

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

Monday, April 6, 2015  
7:00 p.m.

Council Chambers - Shoreline City Hall  
17500 Midvale Avenue North

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

ABSENT: Councilmember McGlashan

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 with the exception of Councilmember McGlashan.

Councilmember Hall moved to excuse Councilmember McGlashan for personal reasons. The motion was seconded by Deputy Mayor Eggen and passed 6-0.

Mayor Winstead read a proclamation declaring April 12, 2015 as Earth Day in the City of Shoreline. Krista Tenney, accompanied by Rika Cecil, Environmental Program Coordinator, accepted the proclamation. Ms. Tenney expressed her appreciation that on April 22, 1970 an official day of recognition was set aside to celebrate Earth Day, and commented that every day is Earth Day. She thanked everyone for their contribution to saving the environment, read an excerpt from the book *Garden Without Work*, and recognized former State Representative and environmental advocate Nancy Rust for her work on the environment and introducing her to wildlife habitats. Ms. Cecil then invited everyone to celebrate Earth Day on April 18, 2015 at Central Market and noted eco-living weed pullers will be handed out at the event.

Mayor Winstead announced the retirement of Mark Relph, Public Works Director, and read a letter of appreciation thanking him for his service to the City. Mr. Relph thanked the Council, Debbie Tarry, the Leadership Team, and the Public Works Staff for all the hard work they perform to make Shoreline a wonderful place to live.

3. REPORT OF CITY MANAGER

John Norris, Assistant City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Deputy Mayor Eggen reported he attended a King County Transit Workshop. He stated they discussed policy regarding adding or deleting hours to transit routes and explained the challenges facing urban and suburban areas regarding bus services and competing for funding.

Councilmember McConnell said she attended the SeaShore Transportation Forum and shared information from a *Stuck in Traffic* presentation. She reported that since 2010, the population, and number of jobs and bus boarding have increased, but Metro service hours have decreased. She stated that vanpool ridership and traffic delays have increased, and that ferry passengers remain flat. She said Seattle Councilmember Tom Rasmussen is attempting to host a SeaShore Meeting with Seattle Councilmembers to address traffic issues and the 145<sup>th</sup> Street Corridor. She stated they are drafting a letter to the Federal Department of Transportation requesting a more reliable and consistent funding mechanism for the region.

## 5. PUBLIC COMMENT

Ginny Scantlebury, Shoreline resident, commented on Agenda Item 9c regarding Ordinance 708 amending the 2015 Budget for Uncompleted 2014 Operating and Capital Projects. She asked where the funds are coming from and why does a police station site analysis cost over one million dollars.

Tom Poitras, Shoreline resident, commented on supporting the Community Compact Option for the 145th Station Subarea and explained why he believes it will have the least negative impact and produce the best results. He then quoted positive features of a good neighborhood.

Liz Poitras, Shoreline resident, continued with Mr. Poitras' quote and spoke about trendy features in neighborhoods and her preference for a quiet neighborhood. She stated that portions of the corridor are not in the Station Subarea and asked why destroy the consumer surplus of family homes more than is necessary.

John Berg, Shoreline resident, stated he opposes zoning and explained that it limits property rights. He commented on higher zones having more rights, lower zones having more restrictions, and said there is less incentive to maintain property that is zoned higher than the use.

Lorn Richey, Shoreline resident, encouraged the City to give the Public as much information as possible on City Council Executive Sessions.

Janet Way, Shoreline Preservation Society, stated that with the support of hundreds of individuals, they filed legal action against the Planned Action Ordinance No. 707 in an effort to protect the environment. She asked how the City can celebrate Earth Day and then upzone a large portion of the City. She expressed concern about increased density without addressing infrastructure and mitigation impacts.

Wendy DiPeso, Shoreline resident, commented on Councilmember Hall's request to City Staff to provide the percentage of land being rezoned. She asked that the rezone be compared to the square mileage of the entire City and that the square mile footprint of all up-zones in the City be measured; or compare the total number of lots being rezoned to the total number of lots in the

City for an accurate number. She commented on the celebration of Earth day and asked how ‘green’ the rezone is if it is that large.

Mayor Winstead asked City Attorney Margaret King to respond to the public comment regarding Executive Sessions. Ms. King explained that the Open Public Meeting Act allows specific discussions to take place in Executive Session. She shared the Executive Session held during the dinner meeting dealt with potential litigation and was discussed in a closed meeting in order to protect the interest of the City.

6. APPROVAL OF THE AGENDA

**Councilmember Hall moved to move Agenda Item 8b, Appointments of Parks, Recreation and Cultural Services/Tree Board, to Item 8a. The motion was seconded by Councilmember McConnell and passed 6-0.**

**The agenda as amended was adopted 6-0.**

7. CONSENT CALENDAR

**Upon motion by Councilmember Hall, seconded by Deputy Mayor Eggen and unanimously carried 6-0, the following Consent Calendar items were approved:**

**(a) Minutes of Special Meeting of March 2, 2015**

**(b) Adoption of 2015-2017 City Council Goals**

8. ACTIONS ITEMS

**(a) Appointment of Parks, Recreation and Cultural Services/Tree Board (PRCS)**

Eric Friedli, Parks, Recreation, and Cultural Services Director, announced term expirations of three PRCS Board members, and explained the Board selection replacement process. He shared that the Council Subcommittee interviewed all seven applicants on March 14, 2015, and that Cindy Dittbrenner, William Franklin and Katie Schielke were recommended to fill the positions.

**Councilmember Salomon moved to appoint Cindy Dittbrenner, William Franklin, and Katie Schielke to the PRCS/Tree Board to serve a four year term. The motion was seconded by Councilmember McConnell.**

Councilmember Hall talked about the excellent qualifications of all applicants and the difficult task of selecting three new boardmembers. He expressed hope that the applicants that were not selected will continue to be active in the Community. Mayor Winstead concurred and stated that it is good to see people that have been active in the Community stepping up into new roles.

**The motion passed 6-0.**

- (b) Authorize the City Manager to Execute a Contract Agreement for the Construction of the Einstein Safe Routes to Schools Project

Tricia Junke, City Engineer, provided an overview of the Einstein Safe Routes to Schools Project, and reviewed funding and costs. She reviewed bid results and recommended that Kamins Construction be awarded the contract.

Councilmember Salomon questioned the increase of Kamins' final bid amount, and asked if it was due to the consultant's omission in their initial bid. Deputy Mayor Eggen asked follow up questions about the Kamins' bid. Ms. Junke explained that Kamins' 100% design estimate was significantly higher than their 60% estimate, and that they submitted the 100% design estimate based on staff comments and designed revisions, which increased the cost.

**Councilmembers Roberts moved to authorize the City Manager to execute a construction contract with Kamins Construction Inc. in the amount of \$467,650.85 for the Einstein Safe Routes to School Project. The motion was seconded by Deputy Mayor Eggen.**

Councilmembers Roberts expressed concern about the change in the scope of the project, but stated that it is a good project for the neighborhood, families and Einstein Middle School, and that it encourages walking. He said he would like to see more sidewalks installed throughout the City.

**The motion passed 6-0.**

9. STUDY ITEMS

- (a) Discussion of Parks, Recreation and Cultural Services (PRCS) 2015 Pay Schedule for Seasonal and Variable Hour Extra Help Staffing

Paula Itaoka, Human Resources Director, introduced the topic and reminded Council that during the adoption of the Revising Personnel Policies for the Affordable Care Act Employer Mandate, that additional information was requested regarding extra help pay as it related to Cost of Living Adjustments (COLA). Eric Friedli, PRCS Director, described the characteristics of PRCS Extra Help as Seasonal, Variable Hours, Unique Schedules, and Special Skills/Special Projects. He presented the criteria used to rank job responsibilities that informed the proposed pay schedule. He pointed out that there is a 4.5% pay differential between classifications and a 2.5% differential between steps. He stated the impact to the budget is \$20,097 and said that it can be recovered through summer class revenue. He concluded by asking for Council's direction on future policy.

Councilmembers asked what the differences are between the current classifications and the proposed classifications, and whether other cities have extra help employees in their regular budget. They asked how much the fee would need to be to cover the pay increase for extra help employees if compensation was based solely on fees. They suggested staff explore this method as an option rather than using the General Fund. They asked why the City is hiring more life guards.

Mary Reidy, Recreation Superintendent, shared that the life guard classification compensation has the greatest change. She explained that the change is needed to be competitive and to hire more life guards in order to comply with Affordable Care Act requirements. Ms. Itaoka talked about the current extra help compensation process and commented that it lacked a comprehensive administrative guide that compared skill level, competency and core responsibilities. She stated that cities were not surveyed about having extra help employees in their regular budget, but were asked about changes to extra help pay rates. She shared that half of the cities surveyed raised extra help employee pay consistent with COLA rates for other employees, and that the other half raised pay with minimum wage increases. Mr. Friedli said he will provide how much of a fee increase is needed to cover compensation at the next meeting. Ms. Itaoka added that more life guards are being hired to comply with the recent policy change to employee status definitions.

There was consensus among Councilmembers to attach extra help pay schedules to the COLA and to increase every step to preserve distinct classifications. They commented on the Community wanting to preserve services, and on looking for ways to increase revenue, eliminate redundancies, and grow tax base through economic development, and increase general fund allocations. They requested that staff monitor competitors and set fees comparable to other cities. They commented on the need to attract people with appropriate skills and background, and pay employees what they are worth. They offered support to staff in finding a balance between fee increases and general fund allocations to finance pay increases, and do not support putting the programs on a fee formula. They discussed keeping Step 1 attached to minimum wage.

Ms. Itaoka reaffirmed that Council supports adjusting all pay rates by the same percentage applied to the regular workforce which is a COLA derived from 90% of Consumer Price Index (CPI) for Urban Consumers and that if the State adjustment to minimum wage exceeds that amount then only the bottom step would be adjusted to match the rate. She then provided an example. Mr. Norris pointed out that Step 1 could surpass minimum wage.

Councilmembers asked if the State minimum wage is tied to CPI, and attached to inflation in perpetuity. Ms. Itaoka explained that it is similar but applied at a different time in the year and said she will provided Council a detailed answer to the question at the next meeting.

(b) Discussion of Ord. No. 709 - 2015 Budget Amendment

Patti Rader, Interim Administrative Services Director, provided an overview of 2015 Proposed Budget Amendments and explained that Ordinance 709 is requesting \$1.1 million of amendments in a variety of funds. She reviewed the proposed budget requests from the General Fund are:

- \$ 14,648 City Attorney: - Ongoing
  - Outside Legal Support
- \$ 10,000 Human Resources
  - Technical Assistance for Performance Management System (Halogen)
- \$ 65,097 Parks, Recreation and Cultural Services
  - Implement Extra Help Schedule - \$20,097- Ongoing

\$ 25,000	<ul style="list-style-type: none"> <li>• Greenhouse Choices Program - \$45,000 (Grants/Donation)</li> </ul>
	PW Environmental Services
\$289,028	<ul style="list-style-type: none"> <li>• Assistance with Solid Waste Procurement Process</li> </ul>
	Transfers Out for Debt Service: - Ongoing
	<ul style="list-style-type: none"> <li>• North Maintenance Facility Debt Service - \$260,823</li> <li>• Reduction in BABS subsidy - \$28,205</li> </ul>
\$ 60,963	Police Special Support – Ongoing
	<ul style="list-style-type: none"> <li>• Transport Officer (50% SCORE Transport/50% Fircrest Support)</li> </ul>
0	Transportation Planning: \$0 (Temporary increase of 0.30 FTE)
\$ 78,900	Planning and Community Development
	<ul style="list-style-type: none"> <li>• 185<sup>th</sup> Street Station Subarea Plan -\$20,090</li> <li>• 145<sup>th</sup> Street Station Subarea Plan - \$46,810</li> <li>• 145<sup>th</sup> Street Station Subarea Plan (additional analysis) - \$12,000</li> </ul>

Councilmembers asked questions about long term funding for the police position and expressed concern about long term financial liability. They asked if the addition of a new police officer would negatively impact savings achieved by using SCORE instead of the King County Jail, if the new police station will be able to hold arrestees, who will perform transports, and if a security guard could be hired to do transport. They asked about the terms of the agreement with Fircrest and what work the officer would perform when they are not transporting or on assignment with Fircrest.

Chief Ledford explained the various transport personnel options he researched and said that hiring a fully commissioned officer would allow that person to perform other policing duties within the City. Mr. Norris reminded Council of the significant cost increase for the use of King County Jail in 2014, and affirmed that the City will save money with the addition of a new officer, and using SCORE versus King County Jail services. Chief Ledford explained that transports are performed by a traffic officer on Tuesdays and Thursdays, and why an officer would be taken off the street even with the new police station. He explained the terms of the Fircrest Agreement and pointed out that 50% of the officer’s duties will be assigned to Shoreline.

Ms. Rader continued the presentation and explained that additional funding is not being requested for the temporary increase of a 0.30 in Transportation Planning. She explained that the position will be funded from savings and position vacancies.

Councilmembers questioned if the City would incur a cost if the work for a 4<sup>th</sup> DEIS Preferred Alternative for the 145<sup>th</sup> Street Station Subarea Plan is not completed, and if money not spent in 2015 will carryover to 2016. Ms. Rader replied that if the work for the 4<sup>th</sup> DEIS is not performed, the City would not incur that cost. Rachael Markle, Planning & Community Development Director, explained that the DEIS will be completed after the Corridor Study and that cost will incur after the Transportation Corridor Study (TCS) is complete. She explained that they are currently working with the TCS Team.

Ms. Rader presented a budget amendment for the analysis of wetlands and wetland buffers for the 145<sup>th</sup> Street Station Subarea DEIS and provided Council two options to select from.

Councilmembers inquired about the differences between Option 1 and Option 2, discussed the pros and cons of surveying private property, and asked for staff's recommendation. They asked for a written explanation of costs and benefits for the two options prior to adopting the amendment. Ms. Markle explained that Option 1 would assess public property, and that Option 2 would survey private property and provide a more detailed survey of the wetlands and buffers. She stated that staff recommends Option 1.

Councilmembers consented to support Option 1 and the Technical Memorandum.

Ms. Rader continued the presentation reviewing the following 2015 Budget Amendments:

- \$ 33,406 Street Fund
  - Purchase of an Asphalt Patching Machine (hotbox)
- \$ 45,000 General Capital Fund
  - Shoreline A/B Field Turf and Lighting Replacement project design work
- \$118,000 Roads Capital Fund
  - Einstein Safe Routes to Schools
- \$368,000 Surface Water Utility fund
  - Surface Water Green Works Project: \$123,000
  - Puget Sound Drainages Basin Plan: \$245,000

Ms. Rader then presented financial impacts to the Ten Year Financial Sustainability Plan and stated the 2015 Budget Amendments are scheduled for adoption at the April 20, 2015 Council Meeting.

Councilmembers asked questions about the Surface Water Utility Fund and the Transfers Out for Debt Services Fund. Ms. Rader confirmed that the Surface Water Utility Fund is self-supporting through utility fees and explained that the Debt Services Fund covers the debt for the North Maintenance Facility that was not included in the proposed 2015 Budget and for the sequestration reduction in the Build America Bonds Subsidy.

(c) Discussion of Ord. No. 708 - Amending the 2015 Budget for Uncompleted 2014 Operating and Capital Projects

Ms. Rader explained that the Uncompleted 2014 Operating and Capital Projects were included in the 2014 Budget and since the purchases were not made by the end of the year, the expenditures need to be re-appropriated to the 2015 Budget. She added that capital improvement projects make up the majority of the carry overs. She reviewed the impact of Ordinance 708 on fund balance and stated the request is for \$5.4 million.

Ms. Rader answered questions from Public Comment regarding the cost of the new police station analysis and the language describing revenue backed funding. She stated the project should be called the Police Station Improvement Project and explained that the title was captured incorrectly. She stated the funds are for the design of the station, purchase of property, and the

beginning cost of improvements. She then provided examples of revenue backed funding as grant funding and revenue collected from seizures.

Councilmembers commented on the \$5.4 million carry over from 2014, pointed out the \$3.8 million in grant revenue, and questioned why carryover expenditures are not equal to revenue. Ms. Rader explained that although money for grants may be budgeted, money is not reimbursed by the agencies until the money has been incurred.

Councilmembers requested a detail breakdown of costs for the new police station. Ms. Rader responded that a detail breakdown will be provided at the April 20, 2015 meeting.

(d) Discussion of Res. No. 372 Repealing Post-Issuance Tax Compliance Policies for Tax-Exempt Bonds Adopted in Resolution No. 308 and Approving the Revised Policies

Ms. Rader explained the requirement by the Internal Revenue Service to have policies and procedures in place demonstrating compliance associated with the issuance of tax exempt bonds. She presented three policy changes.

10. ADJOURNMENT

At 9:35 p.m., Mayor Winstead declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk