



SHORELINE CITY COUNCIL REGULAR MEETING AGENDA

Monday, October 17, 2022

7:00 p.m.

Council Chamber · Shoreline City Hall

<https://zoom.us/j/95015006341>

Phone: 253-215-8782 · Webinar ID: 950 1500 6341

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. APPROVAL OF THE AGENDA		
4. REPORT OF THE CITY MANAGER		
5. COUNCIL REPORTS		
6. PUBLIC COMMENT		

The City Council provides several options for public comment: in person in the Council Chamber; remote via computer or phone; or through written comment. Members of the public may address the Council during regular meetings for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's comments are being recorded.



Sign up for In-Person Comment the night of the meeting. *In person speakers will be called on first.*



[Sign up for Remote Public Comment.](#) *Pre-registration is required by 6:30 p.m. the night of the meeting.*



[Submit Written Public Comment.](#) *Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise, they will be sent and posted the next day.*

7. CONSENT CALENDAR		7:20
(a) Approval of Minutes of Special Meeting of September 19, 2022	<u>7a1-1</u>	
Approval of Minutes of Special Meeting of September 26, 2022	<u>7a2-1</u>	
(b) Adoption of Resolution No. 497 - Expressing Support for King County's Re+ Pledge to Minimize Waste	<u>7b-1</u>	
(c) Authorize the City Manager to Obligate \$176,544 in Connecting Housing to Infrastructure Program (CHIP) Grant Funding Using State Capital Funding for the Sewer System Development Charges for the Shoreline 198 th Street Permanent Supportive Housing Project	<u>7c-1</u>	
(d) Authorize the City Manager to Execute Contract Amendment #10405.01 with Truland Survey in the Amount of \$74,352.00	<u>7d-1</u>	
(e) Appointment of John Norris as Interim City Manager and Authorization of a Temporary Salary Increase	<u>7e-1</u>	

- (f) Authorize the City Manager to Execute a Land Lease Amendment No. 1 with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Leash Dog Area at the Fircrest Campus Located at 1902 NE 150th Street 7f-1
- (g) Authorize the City Manager to Execute a Three-year Microsoft Enterprise Licensing Agreement Through CDW Government, LLC in the Amount of \$213,804 7g-1

8. ACTION ITEMS

- (a) Action on Resolution No. 500 - Rescinding Resolution No. 454 and Ending the Declaration of Public Health Emergency Related to the Covid-19 Pandemic 8a-1 7:20
- Staff Report
 - Public Comment
 - Council Action

9. STUDY ITEMS

- (a) Discussing 2023-2024 Proposed Biennial Budget and Proposed 2023-2028 Capital Improvement Plan - Department Presentations 9a-1 7:30

10. ADJOURNMENT 9:00

Any person requiring a disability accommodation should contact the City Clerk's Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City's website at shorelinewa.gov/councilmeetings. Council meetings are shown on the City's website at the above link and on Comcast Cable Services Channel 21 and Ziplly Fiber Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m.

DOWNLOAD THE ENTIRE CITY COUNCIL PACKET FOR OCTOBER 17, 2022



[LINK TO STAFF PRESENTATIONS](#)



[LINK TO PUBLIC COMMENT RECEIVED](#)

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Thursday, September 19, 2022
5:45 p.m.

Conference Room 440 - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Scully, Deputy Mayor Robertson, and Councilmembers McConnell, Mork, Roberts, and Pobee

ABSENT: Councilmember Ramsdell

STAFF: City Manager Debbie Tarry, Assistant City Manager John Norris, and Administrative Services Director Sara Lane

GUESTS: WCIA Executive Director, Ann Bennett and WCIA Deputy Director Rob Roscoe

At 5:48 p.m., the special meeting was called to order by Mayor Scully. All Councilmembers were present except for Councilmember Pobee who joined the meeting at 5:50 p.m. and Councilmember Ramsdell.

Washington Cities Insurance Authority (WCIA) Deputy Director, Rob Roscoe, began their presentation by stating that WCIA provides liability and property insurance through a risk sharing pool among 165 municipal members. The organization is governed by a Board of Directors composed of its members who make coverage decisions. WCIA also assists members avoid and reduce loss through risk management training and support from a risk management representative.

Mr. Roscoe also stated that compared to the general insurance industry, WCIA has stable and transparent rates. However, the insurance industry is facing a difficult market in Washington State and the premium for coverage has increased over 70%. WCIA offers \$20 million in coverage per occurrence and covers the first \$4 million in liability coverage and the first \$750,000 of property loss. Other coverages include crime and fidelity, pollution liability, and cyber liability.

WCIA uses an actuary to determine liability rates and for the first time, rates have been increased by 40%. Once a funding need is defined, the cost is spread out to five actuarial groups. Members are sorted based off of worker hours that establish the exposure base and loss is averaged in a rolling five-year timeframe. The most common variable for cost distribution is done by independent actuary. To promote stability, WCIA may set loss caps.

Shoreline's worker hours increased 5% in 2021 from 350,000 to 369,000 hours. The modification factor decreased 5% from 0.709 to 0.676 and the assessment rate increased 37%

from \$1.19 to \$1.625. The City's overall assessment rate increased 44% from \$416,000 to \$599,000.

Following the presentation of WCIA's history, background, and rate structure by Mr. Rosco, WCIA Executive Director Ann Bennett provided information to the Council to help reduce the City's risk. Ms. Bennett shared information about reducing risk to the City as a result of Council actions, but also shared that Councilmembers have individual immunity. Individual immunity entitles Council to immunity from being held personally liable in the context of legislating. Several potential liabilities were discussed such as Hearing Examiner matters, negligent misrepresentation, confidentiality issues, defamation, and public communication risks. Development agreements were also pointed out as being tricky in litigation as they fall under contractual law and are not covered by WCIA.

Ms. Bennett emphasized the importance of utilizing knowledgeable staff and the City Attorney to avoid claims. WCIA's Pre-Defense program which offers legal advice from a personnel attorney was highlighted as a resource for members to avoid personnel claims.

At 6:50 p.m., Mayor Scully declared the meeting adjourned.

Kendyl Hardy, Deputy City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, September 26, 2022
5:45 p.m.

Conference Room 440 - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Scully, Deputy Mayor Robertson, and Councilmembers McConnell, Mork, Roberts, and Pobee

ABSENT: None

STAFF: City Manager Debbie Tarry, Assistant City Manager John Norris, and Human Resources and Organizational Development Director Melissa Muir

GUESTS: Ralph Andersen & Associates Vice President, Doug Johnson

At 5:47 p.m., the special meeting was called to order by Mayor Scully. All Councilmembers were present except for Councilmember Pobee who joined the meeting at 5:50 p.m.

Vice President of Ralph Andersen & Associates, Doug Johnson, explained the purpose of a compensation study is to inform compensation decisions and optimize employee recruitment and retention. The survey utilized 13 agencies that were identified in the previous compensation study to compare to the City of Shoreline. Then, the City's organization structure and job classifications were analyzed with data collected from Human Resources and managers to set a baseline for the compensation market. Other factors used to create the compensation plan include city population, cost of living, and average wages paid. Mr. Johnson stated that there is also a need to look at internal equity for account for an agency's unique service structure.

The market control point is set using the top step of a salary range from the City's Salary Table. Most organizations position their compensation plan between the 50th percentile and the 75th percentile, and the City Manager has recommended that the City position its compensation at the 50th percentile or market median. Once a position has been classified, the salary minimum and maximum range is defined. That range is considered the full value of the job. Comparing the maximum of a range of a position to the maximum range in the market, City of Shoreline positions are on average 4.9% below median.

A councilmember asked about reasoning for being behind the City's position below median and Mr. Johnson stated that many factors can impact that outcome. He pointed out a significant factor being the labor market conditions and the approximate 10% rise in consumer price index (CPI). City Manager, Debbie Tarry, mentioned that the City typically reviews 1/3 of staff salaries on an annual basis, and that this annual review was done over the last six years since the prior citywide compensation study in 2015. With a large comprehensive study to update

everyone's salary at once, some positions are found to be off the median. She added that some positions in the market changed significantly due to supply and demand for those positions.

Questions were asked regarding salary adjustments based on qualifications, performance, and years of service. HR and Organizational Development Director, Melissa Muir, responded that the number of years in a position would affect an individual's step within a salary range but the study analyzes the value of positions, not individuals. The City encourages internal promotions but does not provide merit pay, which is consistent with most public sector agencies. Staff may express interest in development opportunities that the City is able to support from a training budget. Assistant City Manager, John Norris, said the City tries to engage staff and highlight great work.

Ms. Muir said the next step in this process is to present and discuss the results to managers and supervisors and then individual staff members will receive the results of the study for their positions. Three staff meetings will also be held in mid-October to respond to questions from staff. During this time, the City Manager, executive management team, and Human Resources may make adjustments as appropriate. This will lead up the presentation to Council of the proposed final salary table on November 7, 2022. Ms. Muir pointed out that the proposal will only include non-represented staff. Next year, the City will go through the collective bargaining process with represented staff in the maintenance union, and wages will be discussed as part of that process.

Mayor Scully commented that there is no expectation that every position will be brought up or over the median. He said he would like to avoid inflation issues caused by one upping salaries among agencies.

At 6:40 p.m., Mayor Scully declared the meeting adjourned.

Kendyl Hardy, Deputy City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 497 - Expressing Support for King County's Re+ Pledge to Minimize Waste
DEPARTMENT:	Recreation, Cultural, and Community Services
PRESENTED BY:	Cameron Reed, Environmental Service Program Manager
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Up to 70% of what currently goes into King County's only active regional landfill is reusable or recyclable. The shared goal of the County and cities participating in the County's solid waste disposal system via interlocal agreement is to keep materials with economic value in use and out of our waste stream. King County is currently developing the [Re+](#) Plan to outline a pathway to achieving that goal and is seeking to partner with cities on local implementation of key plan elements.

[At the City Council's September 26th meeting](#), King County staff presented an overview of the Re+ program and Council discussed proposed Resolution No. 497 (Attachment A) expressing support for the King County Re+ program and pledge (Attachment A, Exhibit A). Council provided their support for proposed Resolution No. 497 at their meeting on September 26th, so tonight, Council is scheduled to adopt the proposed Resolution.

RESOURCE/FINANCIAL IMPACT:

There are no immediate, direct costs to the City for supporting the RE+ pledge. The funding for Re+ programs and activities is in the King County Solid Waste Division's 2023-2024 budget. However, there will be costs associated with implementing supporting actions locally. Several of these key actions are included in the Climate Action Plan update that Council will review at the October 10, 2022, meeting.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 497 expressing support for King County's Re+ Pledge.

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

BACKGROUND

Up to 70% of what currently goes into King County's only active regional landfill is reusable or recyclable. The County projects this landfill will reach capacity by approximately 2040. [Re+](#) is a multi-year effort, set to formally launch in November 2022, to fulfill King County's goals of a zero-waste future and development of a circular economy for reusable and compostable items as outlined in the [King County 2020 Strategic Climate Action Plan](#) and [2019 Comprehensive Solid Waste Management Plan](#).

While the full plan will be released in November, the County has identified several "fast-start" actions that will be critical for implementation:

- 1. Non-Residential Food Waste Recycling:** King County, in collaboration with Washington State and partnering with cities, will be working with local businesses and restaurants to help separate their food waste. King County Solid Waste Division (SWD) is conducting research on the ways this waste can be turned into a resource, like compost to help grow food, or biogas energy that can help power businesses and homes.
- 2. Circular Economy Business Development and Grants:** King County will deliver business development, mentoring, networking and access to funding pathways for circular economy initiatives through NextCycle Washington, an accelerator program for organizations and businesses diverting materials and using recycled materials in manufacturing.
- 3. Single family Organics Collection:** SWD is looking into effective ways to divert organics and food waste into compost and away from landfills from single-family residents throughout King County. We'll be using information gathered from surveys, consultant studies, and the Re+ Community Panel to determine the method that best serves the need of King County communities with a specific eye on equity.
- 4. Community Panel (completed/in-process):** King County assembled a Community Panel to provide insight and direction around the intersection of equity and solid waste policies in King County. The panel is comprised of residents, workers, and volunteers of King County who have lived experienced as a frontline community member, are disproportionately impacted by climate change, and more exposed to materials management decisions.
- 5. Extended Producer Responsibility for Packaging & Paper Products:** King County will support adoption of a statewide Extended Producer Responsibility (EPR) program that requires companies that make consumer products to fund the recycling system and ensure that their packaging and paper products (PPP) actually get recycled. EPR would save local governments and residents money, increase reuse and recycling rates, and incentivize companies to reduce their use of PPP and design reusable, recyclable, or compostable materials.

The City of Shoreline contracts with Recology to provide comprehensive garbage, recyclables and compost services to both residential and commercial clients. Garbage service is mandatory for businesses, multifamily and single-family properties in Shoreline. Every other week recycling is included at no additional cost along with garbage services. Weekly compost food scraps and yard waste is also included at no-cost for single family homes. Solid waste is then transported to the King County Landfill.

King County staff presented the Re+ Program and associated pledge (Attachment A, Exhibit A) for Council discussion at their [September 26, 2022 Council meeting](#). At this meeting, the Council also discussed proposed Resolution No. 497 (Attachment A) expressing support for the King County Re+ program and pledge.

DISCUSSION

At the September 26th Council meeting, Councilmembers were generally supportive of the County Re+ Program and directed staff to bring back proposed Resolution No. 497 expressing support for the Re+ program and pledge for Council adoption.

The Re+ Plan and associated efforts to achieve zero waste of resources with economic value by 2030 aligns with the City's commitments and efforts to address climate change including:

- [Shoreline Comprehensive Plan goal NE V](#),
- [Shoreline City Council \(2022-2024\) - Goal 2, Action Step 6](#),
- [King County Joint Commitments to climate change action and targets through the King County-Cities Climate Collaboration](#), and
- [Shoreline Climate Action Plan update](#) that is currently underway.

Efforts to Increase Composting at Multifamily Properties

Also at the September 26th Council meeting, Councilmember Mork asked about progress on increasing participation in compost service at multifamily properties. As of August 2022, 64 of 191 (34%) multifamily properties participate in curbside compost service through Recology. This is a slight increase from 57 properties (or 30%) in 2017.

Staff are currently working to increase participation in compost service at multifamily properties by providing a limited-term compost-incentive program. Through this program, multifamily properties can receive up to one-year of compost service at no-cost through Recology, as well as technical assistance with program design and tenant education and outreach. This service is supported by grant funding from the Washington State Department of Ecology and in-kind contributions from Recology. Since May 2022, three (3) properties comprising 584 residential units have started composting through the incentive program. The photos below show a new compost station and tenant education resources provided to a multifamily property through this program.



STAKEHOLDER OUTREACH

To better understand community needs within our solid waste system, the County created the Re+ Community Panel, a group of 10 frontline community members who live, work, or volunteer in King County. Their contributions in our ongoing meetings have already helped highlight areas where Re+ can adopt more equitable implementation.

These areas include:

- Re+ influence on food systems and food sovereignty
- Re+ influence on dismantling the root causes of oppression and undoing the harms caused by colonial systems
- Re+ grants supporting living wages, meaningful work, and small businesses
- Transferring decision making power to our local tribes
- Making the principles of the circular economy more accessible, culturally-informed, and culturally relevant

Work in these areas and more will be ongoing, including broader community engagement following the formal Re+ Plan launch in November 2022.

COUNCIL GOAL(S) ADDRESSED

Proposed Resolution No. 497 supports Council goal 2, Action Step 6: Continue to implement the 2022-2024 Priority Environmental Strategies including implementation of Salmon-Safe certification activities, resource conservation and zero waste activities, and updating the City's Climate Action Plan.

RESOURCE/FINANCIAL IMPACT

There are no immediate, direct costs to the City for supporting the RE+ pledge. The funding for Re+ programs and activities is in the King County Solid Waste Division's 2023-2024 budget. However, there will be costs associated with implementing supporting actions locally. Several of these key actions are included in the Climate Action Plan update that Council will review at the October 10, 2022, meeting.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 497 expressing support for King County's Re+ Pledge.

ATTACHMENTS

Attachment A – Proposed Resolution No. 497
Attachment A, Exhibit A - King County Re+ Pledge

RESOLUTION NO. 497

A RESOLUTION OF THE CITY COUNCIL, CITY OF SHORELINE, WASHINGTON EXPRESSING SUPPORT FOR KING COUNTY'S RE+ PLEDGE TO MINIMIZE SOLID WASTE.

WHEREAS, the Re+ program is a King County Solid Waste Division program dedicated to reducing the impact of climate change by preventing and reducing solid waste; and

WHEREAS, the Re+ program outlines a pathway to achieve the goal of minimizing solid waste and King County is seeking to partner with cities on local implementation of key plan elements; and

WHEREAS, key actions for the Re+ program include identifying new ways of processing organics and recycling, developing recycling markets for organics, paper and plastic, and a community panel to engage historically underrepresented and adversely impacted community members to help guide future outcomes along with developing new markets that will create local jobs in the private sector, help build the green economy, and ensure a just and equitable impact on the members of our community; and

WHEREAS, supporting the Re+ program effort will help focus local governments on a joint effort and responsibility to make progress toward reducing local GHG emissions by increasing waste prevention and recycling, laying the foundation for developing a circular economy; and

WHEREAS, the Re+ Pledge aligns with the City's commitments and efforts to address climate change including:

- Shoreline Comprehensive Plan goal NE V;
- Shoreline City Council (2022-2024) Goal 2, Action Step 6;
- King County Joint Commitments to climate change action and targets through the King County-Cities Climate Collaboration;
- Shoreline Climate Action Plan; and
- Resolution No. 494 declaring a climate emergency and directing the City to take actions to address the climate crisis;

WHEREAS, the City Council wishes to express its support for the shared vision that the Re+ program represents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE AS FOLLOWS:

The Shoreline City Council expresses its support for King County's Re+ Pledge to Minimize Solid Waste and authorizes the City Manager to execute the Re+ Pledge as set forth in Exhibit A to this Resolution.

The Shoreline City Council further expresses the City's desire to work collaboratively with King County to identify ways to enhance the City's efforts to achieve the vision of the Re+ program in a fair, equitable and inclusive manner with implementation support from the County including competitive grants, model language for countywide program and policy implementation, and technical support.

ADOPTED BY THE CITY COUNCIL ON OCTOBER 17, 2022.

Mayor Keith Scully

ATTEST:

Jessica Simulcik Smith
City Clerk



Re+ Pledge

Re+ is a multi-year effort, set to formally launch in November 2022, to fulfill King County's goals of a zero-waste future and development of a zero-waste circular economy as outlined in the King County 2020 Strategic Climate Action Plan and 2019 Comprehensive Solid Waste Management Plan.

Up to 70% of what currently goes into our regional landfill is reusable or recyclable. Our goal is to keep materials with economic value in use and out of our waste stream. The Re+ program is our pathway to success.

Implementing Re+ will ensure that we are keeping true to our commitments to reduce climate impacts, conserve resources, and create a healthier environment for our communities by keeping valuable materials out of the landfill and in use as long as possible.

Re+ is a roadmap for making that change.

Our approach aims to reinvent the current waste management system to be more resilient, equitable, and cost-effective through strategies necessary to meet our 2030 goal of zero food waste and zero waste of reusable resources.

Key actions include identifying new ways of processing organics and recycling, developing recycling markets for organics, paper and plastic, and a community panel to engage historically underrepresented and adversely impacted community members to help guide future outcomes. These new markets will create local jobs in the private sector, help build the green economy and ensure a just and equitable impact on the members of our community.

Re+ builds on the important work that many of our partners, including cities, the Port of Seattle, businesses, non-profits, community members, and the County are already doing to reduce contributions to climate change.

WHEREAS, climate change is an urgent challenge, with far-reaching current and future impacts to our environment, public health, and economy; and

WHEREAS, greenhouse gas (GHG) emissions generated globally from the production, transport, use, and disposal of goods, foods, and services consumed in King County are a major part of our communities' climate footprint and are more than locally generated GHG emissions; and

WHEREAS, King County and K4C partners are measuring, reporting, and developing new strategies to reduce consumption-related GHG emissions; and

WHEREAS, supporting the Re+ effort will help focus our joint effort and responsibility to make progress toward reducing local GHG emissions by increasing waste prevention and recycling, laying the foundation for developing a circular economy; and

WHEREAS, we recognize that the success of Re+ will require collaboration between King County, local jurisdictions, tribes, businesses, community-based organizations, and others; and

WHEREAS, the Re+ Program is consistent with, consolidates, and accelerates progress towards achieving the approved goals and strategies of the 2020 Strategic Climate Action Plan, the 2019 Comprehensive Solid Waste Management Plan, and the Joint Climate Action Commitment of the King County Cities Climate Collaborative (K4C) in relation to the County’s zero-waste goals; and

WHEREAS, we will work with the County to identify ways to enhance our efforts to achieve the vision of Re+ with implementation support from the County including competitive grants, model language for countywide program and policy implementation, and technical support; and

WHEREAS, as a core component of this important work we must engage in ways that are fair, equitable and inclusive for those who are historically under-represented and have been disproportionately impacted by the status quo in our communities.

Mission

- Reducing** single use items
- Reusing** everything that can be
- Recycling** what’s left
- Renewing** communities
- Rethinking** what’s possible

Vision

Healthy, safe, and thriving communities in a waste-free King County

Now, therefore, we pledge our support for the shared vision that Re+ represents and look forward to collaborating to see this vision become reality.

Signed this ___ day of _____, _____, by



Name, Title

on behalf of

Jurisdiction



Alternate Formats Available
206-477-4466 • TTY Relay 711

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute an Agreement with the Department of Commerce Accepting a Connecting Housing to Infrastructure Program (CHIP) Grant in the amount of \$176,544 for the Waived Sewer System Development Charges for the Shoreline 198 th Street Permanent Supportive Housing Project
DEPARTMENT:	Planning and Community Development
PRESENTED BY:	Sheryle Harp, Management Analyst
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that the City Council authorize the City Manager to execute an agreement with the State Department of Commerce accepting a \$176,544 grant from the Connecting Housing to Infrastructure Program (CHIP) to pay for the sewer system development charges that the City waive if the CHIP grant is accepted by Council for the Catholic Housing Services Shoreline Permanent Supportive Housing project to serve and benefit low-income households. The Shoreline Municipal Code allows the City to waive City imposed development fees for affordable housing. If accepted, the funds will be distributed to the City after the sewer permit is issued. The grant agreement will expire June 30, 2023.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact to accepting the grant award. However, if the grant is not accepted, the applicant will be required to pay the City the \$176,544 sewer system development charges.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an agreement with the State Department of Commerce accepting a \$176,544 grant from the Connecting Housing to Infrastructure Program (CHIP) to pay for the sewer system development charges for the Catholic Housing Services Shoreline Permanent Supportive Housing project to serve and benefit low-income households.

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

BACKGROUND

The Shoreline permanent supportive housing project (“the Project”) is a 5-story mixed-use building located at 19806 Aurora Ave N with 100 total units. Eighty studios and 20 one-bedroom units serve persons that are currently and formerly homeless, with certain units set aside for people with mental disabilities and seniors. The Project is a collaboration with King County and the City of Shoreline to demonstrate modular construction techniques in affordable housing. Shoreline offered a City-owned site on Aurora Ave N for affordable housing, and King County contributed \$4.5M in capital funding for a demonstration of modular-constructed affordable housing. Catholic Housing Services (CHS) is the Project’s primary sponsor and developer. More information on this project can be found here: [Authorize the City Manager to Execute a 99-Year Ground Lease with Catholic Housing Services for City-Owned Property Located at 19806 Aurora Avenue N to Provide Affordable Housing with Supportive Services](#).

DISCUSSION

The City applied to the State Department of Commerce for grant funding in March 2022 to reimburse the City for the sewer development charges CHS would incur as part of the development at 19806 Aurora Ave N. To be eligible for the grant, the City must have a Affordable Housing Permit Fee Waiver/Reduction Program. Shoreline Municipal Code 20.30.100(B)(3) states that the City imposed development fees may be waived for the construction of new or remodel of existing affordable housing based on the percentage of units affordable to residents whose annual income will not exceed 60 percent of the King County Area Median income.

Based on our eligibility, the City was selected by the Department of Commerce to receive \$176,544 from the Connecting Housing to Infrastructure Program (CHIP). The proposed Scope of Work for the agreement is included as Attachment A. Council authorization is required to enter into the agreement with Department of Commerce.

Not authorizing acceptance of this grant would result in the applicant paying the sewer development fees for this project.

COUNCIL GOAL(S) ADDRESSED

This work addresses Council Goal 1 and Goal 5 from the Council’s adopted [2022-2024 Council Goals and Work Plan](#):

Goal 1: *Strengthen Shoreline’s economic climate and opportunities.*

Goal 5: *Promote and enhance community safety, healthy neighborhoods, and a coordinated response to homelessness and individuals in behavioral health crisis.*

RESOURCE/FINANCIAL IMPACT

There is no financial impact to accepting the grant award. However, if the grant is not accepted, the applicant will be required to pay the \$176,544 sewer system development charges.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an agreement with the State Department of Commerce accepting a \$176,544 grant from the Connecting Housing to Infrastructure Program (CHIP) to pay for the sewer system development charges for the Catholic Housing Services Shoreline Permanent Supportive Housing project to serve and benefit low-income households.

ATTACHMENTS

Attachment A: Agreement to Reimburse Waived Sewer System Development Charges for the Shoreline 198th Street Permanent Supportive Housing Project

Attachment A

Scope of Work

Reimburse waived sewer system development charges for the Shoreline Permanent Supportive Housing project that serves and benefits low-income households.

Based on the criteria within the state capital budget, SSB 1080 Sec 1074, (Laws of 2021), and criteria developed by Commerce to ensure the terms of the appropriation are met, all grants must meet the following criteria:

- Applicant must be a city, county or public utility district, applying in coordination with the developer of a multi-unit affordable housing project, located within a jurisdiction that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105.
- For system development charge waiver reimbursement, jurisdictions must have an adopted fee waiver program, and documentation that the fees have been waived for the affordable housing units by each provider for water, sewer, and stormwater, in accordance with the budget. Commerce has received the necessary documentation from the City of Shoreline for this requirement.
- The utility project must serve new multi-unit affordable¹ housing projects that serve and benefit low-income households.² If the project is a mixed-income project, the affordable portion of the development must be at least 25%. CHIP funds can pay for the system development charges for the affordable units.
- The affordable housing project should be part of a program that will monitor affordability for a minimum of 25 years, such as the Housing Trust Fund, low-income housing tax credits, housing authority, or a city monitoring process. A covenant and/or note and deed of trust may be required as part of securitization to ensure affordability.

¹ "Affordable housing" has the same meaning as in RCW 43.185A.010, and means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. In the context of homeownership, the definition from the [Housing Trust Fund Handbook](#) applies (Section 701.7): "affordability occurs when a household's monthly housing costs are generally no more than 38 percent of monthly household income and total debt is no more than 45 percent of monthly household income. Housing costs include mortgage principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities."

² "Low-income household" has the same definition as in RCW 43.185.010(6), and means a single person, family or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Contract Amendment #10405.01 with Truland Survey in the Amount of \$74,352.00
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Jacob Bilbo, Parks Bond Project Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the February 8, 2022 special election, voters approved the Shoreline Proposition 1 bond measure, providing \$38.5M in funding for park improvement projects. The measure was successful, and staff began to move forward with the projects supported by the measure. As a precursor to the design and permitting process for the projects funded by the bond measure, each project site must undergo survey, critical area, cultural resource, geotech, and arborist reporting. The project design schedule is also highly dependent on the accuracy and timely recording of this data.

To meet project deadlines the City sought to select a qualified surveying firm that could meet the aggressive scope of work and deadline. After reviewing Statements of Qualifications, the City administratively selected Truland Survey and contract #10405 was executed on August 11, 2022. After work commenced, the City's Progressive Design Consultant, FORMA/Mithun, determined that it was necessary to update the scope of work to include larger boundaries, map the locations of individual trees, and provide future assistance with permitting. As the original contract only funded the original scope of work, additional funding will be required to complete the expanded scope of work and provide additional permitting assistance.

Staff is requesting that the City Council authorize the City Manager to execute a contract amendment with Truland Survey for continued surveying services. The proposed revised scope of work for this contract is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

Proposition 1 authorized the City to issue bonds to support park system improvements, park land acquisition, and investments in Public Art in the amount of \$38.5 million. Estimated construction and related costs for the park system improvements are \$26 million and include an allowance for surveying costs. This contract procures surveying costs through project conclusion. The amount of this contract is not to exceed \$74,352.00 and will be funded by General Capital 2022 Parks Bonds, of which there are sufficient funds to cover additional survey work.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a supplemental agreement with Truland Survey in the amount of \$74,352.00 to support the delivery of surveying funded by Proposition 1.

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

BACKGROUND

On February 8, 2022, Proposition No. 1 was approved during a special election. This provided \$38.5M in funding for park improvements. The City adopted a project delivery approach that would provide the ability to deliver park improvements in a timely manner by incorporating an aggressive schedule, and better cost and schedule controls. The City then selected a progressive design/build team, Mithun/FORMA, who was determined to be the most qualified team to utilize the progressive design/build method, and the Parks Bond Project officially commenced in July 2022.

The Parks Bond Project has been divided into two phases. Phase 1 includes pre-design, programming, design development approach/concept, and schematic design. Phase 1 has commenced and incorporates all pre-construction work with a large focus on park design and permitting. As a precursor to the design and permitting process, the City requires that each project site undergo survey, critical area, cultural resource, geotech, and arborist reporting. The project design schedule is also highly dependent on the accuracy and timely recording of this data.

To meet project deadlines the City sought to select a qualified surveying firm that could meet the aggressive scope of work and deadline. The City reviewed Statement of Qualifications (SOQ's) and heavily weighted experience, to engage an experienced surveying consultant. Through evaluation of SOQs of the best qualified firms, the City administratively selected Truland Survey as the most qualified firm to perform the required survey work.

The contract with Truland Survey was negotiated and approved by the City Manager on August 11, 2022. The initial scope of work for survey included creating base map information to include lot lines, corners, all feature in the City's Right of Way, as well as legal descriptions. The deliverables were to include electronic files compatible with AutoCAD Civil 3D 2020.

After work commenced, the Progressive Design Consultant team, FORMA/Mithun, determined that it was necessary to update the scope of work to include larger boundaries, map the locations of individual trees, and provide future assistance with permitting. This additional work increases the extent of work and time in the field, notably at Kruckeberg Botanical Gardens, where most of the site required detailed tree locations for the entire site. Additionally, it was also determined that Truland Survey's assistance would be required throughout the permitting process. The revised scope of work is expected to conclude in October 2022. The scope of work is provided in Attachment A to this report.

DISCUSSION

On August 11, 2022 the City Manager approved funding for surveying services through phase 1 of park improvements. Phase 1 includes pre-design, programming, design development approach/concept, and schematic design. Phase 1 commenced and incorporates all pre-construction work with a large focus on park design and permitting.

The City reviewed Statement of Qualifications (SOQ's) and heavily weighted experience, to engage an experienced surveying consultant. Through evaluation of SOQs of the best qualified firms, the City administratively selected Truland Survey as the most qualified firm to perform the required survey work. Truland Survey is now engaged in their initial survey work which staff anticipates will be concluded in October. This will mark the end of their original scope of work and requires a contract amendment to continue funding for the additional scope and future permit consulting services.

Staff have determined that Truland Survey has met the initial contract requirements in phase 1 and are satisfied with the deliverables presented. After reviewing the performance and deliverables presented to date, staff are confident that Truland Survey can manage the additional scope requirements and through the duration of the project schedule.

The contract with Truland Survey has been negotiated and is being presented to you tonight for approval. It is expected to include expanded topographical surveying boundaries at all 8 parks as well as 2 acres of additional tree locates at Hamilin (Briarcrest Park). This contract would also include detailed extents and topographical mapping and tree locates at Kruckeberg Botanical Gardens. Additionally, this will provide funding for future permitting assistance from Truland Survey that staff anticipates will be necessary.

If Council authorizes this contract with Truland Survey, the immediate next steps would be for the City and Truland Survey to continue coordinating surveying at each park improvement site. This will be followed by consultation during the permitting process which is anticipated to continue for 6-9 months.

COUNCIL GOAL(S) ADDRESSED

This item implements City Council Goal No 2., Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and specifically Action Step No. 2 under this Council goal: Continue to implement the Parks, Recreation, and Open Space Plan, including implementation of the 2021 Park Bond if approved by voters.

RESOURCE/FINANCIAL IMPACT

Proposition 1 authorized the City to issue bonds to support park system improvements, park land acquisition, and investments in Public Art in the amount of \$38.5 million. Estimated construction and related costs for the park system improvements are \$26 million and include an allowance for surveying costs. This contract procures surveying costs through project conclusion. The amount of this contract is not to exceed \$74,352.00 and will be funded by General Capital 2022 Parks Bonds, of which there are sufficient funds to cover additional survey work.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a supplemental agreement with Truland Survey in the amount of \$74,352.00 to support the delivery of surveying funded by Proposition 1.

ATTACHMENTS

Attachment A: Updated Scope of Work for Truland Survey



July 23, 2022
 Jacob Bilbo
 Parks Bond Project Manager
 City of Shoreline

Re: 2022 Land Survey Services for Parks Bond Projects

Thank you for considering TruLand as your surveying consultant. The following is a fee estimate intended to satisfy the requirements listed in document titled '20220718 CoS Survey.docx' provided by the City, which will provide surveying and mapping services for 8 separate park sites throughout Shoreline. Based on the information provided in the document listed above, along with Attachments A, B, C, and most recent mapping limits document titled 'Survey Boundary Recommendations_Mithun-v2', also provided by the City, this is our estimation of effort required for this project, with breakdown by site:

SITES:

1. Brugger's Bog – 19533 25th Ave NE

Survey Labor: \$8,800
 Survey Expenses: \$600
Locates (sub-con): \$600
Total Fee: \$10,000

Active project-
 Base Map Estimate:
\$16,800

Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

Park Total Fee:
\$20,700

2. Hillwood – 630 NW Richmond Beach Rd

Survey Labor: \$12,200
 Survey Expenses: \$1,200
Locates (sub-con): \$800
Total Fee: \$14,200

Invoiced on 10-15-22
 Total: \$18,848

Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

Park Total Fee:
\$22,748

3. James Keough – 2350 N 167th St

Survey Labor: \$8,600
 Survey Expenses: \$800
Locates (sub-con): \$600
Total Fee: \$10,000

Active project-
 Base Map Estimate:
\$12,900

Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

Park Total Fee:
\$16,800

4. Richmond Highlands – 16554 Fremont Ave N

Survey Labor: \$11,400
 Survey Expenses: \$900
Locates (sub-con): \$1,200
Total Fee: \$13,500

Invoiced on 9-2-22
 Total: \$13,500

Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

Park Total Fee:
\$17,400

5. Shoreview – 17229 3rd Ave NW

 Survey Labor: \$13,100
 Survey Expenses: \$1,300
Locates (sub-con): \$1,000
Total Fee: \$15,400

 Active project-
 Base Map Estimate:
\$19,800

 Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

 Park Total Fee:
\$23,700
6. Ridgecrest – 108 NE 161st St

 Survey Labor: \$6,900
 Survey Expenses: \$600
Locates (sub-con): \$600
Total Fee: \$8,100

 Active project-
 Base Map Estimate:
\$10,200

 Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

 Park Total Fee:
\$14,100
7. Hamlin – 16006 15th Ave NE

 Survey Labor: \$15,700
 Survey Expenses: \$1,600
Locates (sub-con): \$800
Total Fee: \$18,100

 Invoiced on 9-8-22
 Total: \$27,104

 Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

 Park Total Fee:
\$31,004
8. Kruckeberg Botanical Gardens - 20312 15th Ave NW

 Survey Labor: \$9,300
 Survey Expenses: \$600
Locates (sub-con): \$800
Total Fee: \$10,700

 Active project-
 Base Map Estimate:
\$24,000

 Remaining estimate
 for future permitting
 assistance and
 critical areas base
 map updates: \$3,900

 Park Total Fee:
\$27,900
Project Total Fee: \$100,000

 Estimate Total Fee
 for Base Maps:
\$143,152

 Estimate Total Fee
 for future permitting
 assistance: \$31,200

 8 Parks Total
 Fee: \$174,352

SCOPE:
Topographic Survey:

TruLand will perform topographic surveys of these sites based on Scope documents and Attachments listed above, provided by the City. Any variations from these documents may be listed below under Assumptions, but some items not mentioned below still need to be confirmed with the City.

Note: Limits of mapping are based on document titled 'Survey Boundary Recommendations_Mithun-v2', and there may exist properties such as Kruckeberg Botanical Gardens that still need to be confirmed with the City.

ASSUMPTIONS:

This proposal is based on the following assumptions and/or receiving the following site-specific information.

1. TruLand will be provided reasonable access to all areas requiring surveys.
2. Limits of mapping will be property boundaries and/or limited areas within those properties as defined by the City and shown in document titled 'Survey Boundary Recommendations_Mithun-v2'.

3. In densely treed areas, a general outline of the tree extents will be captured, not individual trees.
4. In order to show easements TruLand will need to be provided Title Reports, which will be supplied by the City.
5. For safety reasons TruLand personnel are not permitted to enter enclosed utility structures. These structures will be detailed and inventoried only to the extent feasible from the surface.
6. TruLand field crews may need to perform minor brushing with machetes to conduct this survey, and we have Client's permission to do so.
7. We have accounted for the cost of an independent utility locating service to identify the location of existing underground conductible utilities. Utilities may exist that cannot be traced.
8. Any available records such as utility asbuilts that the City may have will be supplied to TruLand.
9. The setting of survey monuments at the exterior boundary points of the subject is not included in this proposal, however accurate boundary lines will be depicted.

SCHEDULE:

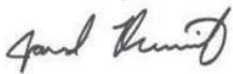
TruLand will complete the above-described scope of work on a mutually agreed upon schedule.

ADDITIONAL SERVICES:

It is understood that any Additional Services beyond those included in this Scope of Services shall be authorized in writing by the Client prior to commencement of the "Additional Service(s)," and the Client shall reimburse TruLand for said Additional Services monthly according to the work actually accomplished in the preceding month, provided such Additional Services have been approved in writing.

If you have any questions or need additional information, please call me at (425)516-3919 or e-mail me at jkemnitz@trulandsurvey.com.

Best regards,
TruLand Survey, LLC.



Jared Kemnitz, PLS

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Appointment of John Norris as Interim City Manager and Authorization of a Temporary Salary Increase
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Debbie Tarry, City Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On November 2, 2022, City Manager Debbie Tarry will retire as Shoreline City Manager. On September 26, 2022, the City Council approved an employment agreement with Bristol Ellington to serve as the City's next City Manager. Mr. Ellington will start in his new role at the City on November 28, 2022. Given this gap between Ms. Tarry's retirement and Mr. Ellington's start date as City Manager, the Council needs to appointment an Interim City Manager for the time period of November 3, 2022 through November 27, 2022.

With tonight's action, the City Council appoints John Norris, current Assistant City Manager, to serve as Interim City Manager, effective November 3, 2022, through November 27, 2022, and authorize a temporary salary increase for Mr. Norris.

The Mayor, Deputy Mayor, and Mr. Norris have met and agreed to a temporary salary increase, if approved by the City Council, of 15% during the term he will serve as Interim City Manager.

RESOURCE/FINANCIAL IMPACT:

The 15% Salary premium for the period of November 3, 2022 through November 27, 2022, is estimated to cost less than \$2,300 for salary and related benefits.

RECOMMENDATION

Staff recommends that the City Council move to appoint John Norris as Interim City Manager, effective November 3, 2022 through November 27, 2022, and authorize a temporary salary increase of 15% during this time period.

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

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Land Lease Amendment No. 1 with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Leash Dog Area at the Fircrest Campus Located at 1902 NE 150 th Street until December 31, 2024
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Nickolas Borer, Parks, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline is currently leasing two-acres of land from the Washington State Department of Social and Health Services (DSHS) for operation of a fully fenced off-leash dog area located at the Fircrest Campus. DSHS owns and operates the Fircrest Campus property and is the leasing agent for the off-leash dog area. The current lease between the City and DSHS for the off-leash dog area expires on December 31, 2022.

Staff negotiated another lease extension with DSHS for use of their property. The proposed lease amendment will allow the City to lease the DSHS land at Fircrest for the Off-Leash Dog Area for an additional two years and extending the expiration date to December 31, 2024. The terms of this lease agreement are similar to the terms of the prior lease agreements. In accordance with City regulations, the City Manager is authorized to enter into one-year lease agreements. The proposed two-year lease requires City Council approval to authorize the City Manager to execute the new two-year lease amendment.

RESOURCE/FINANCIAL IMPACT:

The monthly lease rate for the Off-Leash Dog Area is \$2,000 per month. The proposed 2023-2024 Parks Operations Budget includes funding for the lease extension.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute Land Lease Amendment No.1 for a two-year lease extension with the Washington State Department of Social and Health Services to continue operating the two-acre off-leash dog area located at 1902 NE 150th Street until December 31, 2024.

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

BACKGROUND

On May 1, 2013, the City of Shoreline entered into a five-year lease agreement with the State of Washington Department of Social and Health Services (DSHS) to construct and operate a two-acre fully fenced off-leash dog area located at the southeast corner of the Fircrest Campus. The common street address for the off-leash dog area is 1902 NE 150th Street. DSHS owns and operates the Fircrest property and is the leasing agent for the off-leash dog area. The original lease agreement, which expired May 1, 2018, was amended to extend the lease through December 31, 2019, and amended again to extend to December 31, 2022. More information on the current lease is included in the following staff report from January 4, 2021: [Authorizing the City Manager to Execute a Two-Year Lease Agreement with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Lease Dog Area at the Fircrest Campus Located at 1750 NE 150th Street.](#)

DISCUSSION

Given the expiration of the City's current lease for the off-leash dog area, staff worked to negotiate a new lease extension with DSHS for use of their property. The proposed Land Lease Amendment No. 1 allows the City to lease DSHS land at the Fircrest Campus for the off-leash dog area for an additional two years, extending the lease through December 31, 2024. All other existing terms and lease rate remain the same. The terms of the lease allow DSHS to terminate the lease for any reason by providing 60 calendar days written notice to the City.

In accordance with City regulations, the City Manager is authorized to enter into one-year lease agreements. The proposed two-year lease requires City Council approval to authorize the City Manager to execute the new two-year lease amendment.

RESOURCE/FINANCIAL IMPACT

The monthly lease rate for the Off-Leash Dog Area is \$2,000 per month. The proposed 2023-2024 Parks Operations Budget includes funding for the lease extension.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute Land Lease Amendment No.1 for a two-year lease extension with the Washington State Department of Social and Health Services to continue operating the two-acre off-leash dog area located at 1902 NE 150th Street until December 31, 2024.

ATTACHMENT

Attachment A – Land Lease Amendment No. 1 Between DSHS and the City of Shoreline

DSHS No. 2176-99164-01

**LAND LEASE AMENDMENT No. 1
BETWEEN
THE STATE OF WASHINGTON
THE DEPARTMENT OF SOCIAL HEALTH SERVICES
AND
CITY OF SHORELINE**

This Lease Amendment No. 1 modifies Lease Number 2176-99164 between the State of Washington, Department of Social and Health Services, hereinafter called the Lessor and City of Shoreline, hereinafter called the Lessee and will become effective upon full execution by the parties.

Premise: The Lessor hereby leases to the Lessee the following described Leased Premise:

Common Street Address: 1902 NE 150th Street, Shoreline, Washington

Tax Parcel Number: 162604-9010

Approximately 2 acres of land on Fircrest Campus property as shown in Exhibit A. Said area is on a portion of that parcel legally described as PCL B SHORELINE BSP #SHBSP 201815 REC #20100803900004 SD BSP LYING IN POR OF S 1/2 OF NW 1/4 & N 1/2 OF SW 1/4 STR 16-26-04.

No other property owned by DSHS shall be used for any purpose by the Lessee, unless otherwise contracted to do so under a separate agreement.

By Agreement of the above parties, the purpose of this Lease Amendment is to revise the original Lease Agreement as follows:

1. To delete the language in section **2. Term** of the original Lease and replace it in its entirety with the following new language: **2. Term.** The lease shall begin 01/01/2021 and terminate on 12/31/2024, unless terminated sooner as provided herein.
2. To delete the language in section **12. Lease Management** and replace it in its entirety with the following new language: **12. Lease Management.** The Lease Manager for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement. Each party may amend the contact person by giving written notice to the other party.

The Lease Manager for the Lessee is:

City of Shoreline
Parks, Recreation and Cultural Services
Attn: Nickolas Borer
17500 Midvale Avenue North
Shoreline, WA 98133
206-801-2321
nborer@shorelinewa.gov

DSHS No. 2176-99164-01

The Lease Manager for DSHS is:
Office of Capital Programs
Attn: Jeanne Rodriguez
1115 Washington St. S.
MS: 45848
Olympia, WA 98504-5848
360-902-8330
rodrijr@dshs.wa.gov

The Facilities Manager for the Lessee is:
City of Shoreline
Parks, Recreation and Cultural Services
Attn: Kirk Peterson
17500 Midvale Avenue North
Shoreline, WA 98133
206-801-2611
kpeterso@shorelinewa.gov

The Facilities Manager for the Campus is:
DSHS Maintenance & Operation Division
Attn: Steve Hardy
15230 15th Ave NE
Shoreline, WA 98155
206-361-3199
Steve.hardy@dshs.wa.gov

All other terms, conditions covenants, and amendments to this Lease, unless specifically altered, modified, or changed herein, remain in full force and effect

IN WITNESS WHEREOF, this Amendment is executed on the latest date by the persons signing below, who warrant that they have the authority to execute the Amendment.

CITY OF SHORELINE:

DEPARTMENT OF SOCIAL & HEALTH SERVICES:

Signature

Print Name

Title

Date

Signature

Jeanne Rodriguez
Print Name

Capital Assets Manager
Title

Date

DSHS No. 2176-99164-01

STATE OF WASHINGTON)
) ss.
County of King)

I, the undersigned, a Notary Public, do hereby certify that on this ___ day of _____, 20_____, personally appeared before me _____, to me known to be the individual described in and who executed the within instrument, and acknowledged that he signed and sealed the same as the free and voluntary act and deed of the Bremerton School District, for the purposes and uses therein mentioned, and on oath stated that he was duly authorized to execute said document.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

STATE OF WASHINGTON)
) ss.
County of Thurston)

I, the undersigned, a Notary Public, do hereby certify that on this _____ day of _____, 20_____, personally appeared before me Jeanne Rodriguez, Capital Assets Manager, Department of Social and Health Services, State of Washington, to me known to be the individual described in and who executed the within instrument, and acknowledged that he signed and sealed the same as the free and voluntary act and deed of the Department, for the purposes and uses therein mentioned, and on oath stated that he was duly authorized to execute said document.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

Exhibit A Map of Premise Fircrest School – Shoreline, Washington

Ingress/Egress/
Parking Area

Leased Premise

Department of
Health

Gate Locations



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Three-year Microsoft Enterprise Licensing Agreement Through CDW Government, LLC in the Amount of \$213,804
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Karen Mast, IT Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting City Council authorization for the City Manager to execute a three-year licensing contract with third-party reseller, CDW Government, LLC for Microsoft Enterprise Agreement Level 3 (EA3) licensing. This licensing is to secure continued Microsoft software licensing (SharePoint Online, Office 365, Power Apps, Teams Rooms, Visio and Project) City of Shoreline staff. The total amount of this contract is \$213,804 (\$71,268 annually for three years). The contract will be effective through September 30, 2023.

RESOURCE/FINANCIAL IMPACT:

The total amount of this three-year agreement is (\$213,804) is funded in the Information Technology (IT) budget. This contract represents an increase to the prior contract of \$18,731 annually. The reason for the increase to annual cost is due to growth in the number of Office365, Visio and Project subscriptions, and the City Hall hybrid conferencing improvements. The 2022 IT Operations Budget includes adequate budget funding for this contract due to savings achieved in other areas of IT.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the licensing agreement with CDW Government, LLC in the amount of \$213,804 to secure Microsoft Enterprise Agreement licensing for a three-year contract period.

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

BACKGROUND

The City uses Microsoft SharePoint, Office 365 (Word, Excel, PowerPoint, Outlook), Visio and Project products for office productivity, file sharing and collaboration. Over time, the City has been moving software to enterprise licensing from purchasing individual software licenses for staff members. This 'software as a service' approach provides access to Microsoft software in the cloud, and ensures that staff always have the most current version of software available and provides additional functionality to users. While the annual cost of licensing is higher, the long-term licensing and administration costs are lower. In 2022, the City upgraded meeting rooms with hybrid conferencing capabilities. This conference room functionality requires additional Microsoft Teams Meeting Room software subscriptions.

DISCUSSION

Staff is requesting City Council authorization for the City Manager to execute a three-year licensing agreement with third-party reseller, CDW Government, LLC for Microsoft Enterprise Agreement Level 3 (EA3) licensing. The total amount of this contract is \$213,804, or \$71,268 annually for three years. The contract will be effective through September 30, 2023. Each year the actual licensing will be reviewed which will generally result in slightly higher or lower annual cost for that year depending on changes in the number of staff that accesses SharePoint and Office products.

The higher than anticipated increase in this agreement is due to an unusually high increase in licenses, including accommodating new positions added to the City and upgrades to City Hall conference rooms. Staff does not expect this level of change on an annual basis.

RESOURCE/FINANCIAL IMPACT

The total amount of this three-year agreement is (\$213,804) is funded in the Information Technology (IT) budget. This contract represents an increase to the prior contract of \$18,731 annually. The reason for the increase to annual cost is due to growth in the number of Office365, Visio and Project subscriptions, and the City Hall hybrid conferencing improvements. The 2022 IT Operations Budget includes adequate budget funding for this contract due to savings achieved in other areas of IT.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the licensing agreement with CDW Government, LLC in the amount of \$213,804 to secure Microsoft Enterprise Agreement licensing for a three-year contract period.

ATTACHMENTS

Attachment A - CDW-G Enterprise Software Licensing Quote for City of Shoreline



CDW Government, LLC
 Microsoft Enterprise 6.6 Agreement Pricing

Attachment A

Date 10/4/22
 Account Manager Mike S

**Enterprise Quote
 for**

VSL Specialist Pat McCormack
 Channel Price Sheet Month Sep-22

City of Shoreline, WA

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment

Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
U4S-00002	O365 G1 GCC Sub Per User	D	55	\$ 89.24	\$ 4,908.20	\$ 89.24	\$ 4,908.20	\$ 89.24	\$ 4,908.20
AAA-11894	O365 G3 GCC Sub Per User	D	246	\$ 248.58	\$ 61,150.68	\$ 248.58	\$ 61,150.68	\$ 248.58	\$ 61,150.68
T2N-00001	O365 G5 GCC Sub Per User	D	6	\$ 429.37	\$ 2,576.22	\$ 429.37	\$ 2,576.22	\$ 429.37	\$ 2,576.22
SEL-00001	PowerAppsPlanGCC ShrdSvr ALNG SubsVL MVL PerUsr	D	1	\$ 225.98	\$ 225.98	\$ 225.98	\$ 225.98	\$ 225.98	\$ 225.98
MQH-00001	Teams Rooms Standard GCC Sub Per Device	D	10	\$ 144.06	\$ 1,440.60	\$ 144.06	\$ 1,440.60	\$ 144.06	\$ 1,440.60
P3U-00001	Visio P2 GCC Sub Per User	D	2	\$ 144.06	\$ 288.12	\$ 144.06	\$ 288.12	\$ 144.06	\$ 288.12
076-01912	Project Standard ALng SA	D	5	\$ 135.46	\$ 677.30	\$ 135.46	\$ 677.30	\$ 135.46	\$ 677.30
				Year 1 Total	\$ 71,267.10	Year 2 Total	\$ 71,267.10	Year 3 Total	\$ 71,267.10
				Three Year Total	\$ 213,801.30				

Notes

Renewal quote for EA #: 6792053 - Expires 9/30/22

Contract: KCDA
 No Tax referenced

Terms & Conditions

Terms and Conditions of sales and services projects are governed by the terms at:

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Action on Resolution No. 500 - Rescinding Resolution No. 454 and Ending the Declaration of Public Health Emergency Related to the COVID-19 Pandemic
DEPARTMENT:	City Manager's Office
PRESENTED BY:	John Norris, Assistant City Manager
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On March 4, 2020, the City Manager executed a Local Declaration of Public Health Emergency (Declaration) related to COVID-19. The City Manager's Declaration was subsequently ratified by the City Council through their adoption of Resolution No. 454 on March 16, 2020. As is stated in Section 4 of the City Manager's Declaration, the Declaration "shall remain in place until terminated or extended by further resolution of the City Council." Tonight, Council is scheduled to take action on proposed Resolution No. 500 (Attachment A) which would rescind Resolution No. 454 and end the City Manager's Declaration of Public Health Emergency related to the COVID-19 pandemic.

As per Council Rules of Procedure 6.1.B, which states that for an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should therefore allow for Public Comment following the staff report, and the same rules for Public Comment provided as part of the Council's Regular Meeting Agenda shall apply.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact to rescinding Resolution No. 454 and the Declaration of Public Health Emergency. Many of the City's costs to respond to the COVID-19 pandemic were reimbursed by federal funding.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 500 rescinding Resolution No. 454 and ending the Declaration of Public Health Emergency related to the COVID-19 pandemic.

Approved By: City Manager **DT** City Attorney **JA-T**

BACKGROUND

As Council is well aware, people across the world have been combatting and responding to the COVID-19 pandemic for over two years now. And while COVID is still impacting people in our region and community, COVID is not the public health emergency it once was in 2020 and 2021.

On January 31, 2020, the U.S. Department of Health and Human Services declared a public health emergency for COVID-19, and on February 29, 2020, Washington State Governor Jay Inslee proclaimed a public health emergency for COVID-19 in Washington State. These actions were followed by the Shoreline City Manager as she executed a Local Declaration of Public Health Emergency (Declaration) related to COVID-19 on March 4, 2020.

The City Manager's Declaration was subsequently ratified by the City Council through their adoption of Resolution No. 454 on March 16, 2020. The staff report for this Council action, which includes Resolution No. 454 and the City Manager's Declaration, can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport031620-7d.pdf>.

The City Manager's Declaration authorized each City department to take necessary measures and exercise emergency powers to keep the community safe over the last couple of years without regard to some time-consuming procedures and formalities otherwise normally required by law, excepting constitutional mandates. The City Manager's Declaration has stayed in place since it was ratified in March 2020.

As is stated in Section 4 of the City Manager's Declaration, the Declaration "shall remain in place until terminated or extended by further resolution of the City Council." As Resolution No. 454 ratified this Declaration as noted above, Section 2 of Resolution No. 454 states that any and all acts consistent with the Declaration are authorized until such time as the Declaration is amended, rescinded, or otherwise terminated by the City Manager or City Council. Based on this language, staff recommends that the City Council, if it is supportive of terminating the Declaration, take action to rescind Resolution No. 454.

DISCUSSION

Proposed Resolution No. 500 (Attachment A) provides for the rescission of Resolution No. 454, which ratified the City Manager's Declaration, and articulates that the City is no longer in "emergency response mode" related to the pandemic. Furthermore, proposed Resolution No. 500 states that "any and all acts undertaken by City Departments and staff consistent with the Declaration of Public Health Emergency...and ratified by the City Council with the passage of Resolution No. 454, remain valid and legal acts of the City of Shoreline."

Timing of Resolution Rescission

As COVID-19 case counts have continued to drop in 2022 and masking and vaccination restrictions have been lifted, staff feel that now is the time to officially end the local

public health emergency related to COVID-19 in Shoreline. At the State level, on September 8, 2022, [Governor Inslee announced](#) that he would end the statewide state of emergency related to COVID-19 and rescind most of his emergency orders by October 31st of this year. More locally, the current [COVID-19 community level](#) in King County is 'Low'. Similarly in Shoreline, the public health metrics show relatively low levels of COVID-19 impacts. While it is important for the community to remain vigilant regarding COVID-19 transmission, staff feel that it is fair to say that the community is no longer in a "public health emergency" and are therefore comfortable making this recommendation to rescind the Declaration. If approved by Council, proposed Resolution No. 500 would take effect immediately.

COVID-19 Emergency Orders and Administrative Procedures of the City Manager

Proposed Resolution No. 500 also directs the City Manager to terminate all emergency orders of the City Manager derived from or related to the Local Declaration of Public Health Emergency that remain in effect. At this time, all emergency orders of the City Manager related to the COVID-19 pandemic, including emergency orders on employee pay and leave benefits, refund policies for recreation programs, business and occupation and gambling tax reporting and payment deadlines, public records, and the tolling of development-related application and permit deadlines, among others, have already been eliminated. Thus, while there is no practical impact of this requirement in the proposed Resolution, it makes Council's intent clear that COVID-19 related emergency orders are no longer authorized.

Furthermore, while not technically emergency orders of the City Manager, the City Manager also enacted administrative protocols and procedures related to COVID-19 that governed employee and community behavior in City facilities and in other circumstances. These administrative procedures included employee common work spaces and vehicle safety guidelines, social distancing and personal protective equipment (PPE) guidelines, and City worksite safety plans. Similar to the emergency orders of the City Manager, these guidelines have also all been rescinded by the City Manager.

Other Council Resolutions Related to COVID-19

In addition to Resolution No. 454 which ratified the City Manager's Declaration, the Council adopted other Resolutions early in the pandemic to address and mitigate the impacts of the pandemic on the community and City operations. These Resolutions either had termination timeframes written within the Resolutions or tied termination to the rescission of Resolution No. 454. The COVID-19 related Council Resolutions are as follows:

- [Resolution No. 456](#) authorized the City Manager to temporarily waive or suspend regulatory obligations or limitations. This Resolution states that "no order concerning waiver/suspension shall be in effect for a period longer than the public emergency unless extended by the City Council." While all emergency orders of the City Manager that would fall into this category, such as the tolling of development-related application/permit deadlines, the tolling of B&O and gambling tax payment deadlines, and the suspension of public records rules, have already been rescinded as noted above, the rescission of the Declaration

makes definitive Council's intent that the authority under Resolution No. 456 no longer exists.

- [Resolution No. 457](#) established a community emergency response grant program, that supported those in need in the early days of the pandemic. This grant program has distributed all funds associated with it and is now defunct. Section 5 of Resolution No. 457 states that the program "shall automatically end upon termination of the Declaration ratified by Council Resolution No. 454." Thus, while no longer in use, the grant fund will be officially terminated upon adoption of proposed Resolution No. 500.
- [Resolution No. 459](#) which temporarily provided for meetings and public hearings of the Council and City Boards and Commissions to be held electronically due to COVID-19 was already repealed by [Resolution No. 491](#), so it is no longer in effect and not subject to Resolution No. 500.
- [Resolution No. 460](#) and [Resolution No. 466](#) established and revised the program funding and implementation plan for the City's Coronavirus Aid, Relief, and Economic Security (CARES) Act Relief Funds. As all of these funds have been spent, these Resolutions are no longer in effect and the adoption of Resolution No. 500 has no impact on them.

City's COVID-19 Vaccine Mandate Will Not be Rescinded by Proposed Resolution No. 500

In addition to the above Resolutions, on October 4, 2021, the Council adopted Resolution No. 483 which established a mandatory COVID-19 vaccination policy as a qualification of employment or volunteer public service with the City of Shoreline. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport100421-8b.pdf>.

As per Resolution No. 483, the vaccine mandate is in effect until expressly revoked by formal action of the City Council. Thus, the adoption of proposed Resolution No. 500 (recission of the Resolution No. 454 and the Declaration) will not revoke the City's COVID-19 vaccine mandate. If the Council is interested in discussing the revocation of the COVID-19 vaccine mandate for employees and/or volunteers and City contractors, staff can bring that topic back to a future Council meeting for Council review.

Tonight's Council Action

Tonight, Council is scheduled to take action on proposed Resolution No. 500. As per Council Rules of Procedure 6.1.B, which states that for an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should therefore allow for Public Comment following the staff report, and the same rules for Public Comment provided as part of the Council's Regular Meeting Agenda shall apply.

RESOURCE/FINANCIAL IMPACT

There is no financial impact to rescinding Resolution No. 454 and the Declaration of Public Health Emergency. Many of the City's costs to respond to the COVID-19 pandemic were reimbursed by federal funding.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 500 rescinding Resolution No. 454 and ending the Declaration of Public Health Emergency related to the COVID-19 pandemic.

ATTACHMENTS

Attachment A – Proposed Resolution No. 500

RESOLUTION NO. 500

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RESCINDING RESOLUTION NO. 454 RATIFYING A LOCAL DECLARATION OF PUBLIC HEALTH EMERGENCY RELATED TO THE COVID-19 VIRUS.

WHEREAS, pursuant to SMC 2.50.060, on March 4, 2020, the City Manager executed a Declaration of Public Health Emergency related to the COVID-19 virus for the City of Shoreline; and

WHEREAS, on March 16, 2020, the City Council ratified the Declaration of Public Health Emergency and the acts of City Departments and staff had been taken in connection with such emergency by the passage of Resolution No. 454; and

WHEREAS, in implementing the Declaration of Public Health Emergency, the City Manager issued several policies and procedures related to employment, development activity, public records, and finances; and

WHEREAS, on September 8, 2022, Washington's Governor announced that the Washington State COVID-19 State of Emergency and COVID-19 emergency orders that were still in effect would be rescinded by October 31, 2022; and

WHEREAS, Resolution No. 454 states that the Local Declaration of Public Health Emergency would be in effect until amended, rescinded, or otherwise terminated by the City Manager or the City Council; and

WHEREAS, since the time of the Declaration of Public Health Emergency, due to a better understanding of the COVID-19 virus and the availability of vaccines, it is apparent that there is no longer a need for a local emergency declaration or for keeping the City of Shoreline in an emergency response mode, especially given the federal and state response measures that have been provided; and

WHEREAS, the City Council believes that government, business, and public life in general should resume as normal and that the public health and safety will not be jeopardized given the knowledge gained from the COVID-19 pandemic and the measures that can be taken to protect each other and supports and encourages the residents and business of the City to focus on recovery to their economic, social, and cultural lives;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:

Section 1. Rescission of Resolution No. 454. Resolution No. 454, ratifying the City Manager's Local Declaration of Public Health Emergency related to the COVID-19 virus is hereby rescinded. The City of Shoreline shall no longer be considered in emergency response mode.

Section 2. Validity of Actions. Any and all acts undertaken by City Departments and staff consistent with the Declaration of Public Health Emergency related to the COVID-19 virus issued by the City Manager dated March 4, 2020, and ratified by the City Council with the passage of Resolution

No. 454, remain valid and legal acts of the City of Shoreline. The City Manager is directed to terminate all emergency orders of the City Manager derived from or related to the Local Declaration of Public Health Emergency that remain in effect.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED BY THE CITY COUNCIL ON OCTOBER 17, 2022.

Keith Scully, Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 2023-2024 Proposed Biennial Budget Department Presentations
DEPARTMENT: Administrative Services Department
PRESENTED BY: Sara Lane, Administrative Services Director
Christine Hopkins, Budget Analyst
ACTION: Ordinance Resolution Motion
 Discussion Public Hearing

PROBLEM/ISSUE STATEMENT:

The City Manager presented the 2023-2024 Proposed Biennial Budget to the City Council on October 10, 2022. Tonight's agenda includes an overview of the City departments' 2023-2024 Proposed Biennial Budget requests. The 2023-2024 Proposed Biennial Budget and 2023-2028 Capital Improvement Plan (CIP) will be made available to the public and on the City's website and at City Hall before the presentations on October 17, 2022.

The focus of the departmental presentations will be on any significant changes between the departments' 2022 Current Budget and the 2023-2024 Proposed Biennial Budget. Staff is currently finalizing the Budget Book. Once the Budget Book is complete the week of October 10, 2022, staff will update the page reference in the table below. The October 17 Department review schedule will include all of the departments listed below.

<u>Department</u>	<u>Budget Pages</u>
City Council	101
City Manager's Office	109
Human Resources	125
City Attorney	133
Recreation, Cultural and Community Services	143
Administrative Services & Citywide	163
Police	185
Criminal Justice	199
Planning and Community Development	207

Staff plans to complete department reviews through the Planning & Community Development Department on October 17. On October 24, the City Council will review the Public Works Department, Surface Water and Wastewater Utilities, and the 2023-2028 Proposed CIP. Staff will also describe the budgets in other funds.

Future budget discussions will be held on November 7 and November 14. Public hearings on the 2022 property tax levies and revenue sources will be held on November 7 and on the 2023-2024 Proposed Biennial Budget on November 7 and 14. Adoption of the 2023-2024 Biennial Budget and 2023 property tax levies, and 2023 rate schedules is scheduled for November 21.

FINANCIAL IMPACT:

The 2023-2024 Proposed Biennial Budget for all funds totals \$358.186 million, is balanced, and includes adequate reserve levels to meet all adopted budget policies.

RECOMMENDATION

No action is required by the City Council tonight. Department presentations will be for informational purposes and provide an opportunity for the City Council to ask specific questions regarding proposed department budgets.

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