

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, April 14, 2014
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

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

ABSENT: None

1. CALL TO ORDER

At 7:03 p.m., the meeting was called to order by Mayor Winstead.

2. FLAG SALUTE/ROLL CALL

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

3. REPORT OF THE CITY MANAGER

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

Gail Harris, Emergency Management Coordinator, introduced four Shoreline students that placed in the top 20% of the region in the 1st Lego League, Emergency Management Program event. They presented their emergency management plan entitled "Nature's Fury".

4. COUNCIL REPORTS

Deputy Mayor Eggen commented that he attended a Transportation Policy Board meeting which is a committee of the local agency that distributes and monitors Federal Funds for King, Kitsap, Pierce and Snohomish Counties. The Transportation 2040 Update plan, special needs transportation projects, and a five million dollar emergency funding allocation to Oso were approved at the meeting.

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF THE AGENDA

Councilmember Hall asked that item 7d, *Adoption of Ordinance No. 685, Amending the 2014 Budget for Uncompleted 2013 Capital and Operating Projects and Increasing Appropriations in the 2014 Budget* be pulled from the consent calendar for discussion at a later date. The agenda was adopted by unanimous consent with this amendment.

7. CONSENT CALENDAR

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

- a) Minutes of Business Meeting of March 24, 2014; and Special Meeting of March 31, 2014
- b) Approval of expenses and payroll as of March 28, 2014 in the amount of \$1,401,599.12

***Payroll and Benefits:**

| Payroll Period | Payment Date | EFT Numbers (EF) | Payroll Checks (PR) | Benefit Checks (AP) | Amount Paid |
|----------------|--------------|------------------|---------------------|---------------------|--------------|
| 2/16/14-3/1/14 | 3/7/2014 | 54642-54843 | 13042-13061 | 56287-56292 | \$435,986.99 |
| | | | | | \$435,986.99 |

***Wire Transfers:**

| Expense Register Dated | Wire Transfer Number | Amount Paid |
|------------------------|----------------------|-------------|
| 3/26/2014 | 1080 | \$3,340.00 |
| | | \$3,340.00 |

***Accounts Payable Claims:**

| Expense Register Dated | Check Number (Begin) | Check Number (End) | Amount Paid |
|------------------------|----------------------|--------------------|--------------|
| 3/11/2014 | 56228 | 56228 | \$4,444.00 |
| 3/12/2014 | 56229 | 56237 | \$18,428.52 |
| 3/12/2014 | 56238 | 56257 | \$87,252.80 |
| 3/13/2014 | 56258 | 56279 | \$52,974.82 |
| 3/13/2014 | 56280 | 56286 | \$623.32 |
| 3/20/2014 | 56293 | 56309 | \$233,944.29 |
| 3/20/2014 | 56310 | 56322 | \$17,331.60 |
| 3/20/2014 | 56323 | 56339 | \$60,073.31 |
| 3/20/2014 | 56340 | 56345 | \$1,372.68 |
| 3/20/2014 | 56346 | 56346 | \$2,012.61 |
| 3/20/2014 | 56347 | 56348 | \$56,089.34 |
| 3/24/2014 | 56349 | 56350 | \$96,344.26 |

| | | | |
|-----------|-------|-------|---------------------|
| 3/25/2014 | 56350 | 56350 | (\$10.00) |
| 3/26/2014 | 56351 | 56365 | \$179,201.85 |
| 3/26/2014 | 56366 | 56381 | \$141,121.76 |
| 3/26/2014 | 56382 | 56396 | \$10,910.25 |
| 3/26/2014 | 56397 | 56399 | \$156.72 |
| | | | <u>\$962,272.13</u> |

- c) **Adoption of Ordinance. No. 684, Updating Record Keeper and Authorizing Rulemaking for Investment Policies in SMC Chapter 2.30**
- d) **Item pulled from the agenda for discussion at a later date.**
- e) **Motion to Authorize the City Manager to Execute the Regional Coordination Framework for the Disasters and Planned Events for Public and Private Organizations in King County Agreement**

8. APPOINTMENT OF LIBRARY BOARD MEMBERS

Ms. Tarry introduced Dick Deal, Parks, Recreation and Cultural Services Director, to provide the staff report. Mr. Deal announced that the Council subcommittee is recommending the appointment of Brooke Shirts and Robert Smith and the reappointment of Eileen Wood-Lim to the Library Board to a four year term beginning April 2014 through March 31, 2018, and stated that

Ms. Shirt and Mr. Smith are present in the audience.

Councilmember McGlashan moved to appoint Brooke Shirts, Robert Smith and Eileen Wood-Lim to the Library Board. The motion was seconded by Councilmember Salomon.

Councilmember McGlashan stated it was a difficult selection process as a number of qualified candidates applied for the position. He expressed his gratitude to all the candidates for applying and thanked the new members in advance for their service. Councilmember McConnell also expressed her gratitude to all the outstanding candidates for wanting to serve in their community.

The motion was unanimously approved.

9. STUDY ITEMS

- a) Discussion of Point Wells Traffic Corridor Study

At 7:00 p.m., Councilmember Hall recused himself from the discussion due to an appearance of a conflict of interest regarding Point Wells and left the meeting.

Ms. Tarry introduced Mark Relph, Public Works Director, and Kirk McKinley, Transportation Planning Manager, to give the report. She stated the purpose of this report is to provide Council an update and share feedback received from the community on the Point Wells Transportation Corridor Study. She reviewed the City has conducted six public meeting workshops and announced a final workshop is scheduled for Wednesday, April 16, 2014. The City's

recommendations regarding transportation impacts to the Shoreline community created by the Points Wells project will be presented at the meeting, and the public will be provided an opportunity to offer feedback on the recommendations. Mayor Winstead expressed gratitude to staff for coordinating and staffing the TCS meetings.

Mr. McKinley outlined the presentation and reviewed the sequence of actions that have occurred, or are likely to occur, for Point Wells. He reviewed the Letter of Intent signed between the City and the developer which included direction to establish the TCS, the Memorandum of Understanding, and City Goals for the TCS. He displayed an illustration of segments A and B, and highlighted the traffic impacts. He reviewed the process for the TCS workshops, including the purpose, public involvement/participation, outreach and communications. He stated the workshops were productive and informative with more than 350 attendees expressing their passion and concerned for their community. The following items were cited as issues and concerns regarding the project: creating access to Point Wells from Woodway; noise levels; speed and safety; cut-through traffic; pedestrian/bikes/buses; off-corridor impacts; major changes to dead end streets; impacts on existing improvements; construction traffic; driveway access/egress; quality of life/property values; and Richmond Beach Road as a barrier.

Mr. McKinley reviewed Richmond Beach Drive, 196th/195th Triangle, Off-Corridor mitigation, right-of-way constraints, alternative access to Point Wells, cut through diverted traffic roads, and highlighted the challenges for each. He reviewed the components of the recommendations to be presented at the final TCS workshop scheduled for April 16, the tentative timeline, and the Development Agreements. Mr. Relph emphasized expectations will need to be established for a favorable outcome as the City deals with the development's impact to surrounding neighborhoods, and in determining how much the developer is legally responsible for as the mitigation list is addressed. He addressed Segment A and stated the cross-sections have been a difficult conversation and staff's recommendation will balance all the uses that happen in a right-of-way.

Council expressed gratitude to staff for encouraging community participation; thanked the community for their participation and comments; questioned if there are general traffic principals or other adopted policies that could help with traffic challenges; asked if staff has talked to King County Metro regarding this segment of the corridor; and asked if analyses has been done on building a road through Woodway. Mr. McKinley responded that trying to fit all the different needs into the road right-of-way is challenging; that the developer would accommodate a bus terminus and Metro will consider rerouting buses once there are enough residents at the site; and that building a road through Woodway would peel off 20-25% of trips. Mr. Relph added that there is no template for addressing the triangle intersection due to its multitude of needs. It was asked if Mr. Eglick's email was reviewed by staff regarding the International Fire Code and entrances to the site. Mr. Relph responded that staff will look into those comments. Councilmember Salomon and Councilmember Roberts commented on the helpfulness of community input in the TCS, and Councilmember Salomon expressed the desire to have the Development Agreement be legally binding and to ensure the City receives what it needs to best meet the needs of the residents of Shoreline.

Councilmember McConnell expressed concern over the Triangle, especially in inclement weather, and the need for equity for entire community. She commented on the use of the three

roads for cut through traffic to Edmonds and recommended trip cap reductions to protect the roads. Mr. Relph responded that maximum vehicle usage was modeled in the study but the City can try to negotiate it at a lower rate, and commented the triangle will be difficult to mitigate due to all the issues involved. Councilmember McConnell asked if the City has heard from the City of Woodway about a road acquisition to assist with cut-through traffic and would like to enter into discussion with Woodway. Councilmember McGlashan expressed concern over Option 4A road cross section and the absence of a combination of a center lane and a bike lane. Mr. McKinley responded it would add 10 ft. and the plan is attempting not to increase the road section to respect residents. Councilmember McGlashan asked follow up questions regarding cut through traffic, the possibility of 5 lanes between 3rd and 8th, and the feasibility of a pedestrian bridge crossings or tunnel. Mr. Relph responded that the plan is to have long term flexibility, and that it is a delicate balance to make it easy and to discourage people to j-walk. Mr. Relph responded that the tunnel is less expensive than a bridge, but there are security concerns to address with a tunnel.

Mayor Winstead expressed appreciation to the community for their input.

At 8:22 p.m., Mayor Winstead announced a Council recess to allow Councilmember Hall an opportunity to return to the dais. The Council Meeting reconvened at 8:30 p.m.

b) Quarterly Finance Update and Discussion of 2013 Year End Financial Report

Ms. Tarry introduced Robert Hartwig, Administrative Services Director, to provide Council with a summary of the City of Shoreline 2013 Year End Financial Report and financial position, and update on capital projects. Mr. Hartwig stated the report summarizes the financial activities during 2013 for all City funds with special emphasis placed on the General Fund, and explained the report is for informational purposes requiring no action from Council. Mr. Hartwig reviewed Citywide Financial Activity, and General Fund Activity and Performance. He commented on the tax year over year increase, retail trade from 2009 to 2013, stated that real estate excise tax is up, and explained that gambling taxes are over projection partially because delinquent promissory notes are being paid. Streets, Surface Water Maintenance, General Capital, Roads Capital, Bonds, other funds, funds balance results, and the statuses of CIPs were reviewed. He stated the 2013 Year End Summary shows that revenues are above projections and expenditures are below projections for the 2013 operating budget.

Mr. Hartwig provided the following responses to Council's questions received through the week. He explained forecasting the telecommunications utility tax and stated the decrease in revenue is due to the decline in land lines; stated that criminal justice expenditures exceeded the projected and budgeted amount due to changes at the Snohomish County Sherriff's facility necessitating moving prisoners to other jail locations with higher costs, and that public defense expenses and court costs exceeded budget. He provided an explanation of the over budget situation in Human Resources and explained the City's over budgetary control process. He provided an explanation of variances in the 2013 annual report, commented on the under budgeting for the 2013 Transportation Benefit District (TBD) revenues and stated detailed information will be provided at the TBD meeting scheduled for May 5, 2014. He explained the cost impact of staffing changes

and stated this information is still being analyzed by staff and will shortly be presented to Council.

Councilmembers commented that budget accountability comes from reviewing the budget using budget versus actual numbers, commented on the fund balance number; and commented on the Surface Water Maintenance (SWM) revenues as being a fixed fee and asked how was it under projected. Mr. Hartwig explained that the funding balance is excluded from general fund revenue, and that SWM revenue was under projected due to grant revenue projected but not realized.

c) Discussion of Ordinance No. 687 Amending the 2014 Salary Schedule for the Communications Program

Ms. Tarry introduced the discussion of Ordinance No. 687 Amending the 2014 Salary Schedule for the Communications Program, and stated John Norris, Assistant City Manager will be providing the report. Mr. Norris presented the report to amend the 2014 budget, to add the Communication Program Coordinator (CPC) in the Exempt Salary Schedule at range 52, and to move the Communication Assistant from range 37 to range 39 on the non-exempt salary schedule. He reviewed the job functions of the CPC and provided the fiscal impact of the proposed change. He explained the additional \$2,967 will be paid out of salary savings in the City Manager's office budget for 2014, and would be budgeted as an ongoing expense in future years. He stated the item is for discussion purposes, and is scheduled to return on the April 28 for action.

Councilmember Hall commented on the need to have a comprehensive review of the compensation policy to ensure cost are kept down, that all employees are being compensated fairly, and expressed concern about basing compensation comparison on cities that are not comparable to Shoreline. Questions were asked about guiding principles on how to set salary ranges and if market studies are conducted. Mr. Norris responded that this proposal aligns the duties and salary range for duties currently being performed. Richard Moore, Senior Human Resources Analyst, stated the City follows the Classification and Compensation Strategy established in 1997, and that there was a comparison salary study completed but there was not a good match for the Communication Program Coordinator position which resulted in the use of the internal placement process. Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan and Roberts stated their support for moving forward with the amendment.

Ms. Tarry stated a comprehensive compensation study will be provided for the 2015 budget review process as previously directed by Council.

d) Discussion of Resolution No. 344 - Revisions to Council Rules

Mr. Norris provided background on proposed Resolution No. 344 amending Council Rules for the Election of Mayor and Deputy Mayor; Agenda Preparation; Public Testimony; Council Representation; and Telephonic Participation. He stated this item is for discussion only and no action is required tonight. Mr. Norris addressed item 3.2 - replacing items on the Agenda by

minority Councilmembers after the item has been removed, and explained that since this is not an issue for the City, staff is proposing to pull the amendment.

A discussion ensued on telephonic participation. There was concern expressed about the quality of communication over the telephone; it was stated that Councilmembers should not routinely participate in meetings by telephone; that telephone participation needs to benefit the City and not the individual Councilmember; to possibly allow telephone usage for voting purposes only and not for discussion; and to ensure priority is placed on attending the meeting in person because the depth of feeling expressed at the meeting cannot be conveyed over the telephone. Council requested an opportunity to have more discussion regarding attending the council meeting by telephone and recommended moving forward with the other proposed amendments.

At 9:38 p.m. Mayor Winstead announced that Council would recess into an Executive Session for a period of 10 minutes to discuss Litigation pursuant to RCW 42.30.110(1)(i). City staff attending the Executive Session included: Debbie Tarry, City Manager; John Norris, Assistant City Manager; and Ian Sievers, City Attorney. At 9:48 p.m. Mayor Winstead announced that the Executive Session was being extended for a period of 15 minutes. Executive Session ended at 9:56 p.m.

At 9:56 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk