PP-95-006

Shoreline City Clerk
Receiving Number
4021

ORDINANCE NO. 49

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SECTION 4 B 7 OF ORDINANCE NO. 47 TO ENSURE COMPLIANCE WITH STATE LAW CONFIDENTIALITY PROVISIONS FOR EMPLOYMENT APPLICATIONS

WHEREAS, the City Council by Ordinance No. 47 adopted August 14, 1995 established procedures for the disclosure of public records of the City; and

WHEREAS, while under consideration by the Council Ordinance No. 47 was amended to include a new section 4 B 7 which provides that "An employee application or resume used for hiring, job classification, pay and tenure are public information"; and

WHEREAS, the City Council wishes to clarify the amendment to ensure compliance with applicable State law; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amending Section 4 B of Ordinance No. 47. Section 4 B of Ordinance No. 47 is amended to read as follows.

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

1. Final opinions and orders made in the adjudication of cases;

2. Statements of policy and interpretations of policy which have been adopted by the City;

3. Administrative staff manuals and instructions to staff that affect a member of the public;

4. Planning policies and goals, and interim and final planning decisions;

5. Factual staff reports and studies, factual consultants reports and studies, scientific reports and studies and any other factual

information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and

6. Correspondence, and materials referred to therein, by and with the City relating to any regulatory, supervisory, or enforcement responsibilities of the City, whereby the City determines, opines upon, or is asked to determine or opine upon, the rights of the State, the public, a subdivision of State government, or of any private party.

7. The job classification, pay and tenure of employees hired by the City shall be public information. In addition, unless exempt from disclosure pursuant to RCW 42.17.310 (1) and (2), records pertaining to an employee's: (1) prior employment history including names of employers, titles or job classifications, and duties and responsibilities; (2) education including names of institutions, dates attended, and degrees obtained; and (3) occupational licensing shall be public information.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five (5) days after the date of publication or the date of incorporation as the law may require.

PASSED BY THE CITY COUNCIL ON OCTOBER 9, 1995

Connie King

Mayor Connie King

ATTEST:

Sharon Mattioli

Sharon Mattioli, CMC
City Clerk

APPROVED AS TO FORM:

Timothy X. Sullivan
Interim City Attorney

Date of Publication: October 11, 1995
Effective Date: October 16, 1995