

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

Monday, October 28, 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 7:03 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 City Clerk, all Councilmembers were present.

**(a) Proclamation of America Recycles Day**

Mayor McGlashan read the proclamation declaring November 15, 2013 as America Recycles Day in Shoreline. Jenna Higgins, Resource Conservation Specialist at King County Housing Authority, accepted the proclamation and recognized Meadowbrook Apartments in Richmond Beach for increasing its recycle and reducing solid waste costs.

**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 King Conservation District Task Force is focusing on working better together. There is an agreement with the Board to address: the formation of an advisory committee to review proposed budget issues; qualified support for the jurisdictional grant program; and more representative elections.

Deputy Mayor Eggen reported he attended a PSRC meeting that discussed policy framework on the project selection process for PSRC's federal funds. He noted that recent changes in federal

law make it more difficult for cities to get grants due to larger match requirements. The group discussed ways for cities to compete with larger agencies.

Mayor McGlashan reported that the Sound Transit Board discussed three items at its last meeting: 1) long range plan after ST2 Plan and projects are completed; 2) excess property policy; and 3) East Link update.

## 5. PUBLIC COMMENT

No one in the audience indicated a desire to address the Council during this portion of the meeting.

## 6. APPROVAL OF THE AGENDA

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

## 7. CONSENT CALENDAR

**Upon motion by Councilmember Hall, seconded by Councilmember Roberts and unanimously carried, the following Consent Calendar items were approved:**

**(a) Minutes of Business Meeting of October 7, 2013**

**(b) Approval of expenses and payroll as of October 17, 2013 in the amount of \$1,985,351.12**

### **\*Payroll and Benefits:**

<b>Payroll Period</b>	<b>Payment Date</b>	<b>EFT Numbers (EF)</b>	<b>Payroll Checks (PR)</b>	<b>Benefit Checks (AP)</b>	<b>Amount Paid</b>
9/15/13- 9/28/13	10/4/2013	52460- 52660	12806- 12829	54883-54888	\$436,060.52
					<u><u>\$436,060.52</u></u>

### **\*Accounts Payable Claims:**

<b>Expense Register Dated</b>	<b>Check Number (Begin)</b>	<b>Check Number (End)</b>	<b>Amount Paid</b>
10/10/2013	54822	54840	\$162,350.63
10/10/2013	54841	54847	\$39,082.45
10/10/2013	54848	54870	\$48,837.87
10/10/2013	54871	54882	\$3,019.95
10/14/2013	54889	54889	\$69,502.79
10/16/2013	54890	54908	\$160,691.19
10/16/2013	54909	54914	\$52,063.47

<b>10/16/2013</b>	<b>54915</b>	<b>54936</b>	<b>\$1,008,374.88</b>
<b>10/16/2013</b>	<b>54937</b>	<b>54944</b>	<b>\$1,383.39</b>
<b>10/17/2013</b>	<b>54945</b>	<b>54947</b>	<b>\$3,983.98</b>
			<b><u>\$1,549,290.60</u></b>

**(c) Authorize the City Manager to Execute the Commute Trip Reduction Interlocal Agreement with King County**

**(d) Approval of School District/City Joint Use Agreement Addendum - Spartan Recreation Center**

**8. STUDY ITEMS**

**(a) Continued Discussion of 2014 Proposed Budget and 2014-2019 CIP**

Ms. Tarry announced the budget discussion will be focused on the Public Works Department, 2014-2019 Capital Improvement Plan, and Surface Water Utility. Robert Hartwig, Administrative Services Director, provided an overview of the budget review and adoption schedule. Mark Relph, Public Works Director, joined by Susana Villamarin, Management Analyst, Brian Landau, Surface Water Manager, and Tricia Junke, City Engineer, provided the staff report.

Councilmember Hall left the meeting at 7:25 p.m.

Mr. Relph reviewed that the Public Works (PW) and Surface Water Utility (SWU) proposed 2014 budget is \$9,406,888. The PW portion of the proposed budget is \$4,183,921 and provides operations, engineering and transportation planning services. He highlighted the following budget change proposals: construction inspections extra help; Engineering Technician FTE; Water Comprehensive Plan; Street Lighting Program; transferring the GIS function back to ASD; and personnel position reclassifications.

Mr. Relph provided information on Asset Management and strategic goals. He explained the City is responsible for providing basic infrastructure and making sure it is well managed and maintained. When the City is faced with multiple infrastructure needs, Asset Management helps to identify which is most critical, contains the most risk, best supports Council Goals, and provides efficiency and cost savings.

There was concern expressed over the proposed Engineering Technician position being needed long-term. Mr. Relph explained how Public Works currently manages the City's assets, and emphasized that he does not have staff time to keep information current and prioritize work orders.

Mr. Relph reviewed that the Surface Water Utility Fund proposed 2014 budget is \$5,222,967. He noted the budget adds \$4 million in capital construction, and one Surface Water Engineer FTE to oversee the projects. He then reviewed revenues, fees, and capital projects planned for 2014.

It was asked where the Transportation Benefit District funds go. Ms. Villamarin responded that they go to the Roads Capital Fund in the CIP. It was asked if the new Surface Water Engineer position will be funded by the Surface Water Utility Fund. Mr. Relph answered affirmatively.

Mr. Relph discussed the creation of the Water Utility Fund, and the one time spending request for a Water Comprehensive Plan. He reviewed the major milestones for taking over Seattle Public Utilities (SPU).

There was a question if the City should wait until a final agreement is signed with SPU before adding new staff. Mr. Relph responded that there is a lot of work that needs to be done before moving forward with the utility. Ms. Tarry added that the staffing changes related to the water utility are reclassifications, and new employees will be brought on at a later date.

It was asked if the milestones would have to be pushed back if the SPU agreement is not signed in early 2014. Mr. Relph responded that the City hopes Seattle will make a decision in 2<sup>nd</sup> quarter, but the City will need to move forward with the Water Comprehensive Plan right away.

Ms. Junke, reviewed changes to the proposed 2014-2019 Capital Improvement Plan since staff presented it in August. She reported that the King County trail levy was extended into 2019, the Paramount Open Space property was acquired in 2013 (instead of 2014), and that the Sunset School Park Project grant amount changed.

It was asked where the money will go when Sound Transit purchases a portion of Ridgecrest Park. Ms. Junke stated staff would find out and report back to Council.

Ms. Junke reviewed the non-park projects in the General Capital Fund as: a City Hall generator; new Police Station; and a pool repair/replacement needs analysis. The City Facilities – Major Maintenance Fund projects are: City Hall parking garage; Shoreline Pool; and Richmond Highlands Community Center.

It was asked if the City should be spending funds on assessing the pool when it is known that the pool is near the end of its life. Ms. Junke responded that the study will determine how long its life can be extended and at what point it needs to be replaced.

Ms. Junke reviewed the Roads Capital Fund proposed capacity construction, and repair and replacement projects. She then highlighted the changes since August.

Mr. Hartwig reviewed the General Fund transfers, fund balances, and debt service payments.

It was asked how general obligation bonds are handled. Ms. Tarry responded that a portion of real estate excise tax can be used for facilities. When purchasing the City Hall building, Council made a decision to use a combination of real estate excise tax and the General Fund.

There was a question on the SWM rate and the possibility of running into a situation of having to issue new bonds on top of current bonds. Mr. Hartwig reviewed three rate structure scenarios. Staff's recommendation is to use a combination of cash and debt in order to do projects in a 6-

year term and keep rates at the level adopt in the Surface Water Master Plan. Mr. Relph stated the SWU also reserved capacity for additional debt.

9. ADJOURNMENT

At 8:14 p.m., Mayor McGlashan declared the meeting adjourned.

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Jessica Simulcik Smith, Interim City Clerk