.

Third, we applaud the efforts to budget for PRA compliance and set reasonable limits on how resources will be allocated, but think the proposal is too specific. We think that the 10-hour maximum for non-PRA compliance employees makes sense in many situations, but our concern is that if that is expressed in a rule or ordinance, it could create the impression that as long as some employee is spending less than 10 hours, the City is not complying with its obligations. We recognize that the ordinance attempts to dispel this suggestion later in the ordinance, but this could be made a lot clearer. Moreover, there may be a time when more than 10 hours in a month is appropriate. Thus, we suggest acknowledging the concept that most employees can only be expected to spend a limited amount of time but not include an actual amount. How much time should be addressed on a case-by-case basis.

While PRA compliance is an essential function for every public agency in this state, it is only one of many essential functions. The PRA mandates that agencies adopt rules to prevent the excessive interference with other essential functions and we applaud the City's efforts to meet this mandate. We just encourage the City to take a more flexible approach, both by using rules rather than an ordinance for most of the provisions and by not including specific time frames as indicated above.

Thank you again for your efforts and the opportunity to provide input. We look forward to your completed work to see how it may serve as a model for other agencies.

From: David Alvarez [mailto:dalvarez@co.jefferson.wa.us]
Sent: Thursday, March 14, 2013 9:34 AM
To: Public Disclosure Ordinance Feedback
Cc: Pamloginsky@waprosecutors.org
Subject: Kirkland Public Disclosure Ordinance Feedback

Mr.Triplett:

Several comments.

First, a possible math error in Section 3.15.010 where the phrase is "approximately 0.247 percent of the city's total expenses." If that statement is true, then PRA requests are consuming $\frac{1}{4}$ of one percent of the city's budget. That would mean \$1 out of every \$400 in the city budget is being spent on the PRA. Is that what you intended or did you mean ".247 of the city's total expenses" which would be \$24 out of every \$100 in the city budget is being spent on public records? If the correct formula is only \$1 out \$400 you have a system that isn't broken and doesn't need fixing.

Second, the Ordinance needlessly imposes on the city two burdens not found in the PRA-the first is to categorize the PRA requests into five categories and the 2nd is to have a "queue." If you impose these two duties on yourself and don't meet them or comply with them, then that might show lack of proper PRA training of city staff and that is a ***Yousoufian*** aggravating factor. The PRA already grants local governments the right to ask for more time on a case-by-case basis with a reasonable explanation. You are aware of the reasons that support an extension of time, all of which you have cited in your fine distinctions between the five categories. As for the queue, litigation could arise as to why a certain PRA request was placed in the queue where it was placed-was it placed there to punish a frequent requester, etc. Deciding where to put a PRA request in the queue will be more difficult than one thinks.

Third, the Ordinance assumes a great deal of training, spread across all the city departments, including understanding the 5-category system, the queue system, keeping a log in each department etc. You will hope it sinks in and that the system works for everyone, but some supervisor who has been at his or her job for years and has handled the PRA successfully in the past is going to be reluctant to do all the paperwork the Ordinance requires. In that same regard the Ordinance assumes consistent application across all departments from Public Works to the Office of the City Clerk. All of this can only trip up the City.

Fourth, and this how we do it at Jefferson County, the Clerk to the Legislature, for you the City Clerk, keeps the log, follows up with the various departments that might have responsive records and is well-trained. The Clerk's Office is made aware of all PRA requests regardless of which department was or is the entry point for a particular PRA request. The Clerk to the County Commission does the baby-sitting in many cases. In reality, the various departments don't really have a stake in the PRA game because it is the City of Kirkland not its departments that has to comply with the PRA and that will pay the penalties.

I suppose you could charge back the costs to the various departments if you get hit with PRA costs and penalties but that is just internal number-crunching. It is your elected officials that want to be known as having a transparent city government and full compliance with the PRA.

That's all for now.

David Alvarez. Chief Civil DPA, Jefferson County (360) 385-9219

From: Toby Nixon [mailto:president@washingtoncog.org]
Sent: Wednesday, March 13, 2013 11:14 PM
To: Public Disclosure Ordinance Feedback
Subject: FW: [WCOG Government] FW: Kirkland Public Disclosure Ordinance Feedback

Here's a suggestion from my friend Gerry Pollet, who is state representative for the 46th District, executive director of Heart of America Northwest, a board member of WCOG, and a frequent user of the PRA. I think he makes a good point about time-critical records needed to prepare for a public hearing or comment period. Which category would such requests go into?

Thanks!

-- Toby

From: Gerry Pollet [mailto:gerry@heartofamericanorthwest.org]
Sent: Wednesday, March 13, 2013 11:04 PM
To: Toby Nixon
Subject: re: [WCOG Government] FW: Kirkland Public Disclosure Ordinance Feedback

Toby, one immediate thought on the priority categories: there should be a top category alongside "immediate - public safety" for requests that relate to public ability to comment on a pending proposal with a comment or public hearing deadline. In event records are not available on time, the City can choose to extend the comment period or hearing date, if practicable.

Gerry Pollet, JD;
Executive Director,
Heart of America Northwest
"The Public's Voice for Hanford Clean-Up"
(206)382-1014
gerry@hoanw.org

From: Leanne Finlay [mailto:lfinlay@halcyon.com]
Sent: Wednesday, March 13, 2013 4:57 PM
To: Toby Nixon
Cc: Public Disclosure Ordinance Feedback; Toby Nixon
Subject: comments on Kirkland Public Disclosure ordinance proposal

Toby,

I especially like this section: *Queues of pending and active requests, and a log of completed requests, will be posted on the city web site, including estimated completion dates, thereby providing improved transparency for requesters.*

I a I also think there is a need for 'ordinary and routine' requests, and the specific copies of the documents requested, to be posted on the city web site, which will of course provide transparency for everyone.

Today, we have more capacity for open public records than ever before, and it's time to utilize that capacity so the public can read and understand better what all of their agencies are doing. I'm not certain that it is fair for cities to establish a very low percent of the overall operating budget for public records requests, since the intent is to make certain all legal public records requests are met. It used to be that charging per page helped offset costs, but today, most records are transmitted via email, which other than staff time, is nearly free. Perhaps the legislators need to consider a flat fee per hour rate for large requests to be handled, something reasonable.

I understand the perception that there are/have been abuses in public records requests, but I hesitate to consider anything that limits, or threatens the true access by the public to all legal public records.

Thanks for the opportunity to read this information.

Leanne Finlay
 Windermere Real Estate/East, Inc.
 3933 Lake Washington Blvd. NE #100
 Kirkland, WA 98033

From: [Toby Nixon](#)
Sent: Wednesday, March 13, 2013 4:16 PM
To: wcoqmembers@washingtoncog.org
Cc: wcoqadvisory@washingtoncog.org ; wcoqgovernment@washingtoncog.org ; [WCOG Board News](#) ; wcoqlegal@washingtoncog.org
Subject: [WCOG Members] FW: Kirkland Public Disclosure Ordinance Feedback

Dear Friends,

As many of you know, in addition to serving as president of WCOG and working at Microsoft, I'm also a member of the Kirkland City Council. Mindful of the situations that occurred in cities such as Mesa and Gold Bar, and not wanting Kirkland to get into a situation where decisions on how to handle numerous, large, or complex public records requests need to be made "on the fly", I've been working with the city manager and staff since I joined the Council at the beginning of 2012 on development of an ordinance governing how Kirkland would handle public records requests for which the anticipated workload would exceed allocated staff resources. The intent is to ensure that the city can manage its resources and continue to provide all of the essential services its citizens expect, including responding to routine public records requests promptly without the system becoming congested by one or more large requests. If successful, the ordinance will demonstrate that onerous legislation like HB 1128 is *not necessary*, and that existing law provides ample

ability for cities and other agencies to manage their resources without resorting to injunctions against requesters or arbitrary caps on resources available for handling public records requests. We hope that the Kirkland ordinance can become a model for other agencies to emulate.

In order for this to be truly model ordinance, it needs review and feedback by all stakeholders.

The city is therefore actively seeking review and feedback on the proposed ordinance from **everyone**. In addition to WCOG, this draft has been sent to Washington State Association of Broadcasters, Allied Daily Newspapers of Washington, Washington Newspaper Publishers Association, the State Attorney General, the State Auditor, the Secretary of State, Association of Washington Cities, Washington State Association of Counties, Washington State School Directors Association, Washington Public Ports Association, Washington Municipal Clerks Association, Washington Association of Public Records Officers, Washington City/County Management Association, Washington State Association of Municipal Attorneys, Washington Finance Officers Association, Washington Association of Prosecuting Attorneys, and the cities of Seattle, Lakewood, Everett, Duvall, Pasco, and Gold Bar – all of whom have expressed an interest in the ordinance at one time or another.

Here's a high-level overview of the major elements of the ordinance:

- Establishes five categories of public records requests and associated work queues for each – (1) immediate (public safety issue), (2) routine and readily filled, (3) routine but large, not easily identified, or requiring interdepartmental coordination, (4) large or complex requests that require review for exemptions, and (5) large or complex requests that require legal review or third-party assistance.
- All five request queues must be allocated resources, so that large or complex requests do not crowd out routine requests.
- Requests in each category would be processed in the order received. Work on requests lower in a work queue will be deferred until previously received requests are processed or work is suspended on earlier requests for any of a variety of reasons (such as awaiting records to be retrieved from storage, or waiting for a response from the requester). Several requests in a queue can be worked on simultaneously while work on others is suspended.
- Queues of pending and active requests, and a log of completed requests, will be posted on the city web site, including estimated completion dates, thereby providing improved transparency for requesters.
- All city employees are required to receive training on their obligations under the PRA.
- Establishes the resources dedicated to handling PRA requests for the current fiscal biennium as 0.247 percent of the city operating budget.
- The city council must set the budget amount for the public records disclosure function in each biennial budget. The council must hold at least one public work session or hearing to receive public input on the allocation before the budget is finalized.
- The Public Records Officer must provide a report to the council every six months on the status of requests and performance of the public records function, including items such as number of requests processed, number of requests outstanding, average time for handling, etc., so the council can adjust the budget to maintain appropriate performance levels.

Please see the text of the ordinance in the attached Word file for details.

The effect of the ordinance is to formally establish the handling of public records requests as an essential function of the city, and to manage the workload, budget, and performance of public records disclosure in the same formal way as other essential city functions.

Please feel free to forward this draft to others. Kirkland would like to get as much feedback on the ordinance as possible. Feedback can be sent to pdofeedback@kirklandwa.gov. If you have any questions, I'm happy to try my best to answer. Please also see the email below from the Kirkland city manager for additional information. Note that the city would like to receive feedback by **April 12, 2013**.

Finally, I should make clear that **WCOG has not endorsed this draft ordinance**. While I have personally been involved in it in my role as a city council member, WCOG has received it just today for formal review. Any WCOG position on the ordinance, or feedback we provide as an organization, is yet to be determined. You're welcome to send comments to WCOG as well (to president@washingtoncog.org and info@washingtoncog.org) to assist in WCOG's review, but please feel free to also provide your feedback directly to Kirkland.

Best regards,

-- Toby

From: Heidi Hiatt
Sent: Wednesday, March 13, 2013 1:06 PM
To: Public Disclosure Ordinance Feedback
Subject: Public disclosure ordinance

I do not handle public disclosure requests in my current job at all but did for more than eight years at a municipal police department. I have a B.A. in criminal justice and M.A. in forensic psychology. A major concern I have about public disclosure is that many public agencies no longer make a distinction between obtaining records to assess the conduct of government versus the conduct of the individual. That difference was addressed in the original Public Disclosure Act (now PRA) back in the early 1970s.

Municipal attorneys now routinely consider names, addresses, phone numbers, DOBs, vehicle information, insurance information, summaries of medical information, photographs, and so on public domain. They often do not believe that the two-pronged privacy test in the PRA applies to personal information or release it when faced with litigation. Many lawmakers and citizens assume that some personal information is routinely redacted from public records when that's not necessarily the case.

It is ironic that government agencies put so much money and time into fighting identity theft but their own records constitute one of the biggest sources of information on individuals that is mined for data. The data mining industry can often access personal information contained within public records for free and then sell it indiscriminately for profit. This has been the case with traffic accident reports for years even though individual components of such reports are exempt from disclosure. Vehicle registration, for example, is supposed to be exempt from disclosure; you can't call the police and ask them to run the plate of the guy who cut you off to obtain his home address. But that same information appears in traffic accident reports that are publicly released, including in large batches upon request by profiteers.

This can be highly dangerous for crime victims including domestic violence victims. It is arguable that no one should be able to obtain photos of a rape victim's injuries, a stalking victim's address, personal details on their next door neighbor, or enough information to commit identity theft (which isn't much), but because many of these items are not specifically exempted in the PRA, they can be considered public domain. I was involved with the legislation to exempt public employees' personal information from public disclosure and have testified in Olympia about these issues in the past. As a public employee my phone number cannot be released to the public by the City because the language specifically says that. The same does not apply to crime victims.

I am a huge proponent of governmental transparency but do not believe that individual information contained within government documents should be automatically subject to the same level of access. Public records law, again, was not created to monitor the conduct of individuals. For that reason I'm against noting the names of people who've requested records in the log that the City is creating. The log is an intriguing idea and lets citizens know what their government is working on. But I see no reason that the requestor's name needs to be noted there, especially when it's a victim, complainant, or witness requesting records. I've been out of the loop for a while, but there's no legal requirement to include their name that I am aware of.

Please note that I already read the City's proposed ordinance and related materials on my own time. I saw a request for input on Kirknet and am therefore responding from my work email address.

Heidi Hiatt, MAFP
City of Kirkland Public Works Department
Caring for your infrastructure to keep our city healthy, safe and vibrant
Direct: 425/587-3912
Main: 425/587-3900
hhiatt@kirklandwa.gov

ORDINANCE _____

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ESTABLISHMENT OF A NEW CHAPTER 3.15 IN THE KIRKLAND MUNICIPAL CODE, ACCESS TO PUBLIC RECORDS.

WHEREAS, open government leads to a better informed electorate, greater public participation, better government, and more effective use of public resources; and

WHEREAS, the Public Records Act expressly provides that, "mindful of the right of individuals to privacy and of the desirability of the efficient administration of government, full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society" (RCW 42.17A.001(11); and

WHEREAS, under the Public Records Act, agencies are "to provide full access to public records". . ."the fullest assistance to inquirers and the most timely possible action on requests for information"(RCW 42.56.100); and

WHEREAS, it is the policy of the City of Kirkland that all persons are entitled to the greatest possible information regarding the affairs of City government and the official acts of those officers and employees who serve them; and

WHEREAS, providing persons with such information is a core principle of the City and an integral responsibility of every City employee; and

WHEREAS, RCW 42.56.100 obligates the City to prevent public disclosure demands from causing excessive interference with other essential City functions; and

WHEREAS, to prevent excessive interference with the other essential functions of the City, it is necessary to determine a reasonable level of effort to devote to responding to requests for public records commensurate with the available resources and staffing.

NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. Access to Public Records is established as Chapter 3.15 of the Kirkland Municipal Code to read as follows:

3.15.010 Findings.

(a) Responding to public records requests is one of the city's unique and core essential functions and is also the responsibility of every city employee.

(b) Similar to the city's other essential functions, the staffing and resources that the city can devote to responding to public records requests are necessarily limited.

(c) In order to avoid excessive interference with other essential functions of the city, the city needs to establish the appropriate level of effort to be devoted to responding to public records requests and the level of resource to be allocated.

(d) The level of resource allocated to public records requests must be reasonable and needs to be established during the biennial budget process when the city council evaluates the available resources to perform all of the city's essential functions and establishes levels of service.

(e) As part of its audit report, the Washington State Auditor's Office provides a benchmark in terms of the audit cost as a percentage of the jurisdiction's total expenses.

(f) The Washington State Auditor's Office cost analysis for the City's 2011 financial audit determined that the audit cost as a percentage of the City's total expenses was 0.049 percent.

(g) The city's current level of effort in responding to public records requests was adopted as part of the 2013-2014 budget and represents nearly five times the amount spent on audits.

(h) Starting with the 2015-2016 biennial budget process, the city council will establish the level of effort to be devoted to responding to records requests and the amount of resource to be allocated.

(i) Using the audit cost analysis by the Washington State Auditor's Office for the audit of the city and the city's current level of public records response effort as the baseline resource allocation rationale, the city council will determine the future levels of effort to be devoted to responding to public records request and the level of resources to be allocated during the biennial budget process.

(j) A semi-annual report on public records requests and the status of requests will be made to the city council and the public.

(k) The city clerk has been designated as the Public Records Officer for the entire city, as required by RCW 42.56.580, and is responsible for overseeing the city's compliance with the public records disclosure requirements.

3.15.020 Procedural information.

As required by the Public Records Act, chapter 42.56 RCW, the city has separately established Public Records Act Rules ("Rules") governing the process for requesting public records and responding to requests for public records. These Rules are posted on the city's website at kirklandwa.gov. Consistent with the findings of this chapter, the public disclosure steering team, as established in Section 3.15.030, shall promulgate rules to implement this chapter.

3.15.030 Public Disclosure Steering Team.

(a) There is established a public disclosure steering team composed of the city manager or his or her designee, the director of finance and administration, city clerk, and city attorney. The public disclosure steering team shall provide guidance to the public disclosure coordinating team, as needed.

(b) The public disclosure steering team is the body designated by the city to conduct reviews when any person objects in writing (including email) to the initial denial or partial denial of their records request.

(c) The public disclosure steering team may also manage the records request queues if necessary based on adopted criteria or extraordinary circumstances.

(d) The public disclosure steering team, in addition to other duties, may recommend changes to this chapter to the city council.

(e) The public disclosure steering team may add members, as needed.

3.15.040 Public Disclosure Coordinating Team.

(a) There is established a public disclosure coordinating team. The city clerk and deputy city clerk are designated as the lead staff for the team.

(b) Each city department shall designate a staff member or members to facilitate the disclosure of public records. The designated staff members will serve on the public disclosure coordinating team and assist the city clerk and deputy city clerk in implementing this chapter.

(c) The public disclosure coordinating team shall be responsible for managing the records request queues based on criteria set forth in the Rules.

3.15.050 Categories of requests.

(a) When a public records request is received, the department receiving the request will categorize the request according to the nature, volume, and availability of the requested records as set forth in Rules. The categories of public records requests will be established based on criteria such as:

- (1) The immediacy of the required response in the interest of public safety (imminent danger).
- (2) The complexity of the records request in terms of the breadth, ease of identification, and accessibility.
- (3) The amount of coordination required between departments
- (4) The number of records requested.
- (5) The extent of research required by city staff that is not primarily responsible for public disclosure.
- (6) The need for legal review and/or additional assistance from third-parties in identification and assembly.
- (7) Other the criteria the Public Disclosure Steering Team deems appropriate.

(b) The city shall ensure that all categories of records requests receive an allocation of resources for response throughout the year.

3.15.060 Standard time periods for response.

The city must make public records available promptly when requested under the Public Records 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 Rules shall establish goals for standard response periods for all categories of records requests.

3.15.070 Records requests log.

(a) Each department shall maintain an electronic log of all records requests received by that department and shall provide access to the log to the city clerk who shall maintain a citywide records requests log.

(b) The city clerk shall establish policies for what information shall be included in the logs and how the logs shall be made publicly available.

(c) The city recognizes that in limited circumstances, processing a request for records may result in more expense to the city than merely copying and providing the records to the requestor. Each city department may designate, within its own department, certain routine records available to the public for immediate inspection without the requirement of a formal records request. However, each of the records requests must be maintained in an electronic log.

3.15.080 Records requests queues.

(a) Records requests shall be maintained and tracked in records requests queues, as set forth in the Rules. The queues shall identify the status of the records requests as "pending," "active," or "completed."

(b) Records requests will initially be entered in the respective queues in the chronological order in which they are received by the city. Responding to a records request is not always a sequential process. The clerk will manage the active queues by moving between requests in accordance with the Rules.

(c) Records requests will be subsequently managed in the queue based on the criteria set forth in the Rules as described in Section 3.15.040.

3.15.090 Communications with requestors.

(a) The city will use its best efforts to provide requestors with accurate and reasonable estimates of how long it will take to provide records responsive to a request.

(b) If the city learns additional time is needed to respond to the records request, the city will promptly communicate the need for additional time to the requestor and inform the requestor of the reason additional time is required and provide an estimated new timeframe for records delivery.

3.15.100 City website.

(a) The city posts commonly requested records on its website.

(b) The city's response to a records request may be to provide the requestor a link to records posted on its website, unless the requestor notifies the city that he or she cannot access the records through the internet.

(c) By _____ 2013, the city will maintain a separate page on its website that shall include the queues and records requests logs. The city clerk shall ensure that the website is updated to provide current information, including the date the records request was made, its order in the queue, and the estimated time of responding to the request.

(d) The city website will also provide guidance and information to the public for making records requests on its website.

(e) The city website will allow requestors the option of using on-line request forms for requesting records and submitting those requests electronically.

3.15.110 City employee responsibilities.

(a) All city employees are responsible for assisting in identifying responsive records and facilitating thorough collection of records.

(b) The city will provide training to city employees on their obligations under the Public Records Act.

(c) For most city employees, responding to records requests is a responsibility assigned in addition to their primary assigned duties and functions.

(d) For those city employees for whom responding to records requests is not among their primary assigned duties, the need to devote more than ten hours in a month to records requests may result in delay of the response to a records request.

3.15.120 Public records performance report.

(a) No later than July 31 and January 31 of each year, the city clerk will submit to the city council a report on the city's performance in responding to public records requests during the preceding six months. The report shall include, at a minimum:

- (1) open records requests (queue) at beginning of period;
 - (2) number of records requests received in the period by category;
 - (3) number of records requests closed in the period by category;
- and
- (4) open records requests (queue) at end of period.

3.15.130 Resources devoted to public records disclosure.

(a) The resources currently allocated to public disclosure response in the 2013-2014 budget are established as the initial level of effort necessary to ensure that public disclosure response is not creating excessive interference with essential government functions.

(b) Starting with the 2015-2016 biennial budget process, the city council shall biennially determine and establish the level of effort to be devoted to public records disclosure and the amount of resources to be allocated. During the budget process, the city council will devote at least a portion of a public work session or council meeting specifically to public records response resource allocation before adopting the final budget.

(c) The city council may reevaluate its determination as part of the mid-year budget adjustment and modify the resource allocation.

(d) The city does not intend every employee to expend ten hours per month responding to records requests. The limitation in Section 3.15.120(c) of up to ten hours per month for those city employees for whom responding to records requests is not among their primary assigned duties is not an allocation of resources available for other public records responses.

Section 2. If any section, subsection, sentence clause, phrase, part or portion of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

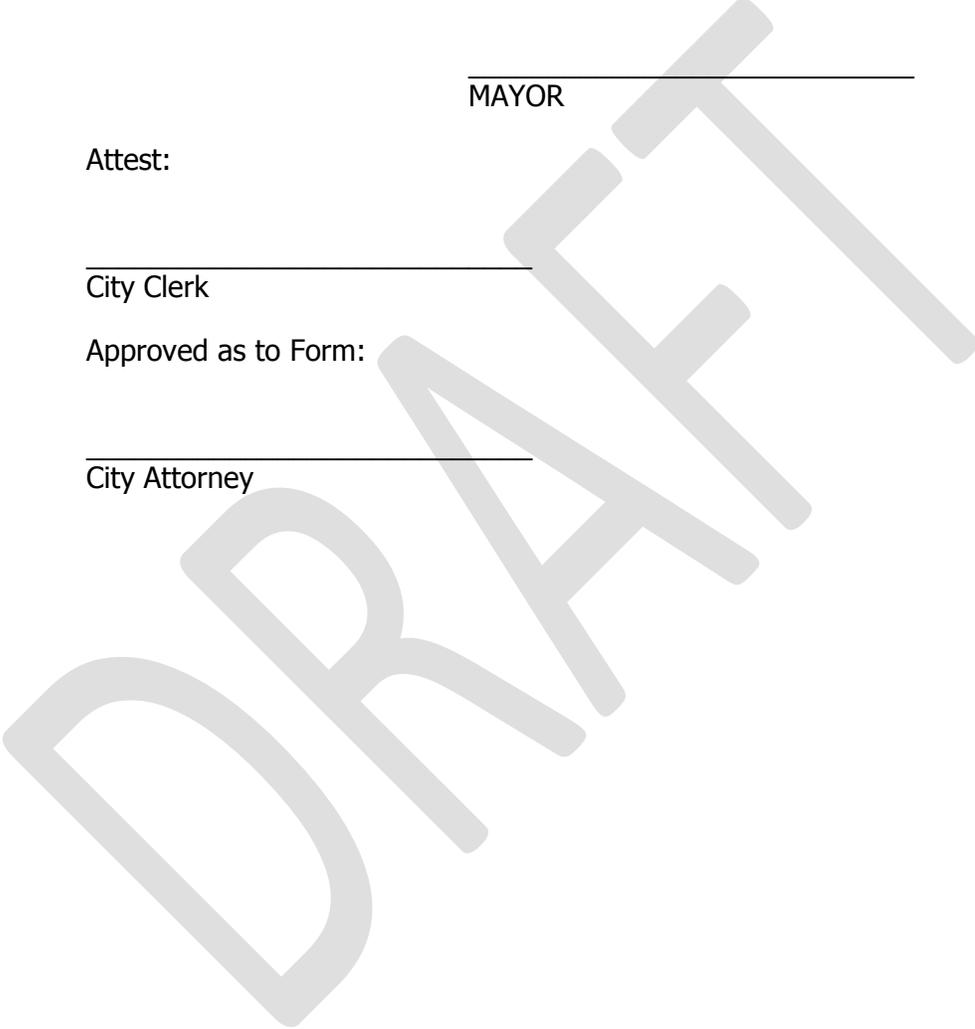
MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney



RESOLUTION R-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELATING TO COMPLIANCE WITH THE PUBLIC RECORDS ACT, SPECIFICALLY, ADOPTING PUBLIC RECORDS ACT RULES, ISSUING A FORMAL ORDER THAT MAINTAINING AN INDEX WOULD BE UNDULY BURDENSOME, ORDERING PUBLICATION OF THIS RESOLUTION AND THE PUBLIC RECORDS ACT RULES AND APPOINTING THE CITY CLERK AS THE PUBLIC RECORDS OFFICER

WHEREAS, RCW Sections 42.56.040, 42.56.070 and 42.56.100 of the Public Records Act ("the Act") collectively require that state and local agencies provide, publish and prominently display certain information, exemptions and rules governing disclosure of public records; and

WHEREAS, the City of Kirkland ("the City") is a local agency as defined in the Act and must therefore comply with its provisions; and

WHEREAS, the attached Public Records Act Rules ("the Rules") fulfill one of these requirements and were developed using the Attorney General's Office advisory Model Rules for disclosure of public records; and

WHEREAS, RCW 42.56.070(3) requires an agency to maintain an index of records therein described unless the local agency determines that it would be unduly burdensome to do so and in that event it must issue and publish a formal order specifying why it would be unduly burdensome; and

WHEREAS, RCW 42.56.580 requires that each agency appoint and publicly identify a Public Records Officer and provide contact information for that Officer,

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The attached Rules are adopted as the rules the City will follow in handling public records requests and the City Manager, in consultation with the Public Disclosure Steering Committee, is hereby authorized to amend the Rules as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Rules as facts may require. All amendments to the Rules shall be reported to the City Council.

Section 2. The City is comprised of ten departments, with divisions and subdivisions serving over 80,000 citizens. The different departments maintain separate databases and/or record keeping systems for the indexing of records and information. Because these records are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome to maintain a central index of these records. Therefore, the Council finds that maintaining the index required by RCW 42.56.070(3) would be unduly burdensome and formally orders that such an index does not have to be maintained as allowed under RCW 42.56.070(4) so long as all other City indexes are available for public inspection and copying in conformity with applicable law.

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Section 3. The City Clerk is appointed as the City's Public Records Officer and the contact information is provided in the attached Rules.

Section 4. The Clerk is directed to publish this Resolution and the availability of the Rules in the Seattle Times, post and maintain the Rules on the City's website and otherwise post, prominently display or publish the Rules as required by law and make the Rules available for inspection and copying at the City's central office.

Passed by majority vote of the Kirkland City Council in open meeting this _____day of _____, 20 .

Signed in authentication thereof this _____day of _____, 20 .

MAYOR

Attest:

City Clerk

DRAFT

PUBLIC RECORDS ACT RULES

PRA Rule 010. Authority and purpose.

(1) **Authority.** RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt public records in accordance with published rules. The Public Records Act ("the Act") defines "public record" to include 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 the agency. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the ~~disclosure~~reproduction of public records held by that agency.

(2) **Purpose of Rules.** The purpose of these ~~rules~~Rules is to establish the procedures the City of Kirkland ("the City") will follow in order to provide full access to public records, fullest assistance to inquirers and the most timely possible action as required by RCW 42.56.100, mindful of the further ~~requirements therein stated~~requirement that the ~~rules~~Rules must also protect the records from damage or disorganization and prevent excessive interference with other essential functions of the City. These ~~rules~~Rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and City staff that are designed to best assist members of the public in obtaining such access.

(3) **Purpose of Act.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The Act and these ~~rules~~Rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation.

(4) **Act not applicable.** Court files and judges' files are not subject to the Act. Access to these records is governed by court rules and the common law.

(5) **Amendment of the Rules.** By authorization of the City Council in the Resolution approving these ~~rules~~Rules, the City Manager is authorized to amend the Rules as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Rules as facts may require. Amendments to the Rules must be reviewed by the Public Disclosure Steering Team prior to City Manager action. All amendments to the Rules will be reported to the City Council.

PRA Rule 020. Agency description--Contact information--Public records officer.

(1) Agency description. The City provides the services of a non-charter code city, including but not limited to, building and plans inspection, court, parks and recreation, planning and community development, public safety and public works services, which are supported and

supplemented by financial, administrative and legal services. The City's central office is located at 123 Fifth Avenue, Kirkland, WA 98033.

The general course and method by which the City's operations are channeled and determined is through laws adopted and direction given by the City Council and other competent authority in conformity with all applicable city, state and federal law, which ~~is thereafter~~ implemented by the City Manager, Department Directors and their designees in conformity with the requirements of those same laws. The City's rules of procedure are set forth in those same laws or in rules adopted pursuant to authority granted to others as provided in those laws. The City's substantive rules of general applicability that were adopted as authorized by law, as well as the statements of general policy or interpretations of general applicability formulated and adopted by the City are contained in the Kirkland Municipal Code, or in rules, regulations and interpretations authorized to be adopted or issued in those laws or under federal or state law.

The City has ~~the following~~ field offices at the following addresses:

Municipal Court	11515 NE 118th Street, Kirkland, WA 98034
Fire Stations	
Station 21	9816 Forbes Creek Drive, Kirkland, WA 98033
Station 22	6602 108th Avenue NE, Kirkland WA 98033
Station 24	8411 NE 141st Street, Kirkland 98011
Station 25	12033 76th Place NE, Kirkland, WA 98034
Station 26	9930 124th Avenue NE, Kirkland, WA 98033
Station 27	11210 NE 132nd Street, Kirkland, WA 98034
HR and Parks & Comm.	505 Market Street, Kirkland, WA 98033
Srvcs <u>Svcs.</u>	12421103rd Avenue NE, Kirkland, WA 98033
North Kirkland Comm. Ctr.	352 Kirkland Avenue, Kirkland, WA 98033
Peter Kirk Community Center	340 Kirkland Avenue, Kirkland, WA 98033
Peter Kirk Pool	310 1st Street, Kirkland, WA 98033
Public Works CIP Annex	121Third Avenue, Kirkland, WA 98033
Prosecuting Attorney	9757 NE Juanita Drive, Suite 120, Kirkland, WA 98034
Public Defender	904 8th Street, Kirkland, WA 98033
Fleet Management	915 8th Street, Kirkland, WA 98033
Maintenance Center	1129 8th Street, Kirkland, WA 98033
Parks Maintenance Center	

(2) **Contact Information-Public Records Officer.** Any person wishing to request access to public records of the City, or seeking assistance in making such a request, should follow the procedures set forth in these Rules and contact the following Public Records Officer (the "PRO") of the City to submit such a request or to obtain assistance in making such a request:

Kathi Anderson, City Clerk
City of Kirkland
123 Fifth Avenue Kirkland, WA 98033
(425) 587-3190
(425) 587-3198

PublicRecords@kirklandwa.gov

Information is also available at the City's web site at www.kirklandwa.gov.

PRA Rule 030. Availability of public records.

(1) **Availability.**- Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection- of records shall occur at the central offices of the City unless another location is approved by the ~~Public Records Officer~~PRO or designee (~~"the PRO"~~).

(2) **Records index.** By the ~~resolution~~Resolution approving these ~~rules~~Rules, the Kirkland City Council issued a formal order ~~which found~~finding that ~~maintaining~~the maintenance of an index was unduly burdensome. This finding was based on the fact that the City is comprised of ten departments, ~~their~~with divisions and subdivisions, serving over 80,000 citizens, ~~which.~~ The different departments maintain separate databases and/or record keeping systems for the indexing of records and information. Because these records are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome to maintain a central index of records.

(3) **Organization of records.** The City will maintain its records in a reasonably organized manner. While committed to fully comply with the Act and these Rules, the City must also take reasonable actions to protect records from damage and disorganization and prevent excessive interference with other essential functions of the City. A requestor shall not take City records from City offices ~~without the permission of the PRO.~~ A variety of records are available on the City's web site at www.kirklandwa.gov. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) Making a request for public records.

(a) Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request form, or by letter, fax, or email addressed to the ~~Public Records Officer~~PRO and including the following information:

Name of requestor;
Address of requestor;
Other contact information, including telephone number and any e-mail address;
Identification of the public records adequate for the PRO to locate the records; and
~~The~~the date and time of day of the request.

(b) If the requestor wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements with the PRO to pay for copies or scans of the records as provided in PRA Rule ~~070~~150 below.

(c) A form is available for use by requestors at the office of the ~~Public Records Officer~~PRO and on-line at ~~www.kirklandwa.gov~~www.kirklandwa.gov.

(d) The PRO may accept requests for public records that contain the above information by telephone or in person. If the PRO accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

(e) Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence or in the possession of the City.

PRA Rule 040. Definitions.

(1) "Records request queue" means a list of all the pending Category 3, 4 and 5 public records requests.

(2) "Standard time period" means the estimated time, established as goals, to make requested public records available by category of records request.

PRA Rule 050. Processing of public records requests.

(1) **Providing "fullest assistance."** Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the PRO will process requests in the order allowing the most requests to be processed in the most efficient manner. In an effort to better understand the request and provide all responsive records, the PRO can inquire about the purpose for the request but the requestor is not required to answer except to establish whether inspection and copying would violate RCW 42.56.070(9) (see ~~040(5)~~PRA Rule 100 below) or other statute which exempts or prohibits disclosure~~reproduction~~ of specific information or records to certain persons.

(2) **Acknowledging receipt of request.** Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the PRO will do one or more of the following:

(a) Make the records available for inspection or copying;

(b) If copies are requested and payment or payment of a deposit is made as provided in PRA Rule [070150](#) below, or terms of payment are agreed upon, send the copies to the requestor;

(c) Provide a reasonable estimate of any additional time needed to respond to the request and a date by which the records will be [disclosed/produced](#) in whole or in part depending on whether the records are being provided in installments. The factors used to estimate the additional time needed must be based upon criteria that can be articulated and may be presented in the response estimating the additional time needed. However, additional time is only allowed under the following circumstances:

(i) to request clarification from the requestor if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope;

(ii) to locate and assemble the information requested;

(iii) to notify third persons or agencies in the event the requested records contain information that may affect rights of others and may be exempt from [disclosure/production](#). Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, 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 or a statement of the request if no written request was received; or

(iv) to determine whether any of the information requested is exempt [from production](#) and that a denial should be made as to all or part of the request; or

(d) deny the request ~~in conformity with subsection (5) below~~.

(3) **Consequences of failure to respond.** If the PRO does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the ~~Public Records Officer~~[PRO](#) to determine the reason for the failure to respond.

PRA Rule 060. Managing the queues.

The Public Disclosure Steering Team is responsible for managing the records requests queues based on the following criteria:

(1) the number of records responsive to a given request;

- (2) the number and size of other records requests in the queue;
- (3) the amount of processing required for the subject request or requests and other requests in the queue;
- (4) ~~Records~~ the status of a particular request that is waiting for third party review or requestor action; and
- (5) the current volume of other City work, as it affects the amount of staff time that can be devoted to the subject request or requests.

PRA Rule 070. Categories of requests.

(1) When a public records request is received, the department receiving the records request will categorize the request according to the nature, volume, and availability of the requested records as follows:

(a) **Category 1** records requests are requests requiring immediate response in the interest of public safety (imminent danger). These requests shall take priority over all other requests.

(b) **Category 2** records requests are routine or readily filled requests for easily identified and immediately accessible records requiring little or no coordination between departments.

(c) **Category 3** records requests are routine requests that involve:

(i) a large number of records, and/or

(ii) records not easily identified, located and accessible, and

(iii) records that require some coordination between departments.

(d) **Category 4** records requests are complex requests which may be especially broad or vague which involve:

(i) a large number of records that are not easily identified, located or accessible, requiring significant coordination between multiple departments, and

(ii) research by City staff who are not primarily responsible for public disclosure and/or

(iii) review by public disclosure staff to determine whether any of the records are exempt from ~~disclosure~~-production.

(e) **Category 5** records requests are complex requests that may be especially broad or vague which involve:

(i) a large number of records that are not easily identified, located or accessible, requiring coordination between multiple departments, and

(ii) research by City staff who are not primarily responsible for public disclosure and/or

(iii) legal review and creation of an exemption log. These requests may require additional assistance from third-parties in identification and assembly.

(2) Once placed in a category, records requests may be moved to a different category in order to respond to unanticipated circumstances.

PRA Rule 080. Standard time periods for response.

(1) The following time standard periods for response to all categories of records requests are established as goals. The City may not be able to comply with the goals, but will notify the requestor if the goal will not be met.

(a) **Category 1 records requests.** Generally, the City will respond to Category 1 records requests immediately or the next business day after the request is received.

(b) **Category 2 records requests.** Generally, the City will respond to Category 2 records requests within five business days. If records cannot be made available within five business days, the City may extend the time to respond as described above.

(c) **Category 3 records requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 3 records requests usually require between 5 and 30 business days.

(d) **Category 4 records requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 4 records requests may require several weeks or even several months.

(e) **Category 5 records requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 5 records requests may require several weeks or even several months.

PRA Rule 090. Records requests queues.

(1) All Category 3, 4, and 5 records requests shall be maintained and tracked in records requests queues with a separate queue for each category. The queues shall identify the status of the records as "pending," "active," or "completed."

(2) Records requests will initially be entered in the respective queues in the chronological order in which they are received by the City. Responding to a records request is not always a sequential process. The PRO will manage the active queues by moving between requests based on circumstances that may include, but are not limited to the following:

- (a) a request is waiting for records to be retrieved from storage;
- (b) a request is waiting for records to be retrieved from persons or entities that hold them on behalf of the City (e.g. employees, consultants);
- (c) a request is waiting for the requestor to respond to a request for clarification;
- (d) a request is waiting for a response after notifying a third party named in a record;
- (e) a request is waiting for the expiration of the time allowed a third party to obtain an order from a court enjoining release of records;
- (f) a request is waiting for resolution of a legal action filed by a third party to enjoin release of records;
- (g) a request is waiting for legal review of records to determine if they meet the definition of a public record or the applicability of exemptions and production of an exemption log;
- (h) a request is waiting for consideration of a petition to review denial of access;
- (i) a request is waiting for the requestor to pay for copies of the records or pay a deposit for copies;
- (j) a request is waiting for external vendor reproduction of records; or
- (k) a request is waiting for the requestor to claim an installment or physically inspect records.

PRA Rule 100. Redactions and exemptions.

(1) **Records exempt from production.** Some records are exempt from ~~disclosure~~production, in whole or in part. If a record is exempt from ~~disclosure~~production and should be withheld, the PRO will state the specific exemption and provide a brief explanation of how the exemption applies to the record 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~~production, but the remainder is not exempt, the PRO will redact the exempt portions, ~~provide~~produce the nonexempt portions,

and indicate to the requestor why portions of the record are being redacted. (For the purposes of these Rules, redact means the exempt information will be covered in some manner and then the record will be photocopied and the photocopy then disclosed.)

The City is also prohibited by statute from ~~disclosing~~producing lists of individuals for commercial purposes. Therefore, if a request is received for any type of list of individuals, an inquiry as to whether the requestor intends to use the list for commercial purposes must be answered before the list can be provided. -If the answer is that it will be used for such purposes, the list cannot be ~~disclosed~~produced.

(5)

PRA Rule 110. Inspection of records.

(1) Inspection of records.

(a) Consistent with other demands, the City shall promptly- provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the City to copy or scan, if any, and provide payment for those copies or scans.

(b) The requestor must claim or review the assembled records within ~~thirty~~thirty30 days of the PRO'S notification to him or her that the records are available for inspection or copying/scanning. The PRO will notify the requestor, in writing, of this requirement and inform the requestor that he or she should contact the PRO to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the ~~thirty~~thirty30-day period or make other arrangements, the PRO may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(6)

PRA Rule 120. Providing records.

(1) Providing records in installments. When the request is for a large number of records, the PRO may provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that ~~way~~manner. If, within ~~thirty~~thirty30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the PRO may stop searching for the remaining records and close the request.

(7) Closing withdrawn or abandoned request. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the PRO will close the request and so inform the requestor.

(83) **Later discovered documents.** If, after the PRO has informed the requestor that he or she has provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, he or she will promptly inform the requestor of the additional documents and provide them on an expedited basis.

(94) **Identifiable record.** A requestor must request an "identifiable record" or "class of records" before an agency must respond to it. An "identifiable record" is one that agency staff can reasonably locate. The Act does not allow a requestor to search through agency files for records which cannot be reasonably identified or described to the agency.

(105) **Requests for information or nonexistent records.** Requests for information are not public records requests. An agency is not required to conduct legal research for a requestor. An agency is not required to create records to respond to a request.

PRA Rule ~~050~~130. Processing of public records requests-~~Electronic~~electronic records.

(1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** If public records are requested in an electronic format, the ~~public records officer~~PRO will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by PRA Rule ~~070~~150 below.

(3) **Customized access to databases.** With the consent of the requestor, the City may provide customized access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested. The City may charge a fee consistent with RCW 43.105.280 for such customized access.

(4) **Retaining electronic copies.** Because an electronic record is usually more susceptible to manipulation and alteration than a paper record, the City will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it provided if necessary.

PRA Rule ~~060~~140. Exemptions provided by other statutes.

(1) **Exemptions.** The Act provides that a number of records are exempt from public inspection and copying. In addition, documents are exempt from [disclosureproduction](#) if any "other statute" exempts or prohibits [disclosureproduction](#). Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

RCW 2.64.111 Documents regarding discipline/retirement of judges
RCW 2.64.113 Confidentiality - violations
RCW 4.24.550 Information on sex offenders to public
RCW 5.60.060 Privileged communications
RCW 5.60.070 Court-ordered mediation records
RCW 7.68.140 Victims' compensation claims
RCW 7.69A.030(4) Child victims and witnesses- protection of identity
RCW 7.69A.050 Rights of child victims and witnesses- addresses
RCW 7.75.050 Records of Dispute Resolution Centers
RCW 9.51.050 Disclosing transaction of grand jury_
RCW 9.51.060 Disclosure of grand jury deposition
RCW 9.02.100 Reproductive privacy
RCW 9A.82.170 Financial institution records- wrongful disclosure
RCW 10.27.090 Grand jury testimony/evidence
RCW 10.27.160 Grand jury reports- release to public only by judicial order
RCW 10.29.030 Organized crime special inquiry judge
RCW 10.29.090 Records of special inquiry judge proceedings
RCW 10.52.100 Records identifying child victim of sexual assault
RCW 10.77.210 Records of persons committed for criminal insanity
RCW 10.97.040 Criminal history information released must include disposition
RCW 10.97.050 Conviction and criminal history information
RCW 10.97.060 Deletion of certain criminal history record information, conditions
RCW 10.97.070 Disclosure of identity of suspect to victim
RCW 10.97.080 Inspection of criminal record by subject
RCW 13.32A.090 Crisis residential centers notice to parent about child
RCW 13.34.115 Court dependency proceedings
RCW 13.40.217 Juveniles adjudicated of sex offenses- release of information
RCW 13.50.010 Maintenance of and access to juvenile records
RCW 13.50.050 Juvenile offenders
RCW 13.50.100 Juvenile/children records not relating to offenses
RCW 13.60.020 Missing children information
RCW 13.70.090 Citizen juvenile review board- confidentiality
RCW 18.04.405 Confidentiality of information gained by CPA-
RCW 18.19.060 Notification to clients by counselors
RCW 18.19.180 Confidential communications with counselors
RCW 19.215.020 Destruction of personal health and financial information
RCW 19.215.030 Compliance with federal rules
RCW 26.04.175 Name and address of domestic violence victim in marriage records
RCW 26.12.170 Reports of child abuse/neglect with courts
RCW 26.23.050 Child support orders
RCW 26.23.120 Child support records
RCW 26.26.041 Uniform Parentage Act- protection of participants

RCW 26.26.450 Confidentiality of genetic testing
RCW 26.33.330 Sealed court adoption records
RCW 26.33.340 Agency adoption records
RCW 26.33.343 Access to adoption records by confidential intermediary
RCW 26.33.345 Release of name of court for adoption or relinquishment
RCW 26.33.380 Adoption- identity of birth parents confidential
RCW 26.44.010 Privacy of reports on child abuse and neglect
RCW 26.44.020(19) Unfounded allegations of child abuse or neglect
RCW 26.44.030 Reports of child abuse/neglect
RCW 26.44.125 Right to review and amend abuse finding- confidentiality
RCW 27.53.070 Records identifying the location of archaeological sites
RCW 29A.08.720 Voter registration records - place of registration confidential
RCW 29A.08.710 Voter registration records- certain information exempt
RCW Chapter 40.14 Preservation and destruction of public records
RCW 42.23.070(4)- Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7) Identity of local government whistleblower
RCW 42.41.045 Nondisclosure of protected information (whistleblower)
RCW 46.52.080 Traffic accident reports - confidentiality
RCW 46.52.083 Traffic accident reports - available to interested parties
RCW 46.52.120 Traffic crimes and infractions - confidential use by police and courts
RCW 46.52.130(2)- Abstract of driving record
RCW 48.62.101 Local government insurance transactions- access to information
RCW 50.13.060 Access to employment security records by local government agencies
RCW 50.13.100 Disclosure of non-identifiable information or with consent
RCW 51.28.070 Worker's compensation records
RCW 51.36.060 Physician information on injured workers
RCW 60.70.040 No duty to disclose record of common law lien
RCW 68.50.105 Autopsy reports
RCW 68.50.320 Dental identification records - available to law enforcement agencies
RCW Chapter 70.02 Medical records - access and disclosure - entire chapter
RCW 70.05.170 Child mortality reviews by local health departments
RCW 70.24.022 Public health agency info. regarding sexually transmitted disease investigations
- confidential
RCW 70.24.024 Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105 HIV/STD records
RCW 70.28.020 Local health department TB records - confidential
RCW 70.48.100 Jail records and booking photos
RCW 70.58.055 Birth certificates - certain information confidential
RCW 70.58.104 Vital records, research confidentiality safeguards
RCW 70.96A.150 Alcohol and drug abuse treatment programs
RCW 70.123.075 Client records of domestic violence programs
RCW 70.125.065 Records of rape crisis centers in discovery
RCW 71.05.390 Information about mental health consumers
RCW 71.05.395 Ch. 70.02
RCW applies to mental health records
RCW 71.05.400 Information to next of kin or representative
RCW 71.05.425 Notice of release or transfer of committed person after offense dismissal
RCW 71.05.427 Information that can be released

RCW 71.05.430 Statistical data
 RCW 71.05.440 Penalties for unauthorized release of information
 RCW 71.05.445 Release of mental health information to Dept. of Corrections
 RCW 71.05.620 Authorization requirements and access to court records
 RCW 71.05.630 Release of mental health treatment records
 RCW 71.05.640 Access to treatment records
 RCW 71.05.650 Accounting of disclosures
 RCW 71.24.035(5)(g) Mental health information system
 RCW 71.34.200 Mental health treatment of minors
 RCW 71.34.210 Court records for minors related to mental health treatment
 RCW 71.34.225 Release of mental health services information
 RCW 71A.14.070 Records regarding developmental disability
 RCW 72.09.345 Notice to public about sex offenders
 RCW 72.09.585(3) Disclosure of inmate records to local agencies
 RCW 74.04.060 Applicants and recipients of public assistance
 RCW 74.04.520 Food stamp program confidentiality
 RCW 74.09.900 Medical assistance
 RCW 74.13.121 Financial information of adoptive parents
 RCW 74.13.280 Children in out-of-home placements
 RCW 74.20.280 Child support enforcement - local agency cooperation, information
 RCW 74.34.095 Abuse of vulnerable adults - confidentiality of investigations and reports
 RCW 82.32.330 Disclosure of tax information
 RCW 84.36.389 Confidential income data in property tax records held by assessor
 RCW 84.40.020 Confidential income data supplied to assessor regarding real property
 20 USC § 1232g Family Education Rights and Privacy Act
 42 USC 290dd-2 Confidentiality of Substance Abuse Records
 42 USC 405(c)(2)(vii)(I) Limits on Use and Disclosure of Social Security Numbers.
 42 USC 654(26) State Plans for Child Support
 42 USC 671(a)(8) State Plans for Foster Care and Adoption Assistance
 42 USC 1396a(7) State Plans for Medical Assistance
 7 CFR 272.1(c) Food Stamp Applicants and Recipients
 34 CFR 361.38 State Vocational Rehabilitation Services Programs
 42 CFR Part 2 (2.1- 2.67) Confidentiality of Alcohol and Drug Abuse Patient Records
 42 CFR 431.300- 307 Safeguarding Information on Applicants and Recipients of Medical Assistance
 42 CFR 483.420 Client Protections for Intermediate Care Facilities for the Mentally Retarded
 42 CFR 5106a(b)(2)(A) Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
 45 CFR 160-164 HIPAA Privacy Rule

PRA Rule ~~070~~150. Costs of providing copies of public records.

(1) **Costs for copies.** A requestor may obtain copies or scans as provided under ~~RCW42-596~~RCW 42.56.070(8) and 42.56.120; the City will charge for those copies or scans according to the fee schedule below. For records in other forms, the City will charge the actual cost it pays for the medium used to record the record or records provided. Those mediums

include, but are not limited to, tapes, floppy disks, CDs, DVDs and paper that costs more than ~~fifteen~~\$.15 cents per page. The statements providing those costs are the invoices paid to obtain them and are available for public inspection and copying.

Document Type/Size	Per Scan Charge	Per Copy Charge
Standard black and white (8.5" x 11")	.16	.17
Standard color (8.5" x 11")	.19	.21
Black and white (8.5" x 14")	.16	.17
Color (8.5" x 14")	.19	.22
Black and white (11" x 17")	.24	.49
Black and white (17" x 22")	.38	.77
Black and white (22" x 34")	.49	.99

Before beginning to make copies, the PRO may require a deposit of up to ten percent of the estimated costs of copying or scanning all the records selected by the requestor. The PRO may also require the payment of the remainder of the copying/scanning costs before providing all the records, or the payment of the costs of copying/scanning an installment before providing that installment. The PRO will not charge sales tax when it makes copies or scans of public records but if the records are sent to a third party for copying/scanning, that third party may charge sales tax and the requestor will be responsible for payment of that tax as well as the third party's actual charges for copies or scans.

(2) **Costs of mailing.** The City may also charge actual costs of mailing, including the cost of the shipping container.

(3) **Payment.** Payment may be made by cash, check, debit card, credit card, or money order made payable to the City.

(4) **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following ~~nonexhaustive~~non-exhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act.

(5) **Use of outside vendor.** An agency is not required to copy/scan records at its own facilities. An agency can send the project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. An agency can arrange with the requestor to pay the vendor directly. An agency cannot charge the default per page copying/scanning charge when its cost at a vendor is less.

PRA Rule ~~080~~160. Review of denials of public records requests.

(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 email) to the ~~Public Records Officer~~PRO for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PRO denying the request.

(2) **Consideration of petition for review.** The PRO shall promptly provide the petition and any other relevant information to the ~~City official designated by the City~~Public Disclosure Steering Team to conduct the review. ~~That person~~The Public Disclosure Steering Team will immediately consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree.

(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 business days after the initial denial regardless of any internal administrative appeal.

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
1/4/2013	David Johnston		JDB-4 zoning drive through facility in Juanita		1/7/2013 Planning	3/5/2013 - Requestor came to COK to review records 2/20/2013 - Records ready for review	COMPLETED		3/5/2013
1/4/2013	Stephanie Croll/Brian Lawler	Lawyers	Any document provided in response to B. Ritchie PDR		1/4/2013 CAO	3/1/2013 - Sent requestor FTP link to download records	COMPLETED		3/1/2013
1/7/2013	Jeffrey Kim		Business License for Brown Bag Café		1/18/2013 City Clerk	1/18/2013 - Requested records sent to requestor 1/8/2013 - Requestor requesting business license for Brown Bag Café	COMPLETED		1/18/2013
1/16/2013	Marc Holmes	WaLaw Realty LLC	2012 Tree Maintenance Agreement @ 13114 NE 80th St		1/16/2013 Planning	2/8/2013 - Requested records sent to requestor 1/17/2013 - C. Aldred responded with documents not yet sent to recording 1/17/2013 - City Clerk emailed C. Aldred was documents sent for recording 1/16/2013 - Planning responded to records request	COMPLETED		2/8/2013
1/16/2013	Marc Holmes	WaLaw Realty LLC	Security Agreement @ 13114 NE 80th St		1/16/2013 PW	2/8/2013 - Requested records sent to requestor 1/17/2013 - Asked PW to email record to City Clerk 1/17/2013 - PW responded to request	COMPLETED		2/8/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
1/17/2013	Karen Levenson	Potala	Communication with COK Staff & Law Fire re: Potala		2/21/2013 Planning PW CAO Building	3/15/2013 - Sent requestor FTP link to download records 3/12/2013 - City Clerk emailed requestor with new estimate date of 3/15/2013 3/1/2013 - Installment sent to requestor 2/28/2013 City Clerk emailed requestor with estimate date of 3/11/2013 2/21/2013 - COK has Technical Difficulties with FTP 2/21/2013 - requestor requested additional dates 1/18/2013 - City Clerk emailed PRR for clarification	COMPLETED		3/15/2013
1/21/2013	Tiffany Fields		Bid by Shoreline Construction Company for the 2012 Water System Improvements		1/28/2013 Finance	1/29/2013 - Requested records sent to requestor 1/28/2013 - City Clerk emailed requestor with estimate of 1/31/2013	COMPLETED		1/29/2013
1/23/2013	Christy Niemann		Complaints for property 8003 126th Ave NE		1/23/2013 Planning	2/4/2013 - Requested records sent to requestor 2/1/2013 - Planning clarified all records that requestor is requesting 1/24/2013 - Emails back and forth from Planning & City Clerk to Clarify records 1/23/2013 - Planning responded to records request	COMPLETED		2/4/2013
1/25/2013	Scott McDonald	Scott McDonald And Associates PLLC	Emails, pictures re: 7804 124th Ave NE		1/25/2013 Building Planning PW	3/19/2013 - Emailed requestor - CD is ready at Info desk 3/15/2013 - City Clerk emailed requestor records ready to review or FTP documents - waiting for BLD records 1/28/2013 - Planning & PW have responded	COMPLETED		3/19/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
1/28/2013	Duana Kolouskova	Attorney for Lobsang Dargey	Review of the Potala Village file		1/29/2013 Planning received initial request	3/26/2013 - Requested records sent to requestor 3/21/2013 - Planning sent requested records to requestor 3/15/2013 - J. Mason send an email to P. Stewart asking for an update 3/15/2013 - Planning provided a link to the SMP 3/5/2013 - City Clerk emailed Planning to check on status and requesting requestor set up a new date and time to review records 1/29/2013 - Requestor wants to come to Planning to review records	COMPLETED		3/26/2013
1/28/2013	Bill Hensens		Letter that Waste Management taking over from Allied		1/28/2013 PW - John Mac	1/28/2013 - Requested records sent to requestor 1/28/2013 - Requesting formal notification that Waste Management would be taking over service from Allied Waste (Republic Services) on July 1, 2011.	COMPLETED		1/28/2013
1/30/2013	Rob Butcher		Bold Hat Productions missing payments from 2009		1/30/2013 Finance	1/30/2013 - Requested record sent to requestor	COMPLETED		1/30/2013
2/6/2013	Bea Nahon		Schedule of Council Meetings with Neighborhood Associations	2	2/6/2013 Finance	2/8/2013 - Requested records were sent to requestor	COMPLETED		2/8/20123
2/7/2013	Fast Signs		Site Permit Plan 2011	2	2/8/2013 F&B Planning	2/8/2013 - Building sent requested records to requestor	COMPLETED		2/8/2013
2/7/2013	Jessica Robertson	Geo Engineers, Inc.	Any hazmat etc. @ 911 5th Ave	2	2/7/2013 F&B	2/15/2013 - Requested records sent to the requestor 2/8/2013 - Fire responded 2/7/2013 - City Clerk requesting records from F & B - link to H drive	COMPLETED		2/15/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
2/8/2013	Will Knedlik 2/8/2013		SEPA docs re the CKC	3	2/8/2013 PW & CAO	4/2/2013 - City Clerk emailed requestor - finished the review and no further records have been identified as meeting the parameters of your request 3/22/2013 - City Clerk estimates records by 3/29/2013	COMPLETED		4/2/2013
2/10/2013	Bea Nahon		Requesting the handout to City Council re Totem Lake	2	2/12/13 CMO	2/20/2013 - Requested records sent to requestor	COMPLETED		2/20/2013
2/11/2013	Pat McManus		Kevin Nalder , Jim Lopez cell bill		2/12/2013 Joli	2/15/2013 - City Clerk provided requestor with the phone bills for K. Nalder and J. Lopez 2/12/2013 - City Clerk requesting records from Accounts Payable - link to H drive	COMPLETED		2/14/2013
2/12/2013	Ernie Wilson		CKC Map Data	3	David Godfrey & Joe Plattner	2/19/2013 - City Clerk emailed requestor - CD is ready at Info Desk	COMPLETED		2/19/2013
2/12/2013	Rob Butcher	Kirkland Events Foundation	All items which were discussed at Council Retreat		2/13/2013 CMO PW	2/20/2013 - Requested records sent to requestor 2/13/2013 - CMO provided records responsive to request	COMPLETED		2/20/2013
2/13/2013	Bea Nahon		Code of Ethics since 2/1/2012	3	2/13/2013 CMO	3/22/2013 - Requested records sent to requestor 3/6/2013 - reopened 3rd party notice with release date 3/22/2013 2/14/2013 - City Clerk emailed CMO to inquire any records responsive to request	COMPLETED		3/22/2013
2/14/2013	Pat McManus		The date Kurt Triplett went from city cell to private cell		2/15/2013 Joli	2/15/2013 - Requested record sent to requestor	COMPLETED		2/15/2013
2/14/2013	Rob Butcher	Kirkland Events Foundation	Application for Oktoberfest		2/14/2013 Parks 505	2/20/2013 - No records responsive to request 2/14/2013 - PRR sent request to CMO	COMPLETED		2/20/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
2/15/2013	Colleen Devoy	Death Certificate				2/19/2013 - City Clerk advised requestor where to locate request	COMPLETED		2/19/2013
2/15/2013	Eric Laliberta	Attorney	Application 2013 Planning Commission		City Clerk	2/20/2013 - Requests request sent to requestor 2/20/2013 - Requestor requesting a status update of PRR	COMPLETED		2/20/2013
2/15/2013	Ronald & Susan Guidry		3 years of watermain records NE 90th St between 116th Ave NE & 112th Ave NE (PW)		2/20/2013 PW PWMC	3/15/2013 - Emailed requestor - CD is ready at Info Desk 2/20/2013 - PW looking for clarification to records request 2/20/2013 - City Clerk requesting records from PW - link to H drive	COMPLETED		3/15/2013
2/20/2013	Shawn Magraw	GTS Interior Supply	Copies of Flood @ 10905 120th Ave NE from Nov 19-20 2012 (PW)	3	2/20/2013 PW PWMC	6/10/2013 - (Amullin) Sent 2nd letter to requester - if no response by 6/28/13 request is closed. 5/13/2013 - Sent email to requestor to confirm request was answered and the file can be closed 2/26/2013 - S. Tervo will call requestor the week of March 4, 2013 2/26/2013 - B. Wallace has file waiting to be sent to requestor for water/flood damage. 5/13/13 - Sent follow-up email to see if after having met with staff he still wanted the requested records.	waiting for response from requestor	6/28/2013	
2/20/2013	Saphronia Young	Attorney same request as Craig Sutton 3/12/13	Electrical Permits		City Clerk	3/15/2013 - Requestor requested another request Electrical Permits from March 2012- December 2012 (Electrical Permits) 3/15/2013 - Requestor likes what IT is providing 3/12/13 Ongoing communication between requestor & IT	COMPLETED		3/15/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
2/21/2013	Greg Griffis	Merit Homes	Copy of Development Services Study		2/22/2013 CMO City Clerk	3/15/2013 - Requested record sent to requestor 2/22/2013 - City Clerk responded to requestor final form available on or before 3/19/2013	COMPLETED		3/15/2013
2/25/2013	Maggie Bailey		Copies of any old photos of my house in Kirkland, built about 1928			2/27/2013 - City Clerk advised requestor where to locate request	COMPLETED		2/27/2013
2/26/2013	Daniel Smith	PacWest Engineering, LLC	As-Builts @ 1701 & 312 Market Street (PW)		3/5/2013 PW 2/27/2013 Planning & Building	3/5/2013 - PW sent requested record to requestor 3/5/2013 - B. Prout emailed PW requesting records responsive to request 2/26/2013 - City Clerk emailed PRR to Building & Planning	COMPLETED		3/5/2013
2/27/2013	Hazel Russell		CMO Campaign Info		2/27/2013 CMO/City Clerk	2/27/2013 - Requested records sent to requestor	COMPLETED		2/27/2013
2/27/2013	Pat McManus		Emails between Henderson, Nalder, Triplett, Lopez, Bryan Vadney and the City Attorney from 12/1/2011 - 3/30/2012. I am not interested in mass emails but ones of 10 or less people. Please include all CC's and BCC's.	5	3/5/2013 - Emailed Pat - Estimate time May 2nd	5/2/2013 - Requestor sent email to City Clerk to inquire if records are ready to be picked up 3/5/2013 - City Clerk responded to requestor with an estimated date of May 2nd to completed records request	COMPLETED		6/12/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
2/27/2013	Laura Cox	Lawyer	Documents between the City and the Guan-Wus (from roughly mid-January to now).			3/29/2013 - Sent requestor FTP link to download records 3/28/2013 - Received information from CAO pertaining to request 3/26/2013 - A. Mullin estimates records by 3/29/2013 3/8/2013 - A. Mullin estimates records by 3/22/2013	COMPLETED		3/29/2013
2/28/2013	Usman Shakeel				2/28/2013 Planning	3/1/2013 - Requested records was sent to requestor 3/4/2013 - City Clerk requesting records from Planning - link to H drive	COMPLETED		3/4/2013
3/4/2013	Scott Emry	Lake Washington School District	Any records on fuel spill at Kamiakin Middle School		3/5/2013 Fire 3/4/2013 PW	3/15/2013 - Emailed requestor - CD ready at Info Desk 3/4/2013 - City Clerk provided link to H drive	COMPLETED		3/15/2013
3/5/2013	Karen Levenson	Potala	Review records requested by Duana Kolouskova		3/5/2013 City Clerk Planning	3/7/2013 - CLOSED - Karen Levenson canceled her appointment to conduct the review. 3/5/2013 - City Clerk reserved a conference room for requestor to come to COK and review records	COMPLETED		3/7/2013
3/5/2013	Michael Baker	Associated Press-Olympia	Thomas Stoves salary from Jan 2008 to Dec 2009		3/5/2013 Bethany	3/8/2013 - Requested records sent to requestor 3/5/2013 - Payroll responded to request 3/5/2013 - City Clerk sent PRR to Payroll	COMPLETED		3/8/2013
3/6/2013	Cherie Howland		Haz/Fire calls, storage tanks		3/6/2013 F & B	3/8/2013 - No records responsive to this request advised requestor to contact King County for records prior to 2011	COMPLETED		3/8/2013
3/6/2013	Jessica Colon		PDF of File No. CAM12 - 01461		3/6/2013 Planning	3/7/2013 - Requested records sent to requestor	COMPLETED		3/7/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
3/7/2013	Krysta Liveris	McKay Chadwell PLLC	Materials related to intersection of NE 124th St & Slater Ave NE	4	3/7/2013 PW HR CAO	3/19/2013 - Sent requestor the remaining records responsive to the requestors request 3/15/2013 - Requestor withdrawn request received info from WSP 3/11/2013 - PW emailed City Clerk to include PD -- requestor may have previously asked PD directly for info 3/7/2013 - PW HR CAO to notify City Clerk by 3/11/2013 to estimate time to compile records	COMPLETED		3/15/2013
3/7/2013	Bret Jordan	Colliers International	Planning or zoning for sprinklers when the structure is close to the property line adjacent to a residential use as is the 1524 Building and second, the legislation A copy of the as-built for the water main in front of the building.		3/13/2013 PW	3/22/2013 - Requested records sent to requestor 3/14/2013 - PW attached electronic file 3/13/2013 CAO estimates document ready by 3/22/2013 3/7/2013 PRR request is a result of a follow-up meeting with CAO	COMPLETED		3/22/2013
3/7/2013	Mike Aguilar Varela 3/7/2013		Requesting documents between Mark Buenting and HR			3/15/2013 - HR sent records request to requestor 3/7/2013 - HR received the original request and handled accordingly	COMPLETED		3/15/2013
3/11/2013	Brian Rohrback	Infometrix, Inc.	Building permits & related files for addition of Hectors		3/12/2013 Building Planning	4/4/2013 - Sent requestor FTP link to download records 3/25/2013 - Requestor wanting to review records at COK 3/15/2013 - City Clerk emailed requestor and advised the records are available to review at City Hall	COMPLETED		4/4/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
3/11/2013	Douglas Engle	Eastside Community Rail	EsCR - Cross Kirkland Corridor		PW rec'd request	4/5/2013 - Sent requestor FTP link to download records 3/28/2013 - City Clerk emailed links to requestor 3/27/2013 - City Clerk sent email clarification from requestor to PW 3/22/2013 - Additional attachments were sent to requestor 3/19/2013 - City Clerk emailed requestor to inquire if attached documents were sufficient 3/11/2013 CMO & PW involved in original request	COMPLETED		4/5/2013
3/11/2013	Mark Harrison		PDF copy of Ordinance 2463, vacating a portion of Totem Lake Way, dated May 7, 1979		3/12/2013 Anja	3/12/2013 - Requested records sent to requestor	COMPLETED		3/12/2013
3/12/2013	Craig Sutton	data dump from MyBuildingPermit.com	Same request as Saphronia Young 2/20/2013		3/15/2013 IT	3/19/2013 - IT sent attached data dump - IT asked requestor if the data was suitable will be sending on a monthly basis	COMPLETED		3/19/2013
3/12/2013	Christopher Bodrie		2013 Wages & Insurance for Police Support Guild		3/12/2013 HR	3/15/2013 - City Clerk emailed requestor - support staff is still in negotiations – hence the 2012 salary schedule is still in effect	COMPLETED		3/15/2013
3/12/2013	Marilyn Carroll		Complaint against 11126 NE 100th St		3/12/2013 Planning	3/12/2013 - Requested records sent to requestor	COMPLETED		3/12/2013
3/12/2013	Grant Garat		Copy of Study (Ambulance Utility Fee)		3/12/2013 T. Levine M. Jung	3/20/2013 - Requested records were sent to requestor	COMPLETED		3/20/2013
3/13/2013	Justin Hampton		List of current COK employees w/titles and salary		3/13/13 to B. Reali	3/19/2013 - Requested records sent to requestor	COMPLETED		3/19/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
3/14/2013	Fred Rogue Group		Blank form submitted			3/14/2013 - City Clerk emailed requestor and advised form was blank 3/14/2013 - PRR emailed a Blank form	COMPLETED		3/14/2013
3/18/2013	Stafford Larsen	Riley Group, Inc.	Copies of Plans or permits related to underground or aboveground storage tanks @ 13649 NE 126th PL	2	3/19/2013 F & B PW	3/22/2013 - Requested records sent to requestor - no records responsive to request 3/19/2013 - City Clerk sent requestor an acknowledgement email with est. date of 3/25/2013	COMPLETED		3/22/2013
3/21/2013	Kash Raymond		Waste water map book		3/21/2013 IT	3/22/2013 - City Clerk emailed requestor - CD ready at Info Desk	COMPLETED		3/22/2013
3/25/2013	Forest Eads		Engineering architectural plans		3/25/2013 Building	5/9/2013 - A. Mullin advised requestor records are at Building counter until 5/24/13 4/18/2013 - City Clerk emailed J. Brickey for a status update 3/29/2013 - City Clerk emailed J. Brickey for a status update 3/25/2013 City Clerk requesting records by March 29, 2013	COMPLETED		5/9/2013
3/26/2013	Keith Ervin		Keith Ervin, Seattle Times, is asking for Bob Sternoff's resignation letter			3/26/2013 - City Clerk sent requested record to requestor 3/26/2013 - Original PRR was sent to CMO	COMPLETED		3/26/2013
3/26/2013	Carrie Rodriguez	Kirkland Reporter	Bob Sternoff resignation both email & written		3/26/2013 CMO PD CAO CC	4/3/2013 - Sent requested records to requestor 3/26/2013 - City Clerk provided link to H drive 3/26/2013 - City Clerk emailed CMO PRR	COMPLETED		4/3/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
3/26/2013	Walt Blush	same as Peggy Haugen 05/01/13	All video, pictures, reports, statements, claims and any other material relevant to the sewer main blockage located at 436 13th Ave W. on/or about March 3, 2013. Also the work performed by the City to the sewer main line in question.		3/26/2013 PWMC PW Kathy J	5/22/2013 - Sent requestor FTP link to download records 5/18/2013 - Need to review exemption log - then records ready for release 4/3/2013 - K. Joyner provided attachments 3/26/2013 - Original PRR was sent to B. Wallace	COMPLETED		5/22/2013
3/27/2013	Duncan Milloy		List of all Kirkland business license holders		3/27/2013 IT	3/27/2013 - K. Coulson sent license date to requestor	COMPLETED		3/27/2013
3/28/2013	Reese Marx	Concrete Services	Pay estimate for Rosehill Sidewalk Job # 28-12W		3/28/2013 PW	3/29/2013 - Requested record sent to requestor 3/28/2013 - PW emailed attachments to City Clerk	COMPLETED		3/29/2013
3/29/2013	Mike Dunn		obtain the city EMS response boundaries			4/1/2013 - IT responded to requestor request	COMPLETED		4/1/2013
4/1/2013	Sabine Datum		Building & Planning records @ 12828 Willows Rd NE		4/2/2013 F & B Planning	4/3/2013 - Sent requested records to requestor 4/2/2013 - City Clerk would like records by 4/5/2013	COMPLETED		4/3/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/2/2013	David Hellene		"construction projects in COK have an electrical component please provide us with a list of those projects. If D&S Electric is working on a current project in your district or has expressed interest in bidding a project in your district we would like to be made aware of this."		4/8/2013 PW Barry Scott	4/12/2013 - Sent requested records to requestor 4/9/2013 - A. Mullin sent estimate date of 4/12/2013 4/5/2013 - A. Mullin emailed PRR to PW and B. Scott	COMPLETED		4/12/2013
4/2/2013	Fred Glick		See the Berger proposal for the corridor and other proposals			5/9/13 - City Clerk emailed E. Miller-Wolfe to see if she had heard anymore from requestor. Requestor has expressed no further interest in seeing the proposal nor has he submitted a PRR. 4/18/2013 - E. Miller-Wolfe advised requestor file a PPR 4/2/2013 - D. Godfrey received original request	WITHDRAWN		5/9/2013
4/3/2013	Reese Marx		2011 Sidewalk Maintenance Program - Contract 20-12-PW		4/3/2013 PW	4/5/2013 - Sent requested records to requestor 4/4/2013 - City Clerk emailed PW looking for the current Pay Estimate Detail 4/4/2013 - Requestor informed Public Records that there is a current record which is available 4/4/2013 sent requested record to requestor	COMPLETED		4/5/2013
4/4/2013	Rob Butcher		Electronic copies of all the applications for the open city council position received to date			4/10/2013 - City Clerk sent requested records to requestor 4/4/2013 - City Clerk estimates records by 4/10/2013	COMPLETED		4/10/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/4/2013	Feliks Banel		Public testimony given at the March 19, 2013 Kirkland City Council meeting		4/4/2013 IT	4/4/2013 - M. Connor will handle PRR	COMPLETED		4/4/2013
4/5/2013	Carrie Rodriguez		Interested citizens applying for the vacant city council position vacated by Bob Sternoff			4/10/2013 - City Clerk sent requested request to requestor 4/10/2013 - City Clerk informed requestor in the process of redacting personal information 4/10/2013 - Requestor asking for a status update	COMPLETED		4/10/2013
4/10/2013	Sandy Hall		Which bank owns the condo at: 12200A NE 147th PL, Kirkland, WA.			4/10/2013 - City Clerk handled PRR request	COMPLETED		4/10/2013
4/10/2013	Keith Ervin		Copy of the firefighter union presidents' letter about the EMS levy, and Kurt's response to it			4/10/2013 - City Clerk sent requested records to requestor 4/10/2013 - Original PRR was sent to CMO	COMPLETED		4/10/2013
4/11/2013	Justin Jensen	Attorney at Law	Code compliance and enforcement for 517 Slater Street South January, 2011		4/11/2013 Planning	4/19/2013 - Requested records sent to requestor 4/18/2013 - City Clerk - emailed Building to see if any records responsive to request 4/11/2013 - City Clerk requesting all records from Planning Energov and Advantage 4/11/2013 - Original request received at Planning	COMPLETED		4/19/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/12/2013	Karen Levenson		Copies of any communication (from January 20, 2013 through April 12, 2013) from any party to city staff with any mention of Potala Village, or anything communicated by Mr. Dargey, Justin Stewart, or any person inquiring about Potala Village, BN Zoning, Shorelines Permit, etc. This should include any email, letter, hand written note, voicemail message, etc. "		4/15/2013 Building Planning	5/20/13 - A. Mullin sent response to requestor with explanations and missing email. 5/16/2013 - ftp 051613 4/17/2013 - City Clerk send email to PRR with estimate date of May 16, 2013	COMPLETED		5/16/2013
4/12/2013	M Hutton		What percentage of appeals against denials of tree-removal permits overturns the denials		4/15/2013 Planning	4/15/2013 - Planning does not keep this type of statistical data. No records responsive to this request.	COMPLETED		4/15/2013
4/15/2013	Dennis Murry	Job No. 23-13-FB	We request a copy of the scoring/evaluation City of Kirkland, Request for Proposal, Job No. 23-13-FB			5/6/2013 - A. Mullin sent 3rd party notification records available on or after 5/13/2013 5/1/2013 - City Clerk sent email with estimate date of 5/14/2013	COMPLETED	5/14/2013	5/14/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/15/2013	Kevin Murphy		All records relating to my petition to the Kirkland City Council, dated 10/21/2008. The petition is titled "Petition to the Government for Redress of Grievances. "	5	5/3/2013 CMO, PD, HR, CAO	6/12/2013 - CD was mailed to requestor 5/16/13 - Mailed requestor CD of records responsive to request 5/9/2013 - CAO scanned documents 5/7/2013 - JJ still going through the disks 5/7/2013 K. Joyner, M. Beard, no records 5/6/2013 PD is not aware of any records 5/3/2013 City Clerk sent email to PRR estimate date of records 5/14/2013	COMPLETED		6/12/2013
4/15/2013	Karen West		COM12-00192		4/15/2013 Planning	5/15/2013 - Emailed requestor - CD ready at Info Desk 4/16/2013 - File is scanned and waiting to be sent 4/15/2013 - City Clerk sent Planning link to H drive for records responsive to request	COMPLETED		5/15/2013
4/15/2013	Lynda Lee Gerpheide		Juanita Creek		5/3/2013 PW Park @ 505	5/22/2013 - Requestor has withdrawn PRR 5/22/2013 M. Cogle left message with requestor 5/18/2013 - A. Mullin emailed M. Cogle - status update 5/6/2013 - M. Cogle responded to PRR waiting on D. Snider to respond 5/3/2013 - City Clerk emailed PRR with estimate date 5/14/2013	WITHDRAWN		5/22/2013
4/16/2013	Lynn Grubbs	Job No. 23-13-FB	Copy of the winning Proposal (RFP) Job No. 23-13-FB		4/16/2013 Fire	Proposal 5/2/2013 - City Clerk emailed requestor estimate date of 5/14/2013 4/30/2013 - M. Jung emailed PRR and advised City Clerk will send request by 5/1/2013 4/17/2013 - Documents have been scanned	COMPLETED	5/14/2013	5/14/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/17/2013	Bob Swain	Puget Sound Properties	Copies of the due diligence reports that they produced during their inspection of the W Washington Sheet Metal Building			5/16/2013 - Sent requestor FTP link to download records 5/9/2013 - Requestor requesting status update 4/17/2013 - City Clerk sent requestor estimate date 5/3/2013 4/17/2013 D. Burris received original PRR	COMPLETED	5/13/2013	5/16/2013
4/19/2013	Jesse Mitchell		Copy of job description, employment contract, 2012 yearly salary, all benefits received (including health care, deferred comp, pension and/or 401K) for 2012, any "take home" vehicle they may have, with type of vehicle and number of miles that vehicle was driven in 2012. Director, Fire Chief, Administrative Deputy Chief/City Emergency Manager, Operations Deputy Chief		4/22/2013 HR Fleet Payroll Tracey & Michael	5/13/2013 - Records request sent to requestor 5/3/2013 - HR sent documents to H drive 4/23/2013 - Payroll sent records to H drive 4/22/2013 - City Clerk sent out email requesting records - Updated contract without redactions in folder.	COMPLETED		5/13/2013
4/19/2013	Rita Rox Chatman	Job No. 23-13-FB	copy of the top three proposal in addition to the score sheets for all three along with the score sheet for Benchmark's proposal.			5/6/2013 - A. Mullin sent 3rd party notification records available on or after 5/13/2013 5/1/2013 - City Clerk emailed requestor with estimate date of 5/14/2013 4/30/2013 - M. Jung emailed requestor and	COMPLETED	5/14/2013	5/14/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/20/2013	Bob Saucedo	Job No. 23-13-FB	A copy of the winning bid for this RFP			5/6/2013 - A. Mullin sent 3rd party notification records available on or after 5/13/2013 5/1/2013 - City Clerk emailed requestor with an estimate date of 5/14/2013 4/20/2013 - PRR emailed to M. Jung	COMPLETED	5/14/2013	5/14/2013
4/22/2013	Edd Pratt		New Business licenses applied from Jan 1 of 2013 - April 2013 -- Would like this on an ongoing basis			5/13/2013 - Requested records sent to requestor 5/7/2013 - K. Coulson sent report to City Clerk 5/6/2013 - City Clerk emailed PRR estimate date 5/10/2013 5/6/2013 - Requestor requesting status update 4/22/2013 - City Clerk emailed requestor requesting clarification of request	COMPLETED	5/10/2013	5/13/2013
4/22/2013	Michael August	Associated Earth Services	Property hazardous on numerous addresses	3	5/3/2013 F&B PW Planning	6/5/2013 - B. Prout requesting status update from Planning 5/24/2013 - Emailed requestor new estimate date of 6/14/2013 5/17/2013 - Resent request to J. Brickey - status update 5/9/2013 - A. Mullin asked for a status update J. Brickey 5/6/2013 - Planning responded waiting for response from F & B & PW & Planning 5/3/2013 - City Clerk emailed PRR with estimate date of 5/9/2013	In Process - Barb	6/14/2013	

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/23/2013	Bob Saucedo	Job No. 23-13-FB	Copies of all proposals submitted for (RFP) Job No. 23-13-FB, Emergency Transport Billing and Collection Services, with the exception of ours!			5/6/2013 - A. Mullin sent 3rd party notification records available on or after 5/13/2013 5/1/2013 - City Clerk emailed PRR with estimate date of 5/14/2013 4/23/2013 PRR sent original request to M. Jung	COMPLETED		5/14/2013
4/25/2013	Karen Levenson		Any communication from any party to city staff (except City Council) which mentions Potala Village, and/or any communication from Lobsang Dargey or Justin Stewart, and/or any person inquiring about Potala Village, BN Zoning, or Shoreline Permits between 4/13/13 and 5/16/13	5		6/10/13 (Amullin) sent an initial installment to requestor. Review of emails indicates other employees may have additional email responsive to request. 5/13/13 - A. Mullin sent email to city staff to begin collecting emails in folder on the H Drive (K Levenson pdr 042513)	In Process - Anja	6/24/2013	

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/26/2013	Brent Jackson	Jones Lang LaSalle	All Building & Constructions file for 118 Commerce Center		4/29/2013 Planning Building	5/21/13 - Reviewed records at COK and requestor did not request copies. 5/20/13 - Sent requestor email letting him know the Planning docs now available 5/17/2013 - Planning file in City Clerks office Brent reviewed Building documents 5/17/2013 - Sent email to Planning requesting status update 5/17/2013 - Requestor came to Fire & Building and obtained the info he was requesting 4/29/2013 - Planning box should arrive by May 1, 2013 will deliver to City Clerk's office 4/29/2013 - City Clerk emailed Planning & Building	COMPLETED	5/2/2013	5/21/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/26/2013	Erica Pitcavage	Terracon	Records for 12815 NE 124th St - Current and historic building plans/permits and planning/land use documents, Fire department records pertaining to underground storage tanks, hazardous materials, and/or spills		4/29/2013 F & B	<p>5/28/2013 - No records responsive to this request (Fire)</p> <p>5/21/2013 - Requestor reviewed Building records at COK</p> <p>5/18/13 - Sent email to requestor to inform her that the Building and Planning files are available for her review.</p> <p>5/17/2013 - Planning documents in City Clerk's office</p> <p>5/17/2013 - File scanned and in H drive (Building) - there are plans in Fire & Building that will need to be reviewed at COK</p> <p>5/14/2013 - Waiting for records from T. Wallace</p> <p>5/8/2013 - Follow up J. Brickey did records arrive at COK</p> <p>Planning records are here at COK</p> <p>5/6/2013 - J. Brickey advised City Clerk records will be at City Hall 5/8/2013</p> <p>4/29/2013 - City Clerk emailed T. Wallace & J. Brickey</p>	COMPLETED	5/31/2013	5/28/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/29/2013	Mitchell Belcher		Building plans for 12411 NE Totem Lake Way	3		6/11/2013 - Requestor responded his PRR is complete 6/11/2013 - Sent email to requestor inquiring if records were returned to COK and PRR is complete 6/7/2013 - Records picked up by copy company 5/30/2013 - Requestor looking for records to be mailed -- J. Brickey phoned requestor and informed him how to get copies made 5/24/2013 - Building plans have been ordered at will be City Hall 5/31/2013 5/24/2013 - Requestor responded still waiting for Building plans 5/24/2013 - Sent email too PRR to confirm request was answered and to close file 5/17/2013 - Resent to J. Brickey 5/3/2013 - waiting on Building to email City Clerk if PRR contacted directly 4/30/2013 - Planning responded directly to PRR 4/29/2013 - City Clerk emailed PRR to contact Building directly	COMPLETED		6/11/2013
4/30/2013	Violet Thornton	Terracon	Looking for records on 11335 NE 122nd Way		5/3/2013 F&B Planning	5/28/2013 - B. Prout sent requested records to requestor 5/23/2014 - Waiting for Inspection form from Fire 5/17/2013 - Resent PRR to J. Brickey 5/10/2013 - Fire ready to be sent 5/6/2013 Planning responded to PRR waiting on F & B response 5/3/2013 - City Clerk email to F&B & Planning asking for estimate date records will be available	COMPLETED		5/28/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
4/30/2013	Sterling Shaw		Looking for a list of homes that are in a code violation and that have been sitting empty for years			5/7/2013 - No records responsive to this request 4/30/2013 - C. Salzman responded indicating there is no list 5/1/2013 - Requestor cannot believe there is not list - kept quoting RCW	No Records Responsive		5/7/2013
4/30/2013	Anne Kono		Verify the annexation and property address change from 14114 88th PI NE, Bothell WA 98011 to 14114 88th Place NE, Kirkland WA 98034			4/30/2013 City Clerk sent requested records to requestor	COMPLETED		4/30/2013
5/1/2013	Peggy Haugen	same as Walt Blush 3/26/2013	A copy of sewer inspection report 436 13th Ave			5/14/2013 B. Prout asked B. Wallace to contact Public Records once requestor request has been answered 5/13/2013 - B. Wallace to speak with requestor 5/9/2013 - Sent requested records to requestor - Requestor requesting clarification on document 5/7/2013 - B. Prout - emailed PW for a status update 5/1/2013 - City Clerk contacted PW and to provide an estimate date to compile records	COMPLETED		5/9/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
5/2/2013	Bill Popp		Trucks and emergency vehicle activity in the area of 201 Merrill Gardens and 101 Bank of America -- the alley and Main St extension south of Kirkland Ave. Would you be able to give me an idea of number of calls per day (or per week, or mo) and times of day for this area			5/14/2013 - T. Wallace sent requested record to the requestor 5/3/2013 - City Clerk emailed T. Wallace to come and speak to her about this request	COMPLETED		5/14/2013
5/2/2013	Shahram Ghafghazi		Copy of a complaint on his property (Code Enforcement case 13-00141)		Planning	5/2/2013 - Phone request forwarded by Planning along with responsive documents. Forwarded requested complaint along with standard text.	COMPLETED		5/2/2013
5/2/2013	Dean Furr		As-built storm sewer and water for parcel # 1245002010			5/2/2013 - Public Works sent records request to requestor 5/2/2013 - City Clerk provided requestor PW direct line for as-builts	COMPLETED		5/2/2013
5/3/2013	Bea Nahon		Electronic copy of all City Council Finance Committee minutes subsequent to 1/29/13.			5/3/2013 - City Clerk email requested record to requestor	COMPLETED		5/3/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
5/3/2013	Jessica Kearns	Ayla Harper, Asset Management	Uncashed/Stale Dated Check Number, Amount, Date, and Names of Payer and Payee			6/3/2013 - Requestor questions were answered 5/20/13 - Requestor has questions and needs some more data. Forwarded this to L. Bennent for a response. Sent requestor an updated estimate of 5/31/13 5/14/2013 - L. Bennett sent record to A. Mullin 5/10/2013 - L. Bennett said records will be ready 5/14 or 5/15 5/3/2013 - City Clerk emailed Finance - estimate time to prepare request	COMPLETED		6/3/2013
5/3/2013	Ashley Lunde		Hazardous @ 11335 NE 122nd Way		5/9/2013 Planning Fire	5/17/2013 - B. Prout sent requested records to the requestor 5/16/2013 - B. Prout emailed Fire for a status update 5/15/2013 - Requestor requesting status update 5/3/2013 - City Clerk emailed T. Wallace for clarification	COMPLETED		5/17/2013
5/3/2013	Gregory Sparhawk		Public records on property located at 6013 104th Ave NE			5/14/2013 - J. Brickey emailed requestor records ready at front counter 5/13/2013 - City Clerk looking for PRR - inquiring if the request was sent directly to Building 5/13/2013 - Requestor asking for status update request originally sent in May 3rd directly to Building	COMPLETED		5/14/2013
5/7/2013	Donna Caditz		repaving of 108th Ave NE inquiring about road closures, traffic conditions and restrictions		5/7/2013 PW	5/15/2013 - Requested records sent to requestor 5/9/2013 - B Prout provide link in H drive to place records 5/7/2013 - City Clerk sent PRR to PW	COMPLETED		5/15/2013

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DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
5/7/2013	Alicia Miner		Complaint Investigation Request # 985		5/9/2013 Planning	5/16/2013 - Requested records sent to requestor 5/9/2013 - City Clerk requesting records from Planning	COMPLETED		5/16/2013
5/9/2013	Spletstoesser		Any records re Everest Park and Everest drainage incl environmental impact studies		5/9/13 Parks	5/18/13 - Requested records sent to requestor 5/9/2013 - C. Harmon should have documents scanned by May 14 or 15	COMPLETED		5/18/2013
5/10/2013	Sabine Datum		F&B records on Kirkland P & R		5/10/2013 F&B	6/5/2013 - Requestor has withdrawn PRR 5/16/2013 - B. Prout sent requestor estimate date 5/31/2013 5/14/2013 - B Prout - status update Building 5/10/2013 - B. Prout requesting records from F & B	WITHDRAWN		6/5/2013
5/10/2013	Rob Butcher		Electronic copy of the statement made by Councilmember Sweet			5/18/2013 - Requested records sent to requestor 5/13/2013 - Councilmember Sweet responded to City Clerk's request	COMPLETED		5/18/2013
5/13/2013	Kryss Segle		City Manager contract			5/13/2013 - Requested records sent to requestor	COMPLETED		5/13/2013
5/14/2013	Tom DeDonato		Records on ZON05-00009, SEP05-00009, PRE04-00089		5/15/2013 Planning	5/21/2013 - Requestor came to COK to obtain records 5/17/2013 - Planning File arrived and it is in A. Mullin office. 5/17/13 - Came in to review records	COMPLETED		5/17/2013
5/15/2013	Krystal Roe	City of Federal Way	Hearing Examiner Costs			5/18/2013 - Requested records sent to requestor	COMPLETED		5/18/2013
5/17/2013	Nipa Thakker	Maximize, Inc.	EMS RFP			5/17/2013 - Sent requestor FTP link to download records	COMPLETED		5/17/2013

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
5/17/2013	Eugene Turlea	Linda Riggins	Linda Riggins's business	3	5/24/13 Planning	6/11/2013 - Sent requestor FTP link to download records 5/17/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/14/2013. Created folder	COMPLETED	6/14/2013	6/11/2013
5/20/2013	Jeffrey Scuba		List of software companies in downtown Kirkland		5/20/13 IT	5/30/2013 - Requested records sent to requestor 5/20/13 - Asked K. Coulson to prepare data Requester would prefer data in a table emailed to him at jeffrey.scuba@gmail.com	COMPLETED	6/7/2013	5/30/2013
5/20/2013	Heather Kennedy	Stutzman, Bromberg, Esserman & Plifka	R-3322 and R-3426 and the Master Plan as reflecting in Files III-85-78 and III-87-22		Planning	5/30/2013 - Requested records sent to requestor 5/22/13 - A. Mullin sent requestor an acknowledgement email with est. date of 6/14/13. Created folder	COMPLETED	6/14/2013	5/30/2013
5/22/2013	Chris Nack	JA Brennan Associates	RFP Responses for the Waverly Beach Park and Totem Lake project	2		5/22/13 - A. Mullin sent requestor an acknowledgement email with est. date of 6/14/13.	In Process - Barb	6/14/2013	
5/22/2013	Valerie Solomon	Linda Riggins	All documents on Linda Riggins business	3	5/29/13 Planning	6/11/2013 - Sent requestor FTP link to download records 5/29/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/14/2013. Created Folder	COMPLETED	6/14/2013	6/11/2013
5/24/2013	Chin Kristina		Traffic Signal data for I405 @ NE 128th St		PW	5/24/2013 - No records responsive to this request (WSDOT) 5/24/2013 - Sent request to PW	No Records Responsive		5/24/2013
5/28/2013	Vineetha Pillai	ClarusTec, Inc.	Evaluation report on RFP 08-13-IT		IT/Purchasing	6/4/13- A. Mullin sent requested record to the requestor	COMPLETED		6/4/2013
5/29/2013	Desiree Clement		Fire records @ 550 Kirkland Way			6/4/2013 - Sent requestor no records responsive to request 5/29/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/14/2013.	COMPLETED	6/14/2013	6/4/2013

PUBLIC DISCLOSURE LOG 2013

Attachment 5 6/12/2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
5/30/2013	Susan Wood		Attorney in a hearing related to COM11-00245		Planning	5/30/13 - Received request at front desk. Reviewed relevant files. No reference to an attorney.	No Records Responsive	6/7/2013	5/30/2013
5/30/2013	Edison Colio					Dropped off a request at reception desk	COMPLETED		5/30/2013
5/30/2013	Ben Clark		Complaint on 138 16th Avenue	1	Planning	6/7/13 - (Amullin) No records responsive to request 5/30/2013 - Forwarded request to Planning for COM documents	COMPLETED	6/7/2013	6/7/2013
5/30/2013	Brom Rector	SmartProcure	All purchases made from 1/1/08-present	3	Purchasing	5/30/2013 - IT handling PRR - working on data extraction	In Process	6/28/2013	
5/30/2013	John Cayton		City utility as-builts online			6/4/2013 - Requestor came to City Hall (PW) to obtain records 5/30/2013 - J. Brickey advised requestor to contact Public Works for as-builts 5/30/2013 - City Clerk emailed Building	COMPLETED		6/4/2013
6/3/2013	Bea Nahon		Electronic copy of all City Council from 4/30/2013				COMPLETED		6/7/2013
6/4/2013	Will Darnell		List of all current City of Kirkland employees that have had HIIPA training and the dates of their training Employees exempt from HIIPA training please provide me a list of those individuals as well and the reason for their exempt	4	6/7/2013 Fire	6/7/2013 - Sent PRR to S. Strong @ Station 26 6/7/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013.	In Process	6/28/2013	
6/5/2013	Christine Davis		Open zoning or building code violations certificate of occupancy @ 550 Kirkland Way	3	6/11/2013 F & B Planning	6/11/2013 - Sent PRR to F & B and Planning for records responsive to request 6/7/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013	In Process	6/28/2013	

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
6/5/2013	Ada Wong		Galinda Medvedeva/Flora Byat water leak 9821 NE 122nd St, #217 & 317 on 092411	3	6/5/2013 PW PD Fire	6/7/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013	In Process	6/28/2013	
6/7/2013	Moira L. Haughian	BLUELINE	Approved road and storm plans and wetland reports for 10300 Slater Ave NE/Parcel 321122-0000 -Heather Glen Townhomes.	3	6/11/2013 PW	6/11/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013 6/11/2013 - Sent PRR to PW	In Process	6/28/2013	
6/7/2013	Bryan Vadney		Please provide or make available for copy all records considered in the recent Deputy Chief promotional exam. Names of candidates and evaluators should reasonably be redacted until such time as a more detailed review is determined by the inquirer. All scores including individual evaluator scores should be included.	5		6/11/2013 - HR forwarded PRR to Public Records 6/7/2013 - PRR was submitted to HR			
6/9/2013	Will Darnell		copies of <u>all</u> emails to/from Kathy Joyner as well as <u>all</u> emails to/from Jack Henderson from 7/2/2012 – 7/20/2012	4		6/11/2013 - City Clerk emailed IT for records responsive to request	In Process		

PUBLIC DISCLOSURE LOG 2013

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	RECORD DESCRIPTION	Category	Staff	NOTES	Status	ESTIMATE	DATE COMPLETE
6/10/2013	Will Darnell		Copy of all phone records for Ext# 3220, 3214, 3218, 3219, 3212, 3213,3217 & 3222 for the date of 7/16/12 & 7/17/12. Plus documentation of "recorded phone conversations" within HR in the past 10 years	4		6/10/2013 - City Clerk emailed HR and IT for records responsive to request	In Process		
6/11/2013	Sabine Datum	Terracon	Fire & Building & Planning records for 14300 124th Ave NE	2	6/11/2013 Planning F & B	6/11/2013 - B Prout sent PRR to Fire & Building & Planning			
6/11/2013	Kevin Hanrahan		Records pertaining to 13024 111th Ave NE	2	6/11/2013 Planning	6/11/2013 - B Prout sent PRR to Planning 6/11/2013 - B Prout called PRR to clarify request - requestor would like records pertaining to the complaint about his property -- Requestor met with C. Salzman			
6/12/2013	David Sendek		Phase I Environmental Site Assessment for Slater 116 Apartments 11411 Slater Ave. NE	2					

PUBLIC DISCLOSURE QUEUE

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	Record Description	Category	Staff	NOTES	Status	ASSIGNED	ESTIMATE	DATE COMPLETE
2/1/2012	Marianne K. Jones	Medina	Report of Invoices, Email with IT & City of Medina Oct-Nov 2010	5	5/9/2012 follow up IT 2/3/2012 IT	5/10/2012 - City Clerk question IT about msg retains metadata 5/10/2012 - IT uploaded data 5/2/2012 PRR requesting non-exempt documents 5/2/2011 - City Clerk to transfer by 5/11/2012 4/30/2012 - PRR requesting status update 3/6/2012 Estimate records to be available 3/14/2012 2/28/2011 PRR want to include Jan 2011 2/28/2012 - PRR indicated requesting NORCOM emails 2/6/2012 - City Clerk asking PRR for clarification	In Process	ANJA	6/14/2013	
12/14/2012	Brian Ritchie	GOLDFARB	Phone call -- Potala 030113	5	12/21/2012 City Clerk	3/29/2013 -- City Clerk emailed PRR and estimates any additional records will be ready by 4/30/2013 3/1/2013 - installment folder of records titled "Potala - 12/21/2012 - Respond by March 29, 2012	In Process	ANJA	6/28/2013	
12/17/2012	Karen Levenson	Same as Goldfarb	PRR requesting documents on or Potala Village	5	12/21/2012 CAO	05/22/13 - Anja Mullin sent two follow up emails to address her concerns. 12/11/12 - ftp 121112 03/1/13 - Potala 030113 04/17/13 - ftp 041713 04/30/13 - ftp 040313	In Process	ANJA	6/28/2013	
4/25/2013	Karen Levenson		Any communication from any party to city staff (except City Council) which mentions Potala Village, and/or any communication from Lobsang Dargey or Justin Stewart, and/or any person inquiring about Potala Village, BN Zoning, or Shoreline Permits between 4/13/13 and	5		6/10/2013 - A. Mullin sent an installment of records 5/13/13 - A. Mullin sent email to city staff to begin collecting emails in folder on the H Drive (K Levenson pdr 042513)	In Process	ANJA	6/24/2013	
5/30/2013	Brom Rector	SmartProcure	All purchases made from 1/1/08-present	5	Purchasing	5/30/2013 - IT handling PRR - working on data extraction	In Process		6/28/2013	

PUBLIC DISCLOSURE QUEUE

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	Record Description	Category	Staff	NOTES	Status	ASSIGNED	ESTIMATE	DATE COMPLETE
6/4/2013	Will Darnell		List of all current City of Kirkland employees that have had HIIPA training and the dates of their training Employees exempt from HIIPA training please provide me a list of those individuals as well and the reason for their exempt	4	6/7/2013 Fire	6/7/2013 - Sent PRR to S. Strong @ Station 26 6/7/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013.	In Process		6/28/2013	
2/20/2013	Shawn Magraw	GTS Interior Supply	Copies of Flood @ 10905 120th Ave NE from Nov 19-20 2012 (PW)	3	2/20/2013 PW PWMC	6/7/2013 - Waiting for response from requestor 5/13/2013 - Sent email to requestor to confirm request was answered and the file can be closed 2/26/2013 - S. Tervo will call requestor the week of March 4, 2013 2/26/2013 - B. Wallace has file waiting to be sent to requestor for water/flood damage. 5/13/13 - Sent follow-up email to see if after having met with staff he still wanted the requested records.	waiting to hear from PRR request complete and to close file	ANJA	6/28/2013	
4/22/2013	Michael August	Associated Earth Services	Property hazardous on numerous addresses	3	5/3/2013 F&B PW Planning	6/5/2013 - B. Prout requesting status update from Planning 5/24/2013 - Emailed requestor new estimate date of 6/14/2013 5/17/2013 - Resent request to J. Brickey - status update 5/9/2013 - A. Mullin asked for a status update J. Brickey 5/6/2013 - Planning responded waiting for response from F & B & PW & Planning 5/3/2013 - City Clerk emailed PRR with estimate date of 5/9/2013	In Process	BARB	6/14/2013	

PUBLIC DISCLOSURE QUEUE

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	Record Description	Category	Staff	NOTES	Status	ASSIGNED	ESTIMATE	DATE COMPLETE
4/29/2013	Mitchell Belcher		Building plans for 12411 NE Totem Lake Way	3		6/7/2013 - Records picked up by copy company 5/30/2013 - Requestor looking for records to be mailed -- J. Brickey phoned requestor and informed him how to get copies made 5/24/2013 - Building plans have been ordered at will be City Hall 5/31/2013 5/24/2013 - Requestor responded still waiting for Building plans 5/24/2013 - Sent email too PRR to confirm request was answered and to close file 5/17/2013 - Resent to J. Brickey 5/3/2013 - waiting on Building to email City Clerk if PRR contacted directly 4/30/2013 - Planning responded directly to PRR 4/29/2013 - City Clerk emailed PRR to contact Building directly	In Process	BARB	6/28/2013	
6/5/2013	Christine Davis		Open zoning or building code violations certificate of occupancy @ 550 Kirkland Way	3		5/29/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013	In Process		6/28/2013	
6/5/2013	Ada Wong		Galinda Medvedeva/Flora Byat water leak 9821 NE 122nd St, #217 & 317 on	3	6/5/2013 PW PD Fire	5/29/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013	In Process		6/28/2013	
6/7/2013	Moira L. Haughian	BLUELINE	Approved road and storm plans and wetland reports for 10300 Slater Ave NE/Parcel 321122-0000 -Heather Glen Townhomes.	3	6/11/2013 PW	6/11/2013 - B. Prout sent requestor an acknowledgement email with est. date of 6/28/2013 6/11/2013 - Sent PRR to PW	In Process		6/28/2013	
6/7/2013	Bryan Vadney		Please provide or make available for copy all records considered in the recent Deputy Chief promotional exam. Names of candidates and evaluators should reasonably be redacted until such time as a more detailed review is determined by the inquirer. All scores including individual evaluator scores should be included.	5		6/11/2013 - HR forwarded PRR to Public Records 6/7/2013 - PRR was submitted to HR				

PUBLIC DISCLOSURE QUEUE

DATE RECEIVED	REQUESTOR	CROSS REFERENCE	Record Description	Category	Staff	NOTES	Status	ASSIGNED	ESTIMATE	DATE COMPLETE
6/9/2013	Will Darnell		copies of <u>all</u> emails to/from Kathy Joyner as well as <u>all</u> emails to/from Jack Henderson from 7/2/2012 – 7/20/2012	4		6/11/2013 - City Clerk emailed IT for records responsive to request	In Process			
6/10/2013	Will Darnell		Copy of all phone records for Ext# 3220, 3214, 3218, 3219, 3212, 3213,3217 & 3222 for the date of 7/16/12 & 7/17/12. Plus documentation of "recorded phone conversations" within HR in the past 10 years	4		6/10/2013 - City Clerk emailed HR and IT for records responsive to request	In Process			