

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, October 20, 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 7:00 p.m., the meeting was called to order by Mayor Winstead, who presided.

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 CITY MANAGER

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

4. COUNCIL REPORTS

Mayor Winstead reported attending a King County Board of Health meeting where budgets to support health clinics and work being done in the region to deal with Ebola were discussed. She reported on the City Council Joint-Meeting with Shoreline Community College Board of Trustees and College President and talking about partnership opportunities to support the City of Shoreline.

5. PUBLIC COMMENT

Tom Poitras, Ridgecrest Neighborhood, stated his support for the Compact Community Zoning Option for the 145th Street Station Subarea. He shared that he does not support the Connecting Corridors Option and read a letter that he submitted for the record explaining why.

6. APPROVAL OF THE AGENDA

The Agenda was adopted by unanimous consent.

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 Special Meeting of September 29, 2014 and Minutes of Business Meeting of September 29, 2014

(b) Motion to Authorize the City Manager to Execute a Contract with CH2mHill for the Development of the 145th Street Route Development Plan

8. ACTIONS ITEMS

(a) Adoption of Resolution No. 364 – Hazard Mitigation Plan

Debbie Tarry, City Manager, introduced Gail Harris, Emergency Management Coordinator to provide the staff report. Ms. Harris provided background information for the Hazard Mitigation Plan. She shared the Plan was updated five years ago and that it is required by the Federal Emergency Management Agency. She explained that the goal of the Plan is to help eliminate, minimize, or mitigate the impacts of future disasters. She reviewed input received and strategy development for the Plan, and identified 16 mitigation strategies.

Councilmember Roberts moved adoption of Resolution 364 approving the 2014 Hazard Mitigation Plan with updated Attachment C – City of Shoreline Update Annex. The motion was seconded by Councilmember Hall, and passed unanimously.

9. STUDY ITEMS

(a) Discussion of 2015 Proposed Budget – Department Presentations

Ms. Tarry reviewed the 2015 Budget Review and Adoption Schedules and the Department Review Agenda. She announced that the budget is on the City's website, available at City Hall and at Shoreline and Richmond Beach Libraries. Robert Hartwig, Administrative Services Director, reviewed the department budget section layout and Full Time Employee (FTE) staffing history. He commented that the 2015 budget is proposing a 2.5 FTE increase, bringing total count to 145.

John Norris, Assistant City Manager, presented the City Council proposed budget of \$229,926. He noted removal of a one-time funding allocation of \$12,000 for microphones from the previous year, and a proposed increase of \$3,000 for the Council Goal Setting Workshop.

Mr. Norris presented the proposed budget for the City Manager's Office (CMO) of \$2,256,943. He explained the CMO is comprised of five divisions: the City Clerk's Office, Communications, Intergovernmental Relations, Economic Development Program, Property Management Program, and the Highland Park Center. He pointed out that there are no changes in staffing levels. He presented one time funding requests for Promoting Shoreline, Utility Transition, Leadership

Management and Development, City of Shoreline 20th Birthday Celebration, and the budget change allocated to the Communications Program. He communicated a proposed CMO budget increase of \$98,400.

Councilmembers expressed support for Promoting Shoreline. They asked what the main goal of the promotional campaign is, how success will be measured, and if it should be an ongoing activity. They requested participation from Shoreline's business community, suggested partnering with the Chamber of Commerce, and asked for data from other jurisdictions regarding successful marketing campaigns. They asked if the City's 20th year birthday celebration can be done in collaboration with Shoreline Community College's 50th year celebration.

Mr. Eernisse commented on the need to define a marketing message for Promoting Shoreline, delivering tools necessary for effective promotions, launching the marketing campaign, and explained that it will be consultant driven and have one-time funding costs. He shared that the campaign will be targeted toward the investment community and future residents. He shared that the Shoreline business community will participate in the process and that the Chamber of Commerce will partner with the City on this endeavor. He commented that measuring marketing success is difficult, and explained that the internet now provides better tools to measure the effectiveness of advertising. He noted the City of Renton as an example of a jurisdiction successfully tracking their marketing campaign, and stated he will provide Council with data from other jurisdictions.

Rob Beem, Community Services Manager, presented the Community Services proposed budget of \$1,553,554. He shared the division is comprised of Human Services, Customer Response Team, Neighborhoods, Emergency Management Planning and Code Enforcement. He reviewed removal of one-time funding items for attendance at the Neighborhoods, USA Conference, and equipment for Emergency Management Planning, and added money for minor home repairs.

Councilmembers asked about the frequency of Neighborhood, USA conferences and how often the City sends a delegation. They recalled that 2% of the City budget is dedicated to Human Services, and asked what percentage of these funds are received from Shoreline's tax base and what percentage from other funding sources. Mr. Beem responded that the Conference is held yearly and that the City tries to send a delegation when it is regionally located. He stated he will provide Council with Human Services funding figures.

Julie Ainsworth-Taylor, Interim City Attorney, presented the City Attorney's Office proposed budget of \$597,256. She explained that there is a nominal increase to accommodate inflation for the prosecuting attorney contract, and for legal research software.

Councilmembers asked why the Prosecuting budget is separated from Public Defense budget. Ms. Tarry confirmed that the budgets are separated to avoid a conflict of interest. Ms. Ainsworth-Taylor added that the Prosecuting budget is administered by the City Attorney's Office and the Public Defense budget is administered by City Manager's Office.

Paula Itaoka, Human Resources Director, presented the Human Resources proposed budget of \$507,543. She explained that it remains flat with the exception of the 2015 Compensation and Classification Study costs.

Alex Herzog, City Manager's Office Management Analyst, presented the Criminal Justice proposed budget of \$2,581,291 to fund Jail Services, Public Defense, and the Municipal Court contracts. He highlighted budget increases for: jail services due to South Correctional Entity (SCORE) now being the primary booking and housing facility; District Court to respond to revenue and expenditure projections that are more in line with recent trends; and Public Defense due to new standards for indigent defense. He then reviewed annual jail usage and costs.

Councilmembers asked about public defense costs for out of custody defendants. They asked for a breakdown of the 15,000 annual jail days between pre-sentencing and those serving out their terms to assist with investigating alternative sentencing options. They suggested sentencing alternatives be discussed at the Council Operations Meeting. They asked for the difference in daily jail costs between Snohomish County Jail and SCORE.

Mr. Norris explained that funding public defense for the out of custody arraignment calendar has been included in the public defense contract request for proposal. He explained that they will bring back pre-disposition and post-disposition data for Council, commented on judicial discretion in sentencing, and shared that the City is open to and is currently employing alternative sentencing options. He said he will investigate if there are other options available to recommend to the Prosecutor. He recalled Snohomish County daily jail costs were in the \$65 range, and SCORE is in the \$90 range which is expected to increase to \$97 for 2015.

Captain Mark Konoske presented the Police Department proposed budget of \$11,212,440. He provided a breakdown of police costs and reported a 1.9% increase to the budget due to Communication Division workload and contract ratification. He explained the transfer of Federal Criminal Forfeiture Funds to the General Capital Fund for the Police Station, and highlighted a one-time budget request for two electric motorcycles for park patrols. He showed City cost comparisons, contract and non-contract costs, and police efficiencies. He shared the SCORE contract is currently being evaluated and that there may be a need for a transport officer in the future.

Councilmembers asked about police budget increases since 2012 and if they were due to salary increases. They asked if cost estimates for a new transport officer would come back to Council before the budget is adopted, and how the transports work. They asked what kind of equipment is being purchased with Federal Drug Enforcement Forfeiture Funds. Mr. Hartwig explained that the 5% salary increases had a large impact to the budget which has since ended, and explained that the police are currently in contract negotiations. He explained that the budget request for a new transport officer would come back to Council if it is determined one is needed. Captain Konoske explained transport services, stated the arresting officer usually provides transport services, and then provided transport scenarios. He stated that equipment purchased with Federal Drug Enforcement Forfeiture Funds must be used for safety and investigative tools to support drug law enforcement. Ms. Tarry talked about police staffing to accommodate transports and conversations with other agencies/jurisdictions for efficiencies and cost sharing options.

Dick Deal, Parks, Recreations and Cultural Services (PRCS) Director, introduced Kirk Petersen, Park Superintendent and Mary Reidy, Recreation Superintendent, to help present the PRCS proposed budget of \$5,325,170, and review the PRCS programs. Mr. Petersen presented funding request for stump grinding and tree replacement, and the need for a new .8 FTE Parks Maintenance Worker I as ongoing request. He explained the need for park irrigation, right-of-way tree maintenance, and sewer utility costs. Ms. Reidy reviewed recreation programs and explained a decrease in revenue resulting from the loss of a long-term rental contract. Mr. Petersen commented on a decrease in revenue due to lack of field usage and noted that revenue from an AT&T cell tower will be used for turf replacement.

Rachael Markle, Planning & Community Development (PCD) Director, presented the PCD proposed budget of \$2,673,222. She explained the department is comprised of five teams: City Planning, Permit Services, Building and Inspections, Code Enforcement and Abatement, and Administrative Services. She highlighted the responsibilities of each team and presented a request for funding for On-Call Development Review, a one-time request for a Point Wells Geotechnical Review, and funding for an Assistant Planner position. She noted removal of one-time funding expenditures from 2014, and reviewed revenue trends.

Councilmembers asked what positions are covered by direct fees, and if the new Assistant Planner position will be paid for by fees. Ms. Markle explained that Building and Inspection is 67% and Permit Services is 83% fee backed, and stated it appears that 47% of PCD positions are covered by fees. She reported on allocating funds for a cost recovery study that can provide more concrete data.

Mr. Hartwig presented the breakdown of the Administrative Services proposed budget of \$4,278,407 and non-program citywide expenses budget of \$2,847,655. He highlighted the proposed changes to the Administrative Services Budget are adding a .25 FTE Buyer, removing one-time 2014 allocations, and funding one-time and ongoing requests for 2015. He reviewed citywide and non-program expenses and contingency items and the money set aside for them. He presented reserve amounts for Operational and Insurance contingencies, and reported the budgeted contingencies are police contract, on-call Development Review, janitorial contract, and Utility Unification. He concluded by reviewing the budgets that will be presented at the next meeting and opened the floor for questions.

Councilmembers asked about the operational contingency funds and if contingency policies need to be revisited. Mr. Hartwig explained that operational contingency funds are calculated based on adopted financial policy. The City budgets expenditures higher than revenues, and that they assist in funding one-time budget requests. He commented that the City maintains a reasonable fund balance. Ms. Tarry added that if the money is not expended that it becomes part of the fund balance, and explained that these funds are not part of City Reserve Policy.

10. ADJOURNMENT

At, 8:55 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk