

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, October 19, 2015
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

There were no Council Reports.

5. PUBLIC COMMENT

Judy Parsons, Shoreline/Lake Forest Park Senior Center Representative, commented on the Center's loss of funding for 2016. She said they are losing \$16,000 in grant funding, \$10,000 in catering revenue, and United Way funding. She shared that due to the loss of revenue that the Center will have to close its door earlier or open later in the day, and make class schedule adjustments. She explained that although the Shoreline School District is providing them a deal on their lease that it is their greatest expense. She pointed out that other Senior Centers do not have this cost because their facilities are provided by their City. She asked the Council for one time funding for 2016 and explained that it will allow the Center time to see how to compensate for the reductions. She then extended an invitation to Councilmembers to attend the Annual Holiday Bazaar on November 6 and 7, 2015.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

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

- (a) Minutes of Special Meeting of September 21, 2015 and Minutes of Business Meeting of September 21, 2015**
- (b) Adoption of Ord. No. 726 - Authorizing the City to Assume the Rights, Powers, Functions, Immunities and Obligations of the Shoreline Transportation Benefit District**
- (c) Motion to Authorize the City Manager to Execute a Contract for Professional Services with TCF Architecture for Design and Construction Management Services for Phase 1 of the North Maintenance Facility in an Amount not to Exceed \$246,781.70**
- (d) Motion to Authorize the City Manager to Execute Change Order No. 2 for the Saltwater Park Pedestrian Bridge Project with MJ Hughes Construction in the amount of \$64,795**

8. ACTION ITEMS

- (a) Adoption of Resolution No. 378 - Abatement of Dangerous and Unfit Buildings and Premises and Confirming a Declaration of Public Nuisance at 900 and 904 N 155th Street and 15555 and 15565 Aurora Avenue N**

Margaret King, City Attorney, said four Notices of Violation were issued on the properties at 900 and 904 N 155th Street and 15555 and 15565 Aurora Avenue N owned by Potala LLC. She said on September 9, 2015 the Shoreline Fire Department notified the City that the properties are in nuisance condition affecting public health and safety. She recalled the Federal SEC action that froze Potala's assets and subsequent work on the property. She shared that Potala has been and is continuing to request a release of funds so they can move forward with demolishing the buildings, but the request has not been granted to date. She advised Council that the Resolution recognizes that the Notice of Violation has been issued, and authorizes the City Attorney to work with outside legal counsel to take action to address the condition of the property, and if necessary, abatement and financial reimbursement.

Mayor Winstead opened the Public Comment period.

Tom Poitras, Shoreline resident, commented that he is proud of the City for taking swift action and said he supports the Resolution.

Deputy Mayor Eggen moved adoption of Resolution No. 378 authorizing the City to abate dangerous and unfit buildings and premises and authorizing the City Attorney's Office to take such action, related to properties located at 900 and 904 N. 155th Street and 15555 and 15565 Aurora Avenue North. The motion was seconded by Councilmember Hall.

Deputy Mayor Eggen commented that Staff has updated Council on the status of the property and said that it appears dangerous and is having undesirable activity. He said he fully supports the Resolution.

Councilmember Hall confirmed that this action places the financial burden on the property owner to bring the property into compliance with the Shoreline Municipal Code and that it will not be a burden on the tax payers. Ms. King replied that is correct, and explained that the Resolution also allows the City to address the Federal Court which is normally not required in abatement.

Councilmember Salomon relayed community concern over the property not being developed.

Councilmember Roberts asked if the Resolution will preclude further action with the Chronic Nuisance Ordinance. Ms. King replied that it does not.

Deputy Mayor Eggen said he understands that the Developer would like to proceed with demolition but is prohibited by the Federal Court. Ms. King commented if the Court does not release funds to the Developer, the City can address the Court to request funds, and place a lien on the property.

Councilmember McGlashan clarified that the Resolution also authorizes the City to undertake abatement and seek financial reimbursement. Ms. King responded that is correct, and explained that the property owner would still bare the financial responsibility, or the City would seek reimbursement through the lien.

Mayor Winstead said she supports the Resolution and is pleased that the City is quickly moving forward on this matter.

The motion passed unanimously.

9. STUDY ITEMS

(a) Discussion of the Proposed 2016 Budget - Department Presentations

Ms. Tarry introduced the item and shared that Department Heads will be presenting their budgets. Sara Lane, Administrative Services Director, reviewed the 2016 Proposed Budget Schedule and announced that the Budget is available on the City's website, at local libraries, and at City Hall. She reviewed the department budget section layout. She said budget items that affect all employees are the 1.45% COLA, personnel benefits, and budget scrubbing. She provided a high level Full Time Employee (FTE) summary and said the Proposed Budget is recommending the addition of 4 FTEs which returns the City to 2008 staffing levels.

Ms. Lane stated the City Council Proposed Budget is \$231,968 and represents .55% of the General Fund Budget. She said there is a 1.64% increase in funding from 2015.

Ms. Lane stated the City Manager's proposed budget is \$2,203,890, represents 5.26% of the General Fund Budget, and has an FTE count of 13. She said there is a 2.6% increase from 2015. John Norris, Assistant City Manager, described the services the City Manager's Office provides. He said the majority of costs are spent on personnel and professional services. He provided examples of outsourced costs and presented 2016 Budget changes. He said ongoing changes include the full allocation of a Communication Assistant and an increase in funding for the Shoreline Farmer's Market. He said one-time costs include potential Levy Lid Lift Support, City Clerks Public Disclosure Extra Help, and funding for Promoting Shoreline.

Councilmember Roberts clarified that the public disclosure request data is a raw number and does not reflect the complexity of the request. He asked if the 2015 Budget allocation of \$200,000 for Promoting Shoreline has been spent, and if it will be an ongoing marketing cost. Mr. Eernisse replied that he does anticipate some of the money will carry over to 2016, and expects to have additional ongoing costs to maintain web presence and for internet search engine advertisement.

Deputy Mayor Eggen commented that some jurisdictions are setting policy devoting a budget amount to spend on public disclosure, and then they respond to requests based on the number of hours predetermined by their Council. He said he does not know if adding an additional person to process public disclosure requests is justified. He suggested that public disclosure policy be added as a topic of discussion for the 2016 Council Retreat. Mr. Norris agreed that this is a policy choice for the Council to make. He said that after consultation with the City Attorney's Office, he understands that in order to determine what is a reasonable amount of time to respond based on the City's limited resources, the City will need to have a policy in place. He shared that currently Staff is too busy processing requests to undertake the work of drafting a policy. The extra help for next year will assist in managing the requests and provide Staff with time to develop a policy to recommend to Council.

Ms. Lane stated the Human Resources proposed budget is \$440,051, represents 1.05% of the General Fund Budget, and has an FTE count of 3. She said the budget remains status quo. Mr. Norris added that the biggest change from 2015 is backing out the one-time costs for the Classification and Compensation Study.

Ms. Lane stated the Community Services proposed budget is \$1,614,721, represents 3.855% of the General Fund Budget, and has an FTE count of 8.68. Rob Beem, Community Services Manager, described the services provided by the Department. He said 2016 Budget changes are ongoing cost for the Emergency Management Performance Grant and funding for the Community Diversity Coordinator, and he reviewed Human Services Grants to other Agencies.

Councilmembers Roberts commented that grants have not increased by the Consumer Price Index.

Deputy Mayor Eggen recalled the City Council Workshop Dinner Meeting with Human Services Partners. He said that the Senior Center, Hopelink, and the Center for Human Services stated that they had significant reductions in external funding that will adversely impact client services. He suggested providing them all a one-time allocation. He referenced a memo written by the City Manager identifying their financial needs and said he supports providing them with one-time funding of \$48,850.

Ms. Lane shared that there is not a large unplanned contingency in the Budget and requested guidance from Council as to where to perform reductions to support one-time funding request for Human Services.

Councilmember Salomon commented that he supports the one-time funding for Human Services and requested that staff bring back suggestions for funding reductions. He said he also wants to look at underspending and ensure that Departments are not spending funds just because they have been requested. Councilmember McConnell agreed and said that she would like to have staff come back with recommendations for reductions. She said she supports the one-time funding for Human Services and that Council needs to consider what their role is in addressing Human Services.

Ms. Lane stated that the City Attorney's proposed budget is \$647,321, represents 1.55% of the General Fund Budget, and has an FTE count of 3. She pointed out that there is a 3.5% reduction from one-time spending. Margaret King, City Attorney, described the services provided by the Department.

Councilmember Roberts asked about the budget increase from 2014 to 2015. Ms. Lane responded that it was money allocated for Sound Transit negotiations and new staff costs. She explained that because it is a small budget the variations look significant. Ms. Tarry added that page 466 of the Budget Book provides detail line items comparisons.

Ms. Lane stated that the Police Department Proposed Budget is \$12,897,393, represents 27.01% of the General Fund Budget, and has a FTE count of 53. She pointed out that the Budget increased by 11.8% from 2015. Chief Shawn Ledford said the increase supports ongoing cost for the King County Contract which increased by \$463,000 and \$7,500 for the Nurturing Trust Workshops. He said one-time funding includes an increase in the Capital Project Fund for the Police Station at City Hall. He reviewed staffing and talked about workload increases. He reviewed cost savings, polices efficiencies, and innovations. He announced that they were awarded the Risk Awareness, De-escalation, and Referral (RADAR) Grant. Ms. Lane then presented 2014 City Cost Comparisons and stated that the City is getting a good value for the King County Police Contract.

Councilmember Hall commended Staff on securing the grant for the RADAR Program and on their focus on providing a more community faced approach to policing.

Councilmember McGlashan asked who pays the officers on the street directing traffic. Chief Ledford responded that the cost is covered in the construction contract and is not paid from the General Fund Budget.

Councilmember Salomon said he is also happy about the RADAR Program and commented on the importance of building relationships and de-escalating potential volatile encounters. He commended the Chief on their direction, approach, and vision to move this way. He recalled that the increase in the Police's Preliminary Budget was 3.3% and questioned the change to the 4.2% presented tonight. Ms. Lane responded that the Police Budget was updated to reflect the increase from the King County Police Contract.

Councilmember Roberts requested an update on the new officer that will be shared with Fircrest. Chief Ledford responded that an officer has been selected and will start later this year. He said it is on hold until the Department of Social and Health Services figure out contract issues.

Ms. Lane stated that the Criminal Justice Proposed Budget is \$3,190,826 and represents 7.62% of the General Fund Budget. Alex Herzog, Management Analyst, said the budget comprises cost for contracted services with Jails, the Public Defender, and the Municipal Court. He said 2016 Budget changes include a \$600,000 increase for jail dates. He reminded Council that the City contracts with the South Correctional Entity (SCORE) and King County for jail services and explained that 2015 jail costs are exceeding the originally adopted amount. He noted the City intends to use Property Tax Equalization Funds in 2016 to cover a portion of the jail cost increases, pending implementation of cost reduction strategies. Mr. Herzog then presented jail usage, costs, net court costs, and infraction data. He said cost reduction alternatives include using Yakima Jail, and limiting prosecution of Driving While License Suspended 3rd Degree violations.

Councilmember Hall asked what the budget increase percentage is for jail costs. Ms. Lane responded it is 24%.

Councilmember Roberts asked if the City has always used King County for court services and if it has ever considered bringing court services in house. Mr. Norris responded that in 2006 the City looked at alternative court services, including the City having its own court, and contracting with Seattle Municipal Court. He said that it is more cost efficient to continue with the King County Court. The current contract was executed in 2008 and runs for 15 years with two opt-out clauses. Councilmember Roberts stated he does not think the City should look at Yakima for jail services so that people in jail can be close to their families.

Councilmember Salomon said that it would be pretty hard to match or reduce what the City spends on contracted court services by bringing in its own court system. He also said it will be difficult to collect fines for driving without a license because licenses are usually suspended due to unpaid fines or unpaid child support. He said it is reasonable to hold people accountable but we should not expect to collect revenue.

Deputy Mayor Eggen asked for the daily rates for Score, King County, Snohomish County, and Yakima Jails, and for jail costs for felony charges. Mr. Herzog responded that the daily rate for SCORE is \$97.00 which does not include booking or medical costs. He said the cost is increasing to \$105.00 in 2016. In comparison Yakima is \$54.75 for 2015/2016, with a sliding scale based on the number of inmates they have per day. He said jail costs for felony charges are shared among jurisdictions. Mr. Norris said the King County jail cost is \$147, and that housing defendants in Yakima will provide a significant Budget savings.

Mayor Winstead commented on balancing the needs of prisoners as Councilmember Roberts outlined and the needs of all Shoreline citizens. She asked when Council will be discussing jail options. Mr. Herzog responded the discussion is scheduled for November 30 and anticipates the contracts will come before Council for consideration in December.

Councilmember Salomon asked why it is cheaper to house defendants in the Yakima Jail and about the quality of healthcare they provide. Mr. Norris responded that Yakima County built a new facility that is underutilized, and explained that labor and operation costs are less expensive. Mr. Herzog said they provide quality healthcare services but at a lower cost. Mr. Norris added that Yakima is not a private jail but is a county facility and Staff will insure that healthcare services are up to City of Shoreline standards. He recalled that the City has contracted with them before.

Ms. Tarry asked for confirmation that the Council would like for Staff to continue pursuing a contract with Yakima. She said the 2017 budget, and beyond, assumes jail costs will be reduced. Mayor Winstead, Deputy Mayor Eggen, and Councilmembers McGlashan, Hall, and McConnell support the City Manager looking into a contract with Yakima, focusing on balancing the needs of the community, and keeping costs down.

Deputy Mayor Eggen stated that he would like staff to research the effects of people being housed in a jail outside of their community. Councilmember McConnell commented that she is not sure she wants to spend additional money for a study.

Ms. Lane stated that the Parks, Recreation, and Cultures Services (PRCS) proposed budget is \$5,604,844, represents 13.18% of the General Fund Budget, and has an FTE count of 30.48. She said there is a 2.88% increase from 2015. Eric Friedli, PRCS Director, provided information on how the budget is allocated. He presented ongoing budget requests are continued implementation of the Urban Forest Strategic Plan, Celebrate Shoreline Concert, Aurora Avenue North Banner Replacement, and a full time Administrative Assistant I Position. He said Extra Help reductions and moderate fee increases will fund the position. He explained that the Department is planning to move funds from the Irrigation Fund to help fund tree maintenance. He presented one-time budget requests are for Park Impact Fee Development, Asset Inventory, and Shoreline Pool closure impacts.

Councilmember Roberts asked when the Park Impact Fee discussion is scheduled to come before Council. Mr. Friedli responded late next year, and said this will allow Staff time to develop clear documentation regarding the impacts. He shared that he anticipates it being a part of the Parks, Recreation, and Open Space Plan.

Councilmember McGlashan asked about the loss of a soccer field. Mr. Friedli responded that Twin Ponds Park is being renovated in 2016.

Ms. Lane stated that the Planning & Community Development Proposed Budget is \$2,938,528, represents 6.77% of the General Fund Budget, and has an FTE count of 22. She said there is a 2.6% increase from 2015. Rachael Markle, Planning & Community Development Director, reviewed the primary services of the Department. She said she is recommending an ongoing

budget request for a Full Time Technical Assistant in the Permit Services division. She reviewed one-time requests are for establishing procedures for the Affordable Housing Program; drafting Vegetation Management Plan regulations for private properties; a Light Detection and Ranging Slope Failure Analysis; and for advancing the City's Sustainability Initiatives. She reviewed permit volume history and permit revenue trends, and shared that the revenue will support the budget requests.

Councilmember Hall commented that it will be helpful to receive the permit processing trend data on a regular basis and not just during the Budget process. Deputy Mayor Eggen concurred, and asked if the new position will be paid by fees or out of the General Fund Budget. Ms. Lane responded that the revenue trends already exceed the cost of the new position. Ms. Markel responded that a Revenue Cost Recovery Study is being done in early 2016.

Councilmember Roberts asked, for the budget matrix, what the policy for adding a temporary employee versus a full time employee is.

Ms. Lane stated that the Administrative Services Department Proposed Budget is \$4,989,203, represents 11.15% of the General Fund Budget, and has an FTE count of 22.45. She said there is a 2.6% increase from 2015. She reviewed services provided by the Department. She said an ongoing change is an addition of a 3-Year Limited Term Full Time Information Technology Project Manager and funding support for 2016 Strategic Technology Plan investments. She reviewed one-time requests include the evaluation of Business and Occupation Tax and microfilming of payroll records. She explained that a classification evaluation for restructuring the Senior Budget Analyst position will be added to the Compensation and Classification Study.

Ms. Lane said the Citywide budget is \$2,325,754 and reviewed Citywide budget items. She reviewed Reserve Policy and Budgeted Contingency Allowances.

Councilmember Roberts commented that the Sound Cities Association adopted a policy that increases dues in accordance with inflation.

Ms. Lane concluded by reviewing the Budget Workshop Review Schedule.

10. ADJOURNMENT

At 9:21 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk