

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF BUSINESS MEETING**

Monday, October 21, 2013  
7:00 p.m.

Council Chambers – Shoreline City Hall  
17500 Midvale Avenue North

PRESENT: Mayor McGlashan, Deputy Mayor Eggen, Councilmembers Hall, McConnell, Winstead, Salomon, and Roberts

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor McGlashan, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor McGlashan led the flag salute. Upon roll call by the Interim City Clerk, all Councilmembers were present.

3. REPORT OF THE CITY MANAGER

Debbie Tarry, Interim City Manager, provided reports and updates on various City meetings, projects, and events.

4. COUNCIL REPORTS

Deputy Mayor Eggen reported that the draft Metro restructuring plan was presented at the last Regional Transit Committee meeting. The Transfer Station Plan has been revised and a draft report issued. He also announced King County signed the Interlocal Agreement.

Councilmember Hall acknowledged King County Councilmembers Dembowski and Hague for being instrumental in moving forward with the ILA.

5. PUBLIC COMMENT

Gretchen Atkinson, Shoreline, on behalf of the Shoreline Council of Neighborhoods, highlighted Council of Neighborhood projects, events, and activities, and invited the public to its meetings.

6. APPROVAL OF THE AGENDA

**Upon motion by Councilmember McConnell, seconded by Councilmember Hall and approved unanimously, the agenda was approved.**

7. ACTION ITEMS

(a) Approval of Ord. No. 673 to Increase Council Salaries

John Norris, Acting Assistant City Manager, provided the staff report recommending Council adopt Ordinance No. 673 to increase Council salaries. He reviewed that Council last discussed compensation methodology alternatives on September 30. Staff's recommendation implements COLA increases since 1998, and provides a 25% premium for the Mayor, and 10% for the Deputy Mayor. These salary rates will apply when a Councilmember is elected/re-elected.

**Councilmember McConnell moved Ordinance No. 673 to increase City Council salaries. The motion was seconded by Councilmember Winstead.**

Mayor McGlashan, and Councilmembers Hall, McConnell, Winstead, and Roberts spoke in favor of the motion stating Council has not had a cost of living increase since 1997, and this increase is to bring salaries in line with comparable cities. Councilmembers spend many hours preparing for and attending meetings, and should be compensated fairly for their work. Councilmember Roberts suggested that an independent salary commission review salaries on a regular 4-year cycle.

Deputy Mayor Eggen stated his belief that some of the cities used in the Council salary survey are not comparable. He moved to direct staff to determine the median value of benefits for comparable cities and reset Shoreline's Council benefits to that level. The motion died for lack of a second.

**A vote was taken on the main motion, which carried 6-1, with Councilmember Salomon dissenting.**

8. STUDY ITEMS

(a) Discussion of 2014 Proposed Budget - Department Presentations

Ms. Tarry stated that each department, except Public Works, is in attendance to present its budget. The focus of the presentations will be on any significant changes between the 2013 budget and the proposed 2014 budget. In addition, the presentations will indicate how closely tied the budget requests are to Council Goals, City initiatives, and daily services.

Robert Hartwig, Administrative Services Director, reviewed the budget section layout, staffing levels, and review schedule. He provided information for the public on where to find budget information.

John Norris, Acting Assistant City Manager, reviewed the City Council proposed 2014 budget is \$203,327, which includes a one-time request of \$11,951 for a microphone system for the Council Chamber.

Mr. Norris reviewed the City Manager's Office (CMO) proposed 2014 budget is \$2,198,878. The CMO is comprised of five divisions: City Clerk's Office, Communication and Intergovernmental Relations, Economic Development Program, Property Management Program, and Highland Park Center. He highlighted the programs being funded, and one-time spending requests: Planned Action and grant matching fund for the Aurora Square Community Renewal Area, money for utility-related activities, and an additional year for the Everbridge Mass Communication System.

It was asked if the move from Constant Contact to Everbridge would result in a cost savings. Ms. Tarry answered that Everbridge is more expensive, but offers more usability to send alerts for emergencies. It was requested that Everbridge be reviewed after one year to see if it is meeting the City's goals.

Rob Beem, Community Services Manager, reviewed the Community Services (CS) proposed 2014 budget is \$ 1,498,056. CS is comprised of five programs: Human Services, Customer Response Team, Neighborhoods, Emergency Management Planning, and Code Enforcement. He highlighted one-time funding requests for neighborhood/safe community public notice, and for the Neighborhood USA conference.

Mr. Norris reviewed the City Attorney's Office (CAT) proposed 2014 budget is \$593,788. CAT offers in-house legal services, and a Prosecuting Attorney. He highlighted a budget change for an increase in the Prosecuting Attorney's contract due to inflation.

It was asked if the public defense budget is separate from the CAT budget. Mr. Norris answered that prosecution is under the CAT budget and public defense is under the Criminal Justice budget. This is to avoid a conflict of interest.

Mr. Norris reviewed the Human Resources proposed 2014 budget is \$437,981 and highlighted the proposed increases from 2013.

Mr. Norris reviewed the Criminal Justice (CJ) proposed 2014 budget is \$2,217,128. CJ includes jail services, public defense, and municipal court contracts. He highlighted the budget increases, and discussed the latest information from the Snohomish County Jail regarding inmate caps and booking restrictions. Staff recommends budgeting \$121,000 in contingency to send inmates to the King County jail.

Councilmembers asked about alternative jail facilities. Mr. Norris discussed the options that were looked into in the past. It was suggested that staff look at all the options again, including running an in-house jail. There was also concern expressed over the chronic underfunding of mental health needs, and a request to provide information on the number of inmates receiving mental health treatment, and the cost impact.

Police Chief Ledford reviewed the proposed 2014 Police budget is \$10,982,792. He highlighted police programs, budget changes, city cost comparisons, police contract and non-contract expenditures, and police efficiencies.

It was asked how the Police Department handles overtime. Chief Ledford responded that if backfill is required, four/ten shifts allow overlap and there is now a shorter amount of time in-between shifts.

Dick Deal, Parks, Recreation, and Cultural Services (PRCS) Director, reviewed the proposed 2014 PRCS budget is \$5,029,760. Mr. Deal reviewed PRCS programs, and budget changes. Kirk Petersen, Park Superintendent, stated the proposed Parks Maintenance Worker II position will be funded with existing funds. Mary Reidy, Recreation Superintendent, highlighted minor amendments to the recreation program, including expanding the day camp program to meet demands.

Information on the park maintenance contract was requested. Mr. Deal explained that the vendor could no longer provide service and backed out of the contract. When the City went out for a new contract, it was more expensive.

Councilmembers expressed support for the scholarship program, and expanding preschool and 'tween' summer programs to meet resident demands.

Rachael Markle, Planning & Community Development (PCD) Director, reviewed the PCD proposed 2014 budget is \$2,644,818. PCD is comprised of City Planning, Permit Services, Building and Inspections, Code Enforcement and Abatement and PCD Administrative Services. She highlighted projected permit revenues, and two one-time requests: 145<sup>th</sup> Street Station Subarea Planning, and a SEPA Analysis for Point Wells.

It was asked how PCD's level of service was affected when staff was reduced in 2012. Ms. Markle responded that additional staff may be needed when permitting picks up.

Bob Hartwig, Administrative Services Department (ASD) Director, reviewed the ASD proposed 2014 budget is \$3,824,284, and the Citywide non-program budget is \$2,214,371. He reviewed budget changes and two one-time funding requests for: software, and server/computer replacement catch up. He then highlighted citywide expenses, and contingencies.

It was asked how upgrades are budgeted. Mr. Hartwig responded that upgrades are budgeted in the general fund with no charge backs to departments, except for vehicle and equipment replacement.

Councilmember Roberts left the meeting at 9:04 p.m.

(b) Discussion of Ord. No. 672 Amending SMC Chapter 15, Shoreline Building Code

Ray Allshouse, Building Official, provided information on revisions to the City's Construction and Building Codes. He stated that Shoreline Municipal Code Chapter 15.05, titled Construction

and Building Codes, adopts the current editions of the national model codes by reference and adopts Shoreline-specific local amendments to each code. Recent changes to the model code language require that Shoreline update the specific local amendments to accommodate the changes, in addition to associated revisions recommended by City and Fire Department Staff. He highlighted proposed amendments to: demolition and removal of buildings, diversion of building materials from landfills, general requirements, international fire code, and international property maintenance code.

Councilmembers expressed appreciation for staff's recommendation for diversion of building materials from landfills without setting mandatory higher targets, but also believe the City should be promoting recycling to the maximum extent possible.

There was concern expressed over requiring additional permits. Mr. Allshouse stated the permits are operational permits, and he would include more information in the next staff report.

## 9. ADJOURNMENT

At 9:19 p.m., Mayor McGlashan declared the meeting adjourned.

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Jessica Simulcik Smith, Interim City Clerk