

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, October 16, 2017
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

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

ABSENT: Councilmember McConnell

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Deputy Mayor Winstead who presided.

2. FLAG SALUTE/ROLL CALL

Deputy Mayor Winstead led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present, with the exception of Mayor Roberts and Councilmember McConnell.

Councilmember Scully moved to excuse Mayor Roberts for personal reasons and Councilmember McConnell for city business. The motion was seconded by Councilmember McGlashan and passed unanimously, 5-0.

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

There was no one in the audience who wished to provide Public Comment.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan and seconded by Councilmember Hall and unanimously carried, 5-0, the following Consent Calendar items were approved:

- (a) Approving Minutes of Regular Meeting of September 11, 2017 and of Special Meeting of September 25, 2017**
- (b) Authorizing the City Manager to Approve the Conditional Certificate of Property Tax Exemption for Paceline Apartments**
- (c) Authorizing the City Manager to Enter into a Grant Agreement with the Port of Seattle for \$54,990 for Economic Development Projects**
- (d) Adopting Ordinance No. 800 - Granting the Ronald Wastewater District a Non-Exclusive Franchise to Construct, Maintain, Operate, Replace and Repair a Sanitary Sewer System within Public Rights-of-Way**
- (e) Authorizing the City Manager to Execute an Amendment in the Amount of \$64,407 for the Professional Services Contract with Brown and Caldwell for the 2017 Surface Water Master Plan Update**

8. STUDY ITEMS

- (a) Discussing the Proposed 2018 Budget - Department Presentations

Sara Lane, Administrative Director, presented the 2018 Budget and CIP Review Schedule. She announced that the Budget is available on the City's website, at Shoreline Libraries, and City Hall. She said all Department budgets will be presented tonight with the exception of Public Works which is scheduled for review on October 23, 2017. She explained how the Department Budget Sections are structured, and shared that all budgets reflect a 2.7% increase in Cost of Living Adjustments (COLA), personnel benefits, and budget scrubbing for 2017 one-time additions, adjustments, and actual spending. She reviewed the City's Continuous Improvement and Process Improvements efforts.

Ms. Lane stated that the City Council's Budget totals \$248,652, has a Full-Time Employee (FTE) Count of 7, represents .53% of the General Fund Budget, and that there are no significant changes.

Ms. Lane stated that the City Manager's Budget totals \$3,972,745, has a FTE Count of 19, and represents 8.54% of the General Fund Budget. She explained that the budget increase represents staffing support for the Light Rail Station Projects.

John Norris, Assistant City Manager, shared that the City Clerk's Office, Communications, Economic Development, Highland Park Center, Intergovernmental Relations, the Light Rail Station Project, and Property Management are divisions and programs housed under the City Manager's Office. He presented the following 2018 Budget Changes:

One-Time Requests:

- Pilot Internship Program: \$14,432 (July-Dec 2018)
- Support for Council's Sustainability Goals: \$30,000 ongoing
 - (2018 Emphasis: Salmon Safe Certification \$80,000 which includes \$50,000 one-time)
- Training –Web Accessibility Training: \$25,000

FTE-Extra Help Conversion:

- 0.50 FTE Public Disclosure Specialist: \$41,500

Sound Transit Staffing Agreement Funded:

- FTE Construction Inspector: \$86,700 ongoing / \$30,400 one time

Councilmember Hall asked if the Construction Inspector Position is funded through the City's agreement with Sound Transit. Mr. Norris responded in the affirmative.

Ms. Lane stated that the Human Resources Budget totals \$499,237, has a FTE Count of 3, and represents 1.07% of the General Fund Budget.

Mr. Norris presented the following 2018 Budget Changes:

One-Time Request:

- Manager & Supervisor Training:\$10,000

Ongoing Request:

- Employee Appreciation Event: \$3,000

Ms. Lane stated the Community Services Budget totals \$1,724,820, has a FTE count of 8.78, and represents 3.71% of the General Fund Budget.

Rob Beem, Community Services Manager, shared that Human Services, the Customer Response Team (CRT 24 Hour Customer Service), Neighborhoods, the Diversity Inclusion Program, Emergency Management Planning, and Code Enforcement are divisions and programs housed under the Community Services Department. Mr. Beem presented the following 2018 Budget Changes:

One-Time Request:

- Diversity Inclusion Training: \$30,000

Ongoing Request:

- Human Services –Grants to Other Agencies : \$29,500

Councilmember Scully said he worries about human service crises occurring over the next five years. He encouraged staff to be aggressive in resource and budget requests to keep ahead of future issues and stated his willingness to fund opioid and homelessness issues. He questioned why CRT's Citizen Satisfaction Survey results declined to 67%. Mr. Beem replied that the Survey was changed to an online format, instead of a mailer, and that there was not a robust response. He said staff turnover also resulted in longer response completion times.

Councilmember Scully proposed that the graffiti removal satisfaction rate can achieve better than a 40% rating. Mr. Beem responded that those results are tabulated biennially and that graffiti

comes in waves and takes a lot of effort to respond to. Councilmember Scully said the data shows graffiti issues need more attention.

Ms. Lane stated the City Attorney's Office Budget totals \$861,437, has a FTE Count of 3, and represents 1.85% of the General Fund Budget. She shared that Legal Services and Prosecuting Attorney, including a Domestic Violence Coordinator, are services supported by the City Attorney's Office. Ms. Lane then presented the following 2018 Budget Changes:

One-Time Request:

- Legal Support for Ronald Wastewater and light rail station - \$90,000

Ongoing Request:

- \$12,000 to address additional days in court

Councilmember Scully asked clarifying questions about the City Attorney's Office Budget, and if an additional in-house attorney is needed to manage the workload. Margaret King, City Attorney, responded that there have been multiple ligations, Sound Transit negotiations, and other Sound Transit related tasks that have increased the workload. She said they are currently tracking the work to determine how much should be completed in-house and how much is related to special skill areas.

Ms. Lane stated the Police Department Budget totals \$11,976,037, has a FTE Count of 53 contracted employees, and represents 25.69% of the General Fund Budget. She noted that the RADAR Budget and forfeiture contributions to the Police Station project are being carried over from the 2017 budget.

Shawn Ledford, Police Chief, shared the Criminal Investigations Units, Community Outreach, Nurturing Trust Workshops, Patrol, the Special Emphasis Unit, and Traffic Enforcement are divisions and programs housed under the Police Department. He presented the following 2018 Budget Changes:

Ongoing:

- Police Services Contract increase of 3.9%, which includes the addition of a K-9 Unit (Deputy and police dog)

Councilmember McGlashan asked if the City is currently charged for the use of a K-9 Unit, and if other agencies can be charged to use the City's new Unit. Chief Ledford responded that the City currently pays for the use of a K-9 Unit. He said Shoreline cannot charge cities with mutual aid agreements, but can charge if there is no agreement. Chief Ledford reviewed Police Dispatch Calls for Services and Self-initiated Police Activities, and pointed out that although volumes are increasing, the number of Shoreline Police Officers have remained the same, negatively impacting Police response time. He recommended increasing Police staffing as the population increases. He presented 2016 City Cost Comparisons and said the cost per capita is \$225.

Councilmember Hall asked if the construction of the new Police Station at City Hall will result in operating savings. Ms. Lane replied that the City owns the building the Police currently occupies and that proceeds from its sale will go towards construction costs.

Councilmember Salomon asked why the City of Seattle allocates more Police Officers per capita. Chief Ledford responded that Seattle has higher night and day time populations, more people visiting the area, and more crime.

Ms. Lane stated the Criminal Justice Budget totals \$3,133,059, is 6.74% of the General Fund Budget, and has no dedicated FTE's.

Alex Herzog, Management Analyst, stated the Budget is made up of Jail, Public Defender, and Municipal Court contracted services, and presented the following 2018 Budget Changes:

Slight net decrease due to:

- Projected leveling off of jail days for 2018
- Projected increase in citation levels over 2017
- Leveling off of Court costs

Mr. Herzog shared that the City contracts with the South Correctional Entity (SCORE), King County, and Yakima Jails. He reviewed annual jail days used and costs. He said the City anticipates increased infraction revenue for 2018 which will result in a decrease in net Criminal Justice costs.

Councilmember Hall recalled the City's past use of the Snohomish County Jail due to its proximity and easier transport and asked if there is any chance of using it again. Mr. Herzog replied that the City was approached by Snohomish County Jail last year about their services, but stated that their video court does not have the capacity of SCORE's and would make housing inmates in predisposition status difficult. The Snohomish County Jail also lacks SCORE's flexibility, and the daily bed rates are significantly higher.

Councilmember McGlashan said he is impressed with the savings the City is achieving using SCORE, but expressed concern that a Police Officer is taken off the street for transport. He asked if this is a factor in the increased Police response times. Councilmember Scully said there might be a benefit to paying more for the use of a closer jail for pre-sentencing defendants in order to keep an officer on the street. Mr. Herzog responded that the Yakima Jail provides transport services and said those fees are included in the contract cost. Chief Ledford added that using SCORE does take an officer off the street for a significant amount of time, and in certain situations, factors into the decision making on whether to book or release someone.

Ms. Lane stated that the Parks, Recreation and Cultural Services (PRCS) Budget totals \$6,564,286, has a FTE Count of 31.4, and represents 14.12% of the General Fund Budget. Eric Friedli, PRCS Director, said Administration, Athletic Field and Maintenance Operations, Aquatics, Cultural Services, General Recreation Programs, Parks and Open Space, Public Art, Recreation Facility Rental, and Youth and Teen Development make up the PRCS Department. Mr. Friedli reviewed program revenue trends and presented the following 2018 Budget Changes:

One-Time:

- Strategy to Support Aging Adults in Shoreline: \$45,000

- Tree Canopy Assessment: \$15,000 (to be included every five years)

Best Starts for Kids Grant \$543,000 for 3 Years –Youth Outreach Leadership Opportunities

- Staff recommended amendment:
 - 0.175 FTE increase of PRCS Supervisor 1 -Recreation for grant/program management
 - \$42,000 Extra Help funding for program staffing
 - \$136,000 other program costs

Ms. Lane stated that the Planning and Community Development (PCD) Budget totals \$3,675,999, has a FTE Count of 24.50, and represents 7.63% of the General Fund Budget.

Ray Allshouse, Building Official, shared that PCD services include Administrative Services, Building and Inspections, City Planning, Code Abatement, Code Enforcement, and Permit Services. He presented permit volume history and revenue trends, and said development revenues are expected to double in 2018. He presented the following 2018 Budget Changes:

School District Permit Funding:

- 1.0 FTE Combination Inspector: \$78,300 ongoing / \$26,900 one-time
- Plans Examination and Inspection Services for School District Project Needs: \$300,000

Councilmember Hall asked if the new TRAKiT Permit System will provide Council with regular updates on how the City is keeping up with growing development demands and help the City avoid falling behind the demand. Mr. Allshouse responded that is the plan and that they are currently working out the basic functions.

Ms. Lane stated the Administrative Services Department (ASD) Budget totals \$5,494,143, has a FTE Count of 27.02, and represents 14.75% of the General Fund Budget. Ms. Lane stated the Director's Office, Budget Office, Central Services, Financial Planning and Accounting Services, Grant Research, Information Technology, and Non-Program Citywide Expenses are housed under ASD. She presented the following 2018 Budget Changes:

FTEs

- Extra Help Conversion
 - FTE GIS Technician: \$90,500
 - 0.50 FTE IT System Specialist: \$51,200
- Project Funded Backfill
 - FTE Term-Limited Staff Accountant: \$103,800

One Time Investments supporting the Technology Strategic Plan for 2018:

- Telephone System Upgrade: \$10,000
- CIP Project Management Tool: \$30,000
- Vehicle Cellular Boosters: \$24,475
- Emergency Operations Center (EOC) IT Improvements: \$11,000

Councilmember McGlashan pointed out that there is a discrepancy in the numbers on the PowerPoint presentation's pie chart and the ones on page 142 of the Budget Notebook. Ms. Lane responded that staff will reconcile the numbers and reflect the findings in the Budget Matrix.

Councilmember Scully questioned why cellular boosters for City vehicles are needed. Councilmember Salomon said he does not understand why it costs so much and why the City cannot get a better deal. Ms. Lane responded that the current method is not working, and said staff evaluated equipment and costs for higher power services.

Ms. Lane stated the Citywide Budget totals \$2,483,511, has no FTEs, and reviewed the non-program contingencies it supports. She presented the following 2018 Budget Changes:

Contingency Items:

- Reserve Policy:
 - Operational Contingency: \$838,338
 - Insurance Contingency: \$255,000

Councilmember Hall asked where the Citizen Satisfaction Survey Budget resides. Ms. Lane replied that it resides under the City Manager's Budget.

Ms. Lane concluded with a review of the Budget Workshop Schedule and said adoption of the Budget is scheduled for November 20, 2017.

9. EXECUTIVE SESSION

At 8:16 p.m. Mayor Roberts arrived to the meeting.

At 8:17 p.m., Deputy Mayor Winstead recessed into Executive Session for a period of 20 minutes as authorized by RCW 42.30.110(1)(i) to discuss with legal counsel potential litigation to which the City, or a member acting in an official capacity is, or is likely to become, a party, and announced that the Council is potentially expected to take final action. Staff attending the Executive Session included City Manager Debbie Tarry, Assistant City Manager John Norris, and City Attorney Margaret King. The Executive Session ended at 8:36 p.m., and Deputy Mayor Winstead reconvened the Council Meeting.

Mayor Roberts moved to authorize the City Manager and the Mayor to sign on to the amicus brief of the County of Santa Clara in the case of Masterpiece Cake shop vs. Colorado Civil Rights Commission before the United States Supreme Court. The motion was seconded by Councilmember McGlashan.

Mayor Roberts explained that the brief supports the City of Shoreline's interests in laws preventing discrimination against its residents.

The motion passed unanimously, 6-0.

10. ADJOURNMENT

At 8:40 p.m., Deputy Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

DRAFT