

CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF REGULAR MEETING

Monday, October 23, 2017
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell (arrived at 7:05 p.m.), and Salomon (arrived at 7:01 p.m.)

ABSENT: None.

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

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

3. REPORT OF CITY MANAGER

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

Mayor Roberts announced that the Shoreline Kids Move Challenge Award winners are Zyden Baerd, age 3; Esme Mirabueno, age 5; and Zachary Binz, age 9. The winners participated in a physical activity for sixty minutes per day for thirty days. They were presented with a scooter and took a photograph with the Council.

4. COUNCIL REPORTS

Councilmember McConnell reported attending the National League of Cities (NLC) Nominating Committee Meeting. She stressed the importance of having diversity and inclusion representation in the NLC's Leadership and in positions at the local government level.

5. PUBLIC COMMENT

There were no speakers wanting to provide Public Comment.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Winstead and seconded by Councilmember McGlashan and unanimously carried, 7-0, the following Consent Calendar items were approved:

(a) Approving Minutes of Regular Meeting of September 18, 2017

(b) Approving Expenses and Payroll as of October 6, 2017 in the Amount of \$1,977,746.95:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
9/10/17-9/23/17	9/29/2017	74414-74637	15245-15262	68254-68258	\$714,920.17
					<u>\$714,920.17</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
9/26/2017	1125	\$7,412.07
		<u>\$7,412.07</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
9/28/2017	68143	68159	\$442,826.00
9/28/2017	68160	68173	\$64,986.27
9/28/2017	68174	68185	\$4,046.45
9/29/2017	68186	68186	\$1,125.00
10/5/2017	68187	68206	\$648,582.24
10/5/2017	68207	68218	\$258.00
10/5/2017	68219	68227	\$46,106.54
10/5/2017	68228	68253	\$47,484.21
			<u>\$1,255,414.71</u>

(c) Adopting Ordinance No. 801 - Amending the Shoreline Municipal Code 3.35.010 to Increase the Appropriation to the Petty Cash Change Fund

(d) Extending the City Manager's Change Order Authorization Limits for the Police Station at City Hall Project and Authorizing the City Manager to Execute Change Order No. 1 in the Amount of \$95,247.00 and Change Order No. 2 in the Amount of \$98,143.10 with Shreve Construction LLC

8. STUDY ITEMS

(a) Discussing the Proposed 2018 Budget - Continued Department Presentations and Capital Improvement Program

Budget Supervisor Rick Kirkwood, Public Works Director Randy Witt, and City Engineer, Tricia Juhnke provided the staff report. Mr. Kirkwood reviewed the 2018 Budget and Capital Improvement Program Schedule, and said the Budget is available on the City's website, at Shoreline Libraries, and at City Hall. He recalled that all departmental budgets include a Cost of Living Adjustment (COLA), personnel benefits, budget scrubbing, a budget analyst review, and a review of actual spending.

Mr. Kirkwood stated the Public Works General and Street Fund is \$5,532,418 Million and has a Full-Time Employee (FTE) count of 19.19. Mr. Witt shared services provided by Public Works Operations include: Roads Surface Maintenance; Right-of-Way Maintenance; Emergency Response; Environmental Services; Recycling and Waste Outreach/Solid Waste Management; Surface Water; Asset Inventory and Management; and Special Events. He shared that services provided by the Engineering Division include: Capital Project Delivery, Development Review, and Construction Inspections. He shared that services provided by the Transportation Services Division include: City Transportation Planning and Concept Development; Transit Planning and Coordination; Regional Coordination; Traffic Services; Complete Streets Implementation; and Commute Trip Reduction. Mr. Witt presented the following 2018 Budget Changes:

FTE and Staffing Adjustments

- FTE Public Works Maintenance Worker II: \$89,900/1,950 one-time (split between General, Streets, and Surface Water funds)
- Shifted 1.00 FTE Asset Management Functional Analyst from Traffic Services (0.50 FTE) and Street Operations (0.50 FTE) to Administrative Services –IT Operations.
- Existing staff have been reallocated between funds to better represent the actual allocation of work.

Ongoing

- On-Call Consultant Services: \$50,000

One-time

- Americans with Disabilities Act of 1990 (ADA) Transition Plan, Phase 2 – Condition Assessment & Plan Completion: \$198,000
- Inventory of the Availability and Utilization of Parking in Light Rail Station Subareas: \$25,000 (will be included annually through 2021)
- Street fund transfer to General Fund: \$575,818

Mr. Kirkwood stated the Surface Water Utility Fund is \$6,925,565 Million, has an FTE count of 14.78, and includes operating programs and capital projects. He shared that the Operating Budget is \$4.4 Million, the Capital Budget is \$1.6 Million, and Debt Service is \$869,000. He explained that the increase in Debt Services is in anticipation of new debt issued to implement the Surface Water Proactive Management Strategy. He shared that the primary revenue source is the Surface Water Utility Fee, said the 2018 single family home rate is \$214.39 per year, denoting an annual change of \$45.58 from 2017.

Mr. Witt presented the following 2018 Budget Changes:

FTE Changes

- Staffing for Proactive Management Strategy:
 - 1.00 FTE Public Works Sr. Maintenance Worker (Street and Surface Water Funds: \$98,600 ongoing / \$33,500 one-time):
 - 1.00 FTE Engineering Technician (Surface Water Fund: \$94,600)
 - 1.00 FTE Engineer 1 –Surface Water (Surface Water Fund: \$123,800)

Mr. Witt presented the Surface Water Utility Projects' Budget as follows:

2018 Capital Projects:

- Capacity: 1 Project -\$0.05 million
- Repair & Replacement: 6 Projects -\$1.06 million
- Other: 2 Projects -\$0.11 million
- Non-project specific -\$0.40 million

2018-2023:

- 27 Projects -\$19.68 million
- Non-project specific -\$2.60 million

Mr. Kirkwood stated the Wastewater Utility Fund totals \$2,297,901 Million, has an FTE count of 14.13. He noted the Fund includes operating costs, but excludes capital projects and treatment costs.

Mayor Roberts stated residents have expressed concern about street parking near the light rail stations. He asked if a parking study will be completed to investigate this issue and who will be responsible for parking enforcement management. Mr. Witt responded that the Traffic Engineer will identify parking locations and restrictions, and that either the Police Department or an enforcement officer will provide enforcement.

Councilmember Scully shared that southeast area constituents have expressed concern to him about existing parking problems and said they are hoping for a parking permit process. He asked staff to look at citywide parking solutions. He suggested considering a member of the Customer Response Team for parking enforcement because he does not want to see a Police Patrol Officer tasked with it.

Councilmember McGlashan asked if the 145th Street Park-n-Ride will be closed during light rail construction. Mr. Witt responded affirmatively and said he will get more information on relocation plans for the Park-n-Ride.

Mr. Kirkwood presented the following 2018 Capital Projects Budget:

- General Capital: 9 Projects - \$5.188 Million
- City Facilities-Major Maintenance: 5 Projects – \$0.153 Million
- Roads Capital: 17 Projects - \$11.130 Million

Ms. Juhnke reviewed projects in the 2018-2023 General Capital Fund, and noted that the Parks, Recreation and Open Space (PROS) Plan will continue to be a driver for the CIP. She pointed

out key items include the Turf and Lighting Repair and Replacement at Shoreline Fields A and B (turf replacement in 2018 and lighting in 2020); the Parks Facility and Amenity Plan; and the PROS Plan Implementation.

Ms. Juhnke stated the Facilities 2018 Projects total \$1.975 Million and include the Police Station at City Hall and the City Maintenance Facility.

Ms. Juhnke stated the 2018- 2023 Roads Capital Fund for Repair and Replacement is \$3.452 Million and include the following projects:

- Traffic Safety Improvements
- Annual Road Surface Maintenance Program
- Curb Ramp, Gutter and Sidewalk Maintenance Program
- Complete Streets-Ped/Bike Gaps
- Meridian Avenue N & N 155th St Signal Improvements
- Traffic Signal Rehabilitation Program

Ms. Juhnke stated the 2018 Capacity Construction Budget totals \$7.061 Million and includes the following projects:

- 147th/148th Non-Motorized Bridge
- Echo Lake Safe Routes to School
- 145th Corridor - 99 to I-5
- 145th and I5 Interchange
- 160th and Greenwood/Innis Arden Intersection
- 185th Corridor Study
- N 175th St - Stone Ave N to I5
- Richmond Beach Rechannelization
- Radar Speed Signs
- Westminster and 155th Improvements
- Trail Along the Rail

Ms. Juhnke shared that Real Estate Excise Tax funds are used for grant matching and that staff is working to develop other grant strategies and matching needs. She noted that funds have not been allocated for sidewalk repair and replacement, or for new sidewalks.

Mayor Roberts recalled that \$1 Million was being reserved for a future maintenance facility, and asked where the funds are represented in the 2018 Budget. Ms. Tarry stated that those are Transfer-in Funds and they are reserved in the General Fund Budget. Mr. Kirkwood added that there are three Transfers to the General Fund to reserve the \$1 Million for future maintenance facility improvements, and include transfers from the Street, Vehicle Operations and Maintenance, and the Surface Water Utility Funds.

Mr. Kirkwood stated that the General Fund Transfers Out total \$4,186,451 Million and that \$13,793,867 Million is the 2018 General Reserve Ending Fund Balance. He stated that the 2018 Debt Service Funds for the 2006 Open Space Acquisition & Park Improvements General Obligation Bond is \$1.698 Million; the 2009 City Hall General Obligation Bond is \$1.661 Million; and the 2013 Maintenance Facility General Obligation Bond is \$0.261 Million. He then reviewed other fund expenditures.

(b) Discussing Ordinance No. 802 - 2017 Comprehensive Plan Amendments

Steve Szafran, Senior Planner, provided an overview of the Annual Docket Process required by the Washington State Growth Management Act. He reviewed the following potential Comprehensive Plan Amendments:

- Amendment 1 - Amend Policy LU47 which states, “Consider annexation of 145th Street adjacent to the existing southern border of the City”.
- Amendment 2 - Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Corridor Study.
- Amendment 3 - Consider amendments to the Parks, Recreation, and Open Space Element Goals and Policies and update of the Parks, Recreation, and Open Space Master Plan.
- Amendment 4 - Consider amendments to the Capital Facilities Element Goals and Policies and update of the Surface Water Master Plan.
- Amendment 5 - Consider amendments to the Master Street Plan of the Transportation Master Plan.
- Amendment 6 - Delete duplicate utility policy; “Consider the use of alternative energy in all new government facilities”.
- Amendment 7 - Change Ronald Wastewater District to the City of Shoreline throughout the Comprehensive Plan as the City’s wastewater provider effective upon the date of formal assumption.
- Amendment 8 - Update the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan and Mitigation and Level-of-Service Policy so as to support the imposition of fire impact fees as authorized by RCW 82.02.

Mr. Szafran stated the Planning Commission is recommending carryover of Amendments 1, 2, and 4; approval of Amendments 3, 6, 7, 8, and a partial adoption of Amendment 5. Mr. Szafran shared that adoption of the Proposed Amendment Docket is scheduled for November 13, 2017.

Councilmember Hall asked about the sequence of actions required for the Fire District Amendments. Ms. Tarry responded that the Fire District’s Capital Facilities Plan needs to be incorporated into the City’s Comprehensive Plan, and that an Ordinance, and an Administrative Agreement is needed to implement the Fire Impact Fees. She said the Fire Impact Fee with the Capital Facilities Plan Element is coming before the Council on October 30, 2017. Councilmember Hall asked for a timeline of the process and said he wants to have adequate time to review what is included in the Capital Facilities Plan prior to the Council taking any action.

(c) Discussing Ordinance No. 804 - Seattle Public Utilities Right-of-Way Franchise Amendment

Margaret King, City Attorney, provided a brief overview of the new provisions in the Seattle Public Utilities (SPU) Right-of-way Franchise, and said it includes extending the Franchise for six (6) additional years, to 2026; clarifies that SPU will perform fire hydrant inspections; and that SPU will establish a Shoreline Asset Management Priority Program. She then reviewed

stipulations of the Asset Management Priority Program. She said that SPU Representative Martha Newman is in the audience and available to take questions.

Councilmember Scully thanked staff for working out hydrant inspection issues. He referenced a public comment from the North City Water District disputing SPU's service area, and said he wants to recognize this area as disputed without the City taking a position on it. Ms. King agreed, and explained that the City only has authority to grant a franchise area. She noted that Exhibit A denotes the franchise area by referencing the portion of SPU's retail service area within the City of Shoreline. She said she can look into the issue further and another map can be created if needed.

Councilmember Salomon said SPU's target of \$1 Million for capital projects in Shoreline sounds good, and asked how much money SPU has spent on capital projects in the past. Ms. Newman responded that she does not have that number with her tonight, and explained that it will give Shoreline more flexibility and leverage to prioritize investments and service standards.

Councilmember McGlashan asked if the relocation of fire hydrants can be addressed. Ms. Newman said they would be happy to look at those.

Mayor Roberts said the Franchise has good elements, but emphasized it is not fair for SPU to charge Shoreline customers 20% higher rates than Seattle customers. He said Shoreline ratepayers are sending more than a \$1 Million to SPU and this money is not coming back to Shoreline in capital investments. He shared that Seattle is managing a regional water system and charging one class of residents more than another. He said the City needs to take a hard look at this issue when the Franchise is renegotiated.

Mayor Roberts said the item can be placed on the Consent Calendar.

9. ADJOURNMENT

At 8:01 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk