

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

The purpose of these minutes is to capture a high-level summary of Council's discussion and action. This is not a verbatim transcript. Meeting video and audio is available on the [City's website](#).

Monday, October 24, 2022
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Scully, Deputy Mayor Robertson, Councilmembers Mork, Pobe, and Roberts

ABSENT: Councilmember McConnell and Ramsdell

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present except for Councilmembers McConnell and Ramsdell.

Deputy Mayor Robertson moved to excuse Councilmembers McConnell and Ramsdell for personal reasons. The motion was seconded and passed by unanimous consent.

3. APPROVAL OF THE AGENDA

Councilmember Roberts moved to add a Proclamation to the Agenda as Item 4. The motion was seconded and passed by unanimous consent. The amended agenda was also approved by unanimous consent.

4. PROCLAMATION OF DEBBIE TARRY DAY

Mayor Scully read a proclamation honoring Debbie Tarry's career, highlighting some of her accomplishments, and praising her leadership. Councilmembers wished her well in her retirement.

5. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, reported on various City meetings, projects, and events. She sincerely thanked all the City Councilmembers for giving her the privilege to serve as City Manager. She said it's been her honor to work with them over the years.

6. COUNCIL REPORTS

Mayor Scully stated that he and Councilmember Pobe attended a meeting to discuss the progress of RADAR (Response Awareness, De-escalation and Referral) and the crisis triage facility. He said Shoreline will be the first to implement the project and will coordinate with partner cities to advance the program.

7. PUBLIC COMMENT

There was no one wishing to provide public comment.

8. CONSENT CALENDAR

Upon motion by Deputy Mayor Robertson, seconded, and unanimously carried 5-0, the following Consent Calendar items were approved:

- (a) Approval of Minutes of Regular Meeting of October 3, 2022
- (b) Approval of Expenses and Payroll as of October 7, 2022 in the Amount of \$6,516,391.65

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
9/4/22 - 9/17/22	9/23/2022 2	104620- 104847	17958- 17965	86835- 83842	\$903,416.41
9/4/22 - 9/17/22	9/30/2022 2			WT1289- WT1290	\$120,523.56
					\$1,023,939.97

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
9/26/2022	WT1291	\$24,914.03
9/23/2022	WT1292	\$764,907.10
9/30/2022	WT1293- WT1294	\$1,913,195.98
		\$2,703,017.11

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid

9/28/2022	86767	86791	\$36,372.52
9/28/2022	86792	86825	\$2,108,703.63
9/28/2022	86826	86834	\$69,044.92
10/5/2022	86843	86874	\$126,327.38
10/5/2022	86875	86899	\$366,805.16
10/5/2022	86900	86900	\$82,180.96
			\$2,789,434.57

- (c) Authorize the City Manager to Execute a Project Coordination Agreement and Temporary Construction Easement with the Puget Sound Regional Transit Authority (Sound Transit) for the 148th Street Non-Motorized Bridge Project
- (d) Adoption of Ordinance No. 971 - Authorizing a One-Year Extension to the Right-of-Way Franchise with Frontier Communications Northwest (dba Ziplly Fiber) Originally Granted to Verizon Northwest Inc. (Ordinance No. 522) to Construct, Maintain, Operate, Replace, and Repair a Cable System Over, Along, Under, and Through Designated Public Rights-of-Way in the City of Shoreline
- (e) Adoption of Resolution No. 499 - Authorizing the Use and Acceptance of Electronic Signatures and Electronic Notarization and Directing the City Manager to Promulgate Administrative Policies and Procedures
- (f) Authorize the City Manager to Execute Amendment 2 of the Sewer Disposal Agreement Between the City of Shoreline and King County
- (g) Authorize the City Manager to Execute an Interlocal Agreement with the City of Kenmore for Community Court Security
- (h) Authorize the City Manager to Execute a Memorandum of Agreement with King County for Indigency Screening Services for 2023-2024

9. ACTION ITEMS

- (a) Action on Resolution No. 501 - Authorizing Formation of the Regional Crisis Response Agency and the Incorporation of the Agency as a nonprofit corporation under Chapter 24.06 RCW; Authorizing the City Manager to Execute the Regional Crisis Response Agency Interlocal Agreement; and Other Matters Related Thereto

CMO Management Analyst, Christina Arcidy, explained that Resolution No. 501 will authorize the City Manager to sign the Regional Crisis Response (RCR) Articles of Incorporation and Interlocal Agreement. She said the program will support Council’s work to create a best practice framework by providing professionals to respond to people in crisis. The RCR program is expected to begin in the first quarter of 2023.

The five cities that will be served by RCR should complete review and action on the Articles of Incorporation and the Interlocal Agreement by mid-November. Based on feedback from elected officials, the following changes were proposed by the crisis response staffing group:

1. A change to the agency's name from Response Awareness, De-escalation and Referral (RADAR) to Regional Crisis Response (RCR)
2. A reduced agreement term from six to four years
3. Additional language describing intent to:
 - a. Reduce reliance on police for crisis response
 - b. Ensure that other service agencies participate on the operations board
 - c. Establish usage metrics to provide day-to-day management insights and assign cost allocation
 - d. Have meetings more frequently during the first two years of the agency's operations
 - e. Take time to establish the agency before adding new partner cities

Mayor Scully opened the public comment period. Seeing no members of the public wishing to offer comment, he closed the public comment period.

Councilmember Roberts moved to adopt Resolution No. 501. The motion was seconded and passed unanimously, 5-0.

10. STUDY ITEMS

- (a) Discussion of the 2023-2024 Proposed Biennial Budget - Continued Department Presentations and the Proposed 2023-2028 Capital Improvement Plan

Administrative Services Director, Sara Lane presented the 2023-2024 Proposed Biennial Budget and Proposed 2023-2028 Capital Improvement Plan (CIP) review schedule and stated this evening will be focused on Public Works, Surface Water Utility, Wastewater Utility, CIP, General Fund Transfers & Fund Balance, and Debt Service Funds.

Public Works

Ms. Lane stated the Public Works Department proposed Biennial Budget is \$14,952,516 with 46.21 staff. Interim Public Works Director, Tricia Juhnke reviewed that the services provided by the Department include operations (maintenance, wastewater and surface water, emergency management, asset inventory and management, and special events), engineering, and transportation. She stated the proposed one-time investments include several projects to implement the Transportation Master Plan, specifically for concurrency and TIP Fees, shared use mobility hub implementation, high activity areas porosity study, and street typologies. Other one-time investments are for parking management support and fleet vehicle replacement, which will also have ongoing costs.

There were questions regarding the \$71,500 allocated to purchase a F150 truck and on whether the three new Development Review positions have been onboarded. Ms. Lane said the truck was

a down-fleeted vehicle with no replacement funds for the purchase and Ms. Juhnke replied that one DE is onboarded, another is almost onboard, and the third is still being recruited.

Surface Water Utility

Ms. Lane stated the Surface Water Utility proposed Biennial Budget is \$28,493,769 with 16.88 staff. Ms. Juhnke reviewed that the utility has both capital and operating expenditures and noted the last Master Plan has a rate increase through 2023. This sets the 2023 Single Family Home Rate at \$328.91 per year. She reviewed that the proposed one-time investments include implementing a business inspection source control program. For Capital Projects, Ms. Juhnke identified seven capacity projects totaling \$7.38 million; 9 repair and replacement projects totaling \$20.88 million; and 3 other projects totaling \$1.61 million.

A Councilmember pointed out the 5% fee increase is less than the current rate of inflation and asked if fees would be reevaluated again. They also asked if the City has made good progress on the catch up work identified in Surface Water Master Plan. Ms. Juhnke said she will add these questions to the matrix.

Wastewater Utility

Ms. Lane stated the Wastewater Utility proposed Biennial Budget is \$54,315,414 with 20.53 staff. Ms. Juhnke stated the utility has both capital and operating expenditures and reviewed there is a proposed one-time investment for a wastewater condition assessment program. She stated ongoing budget changes are for expanding the low-income rate program; adding a .25 FTE Accountant; and adding a .5 FTE CIP Project Planner. For Capital Projects, Ms. Juhnke identified 6 capacity projects totaling \$6.36 million; 13 pipe repair and replacement projects totaling \$31.49 million; and 3 other projects totaling \$2.49 million. Ms. Lane recalled the City conducted a rate study earlier in the year. Based on Council's guidance, there are financial policy changes and funding decisions that have been incorporated into this Budget. In 2023-2026, residents will see a \$4.10 increase per month, and a \$2.25 monthly increase in 2027-2028.

Councilmembers asked what the major Budget increase is attributed to; how the wastewater enterprise fund's financial policies compare to the City's and whether the rate policies cover the full cost of the utility; and for a comparison of other jurisdictions' proposed rate increases. Ms. Lane replied that the budget increase is due to a much larger capital budget. She explained that the Rate Study looked at the full capital plan and operating costs and Council decided to move forward with a balanced approach of using debt funding and reserves to take a long-term approach towards funding capital needs. She said the wastewater financial policies are very similar to surface water policies and she will provide detailed information, as well as on other jurisdiction's fees.

Capital Improvement Plan

Ms. Juhnke noted that the Surface Water and Wastewater funds have already been covered, so this leaves General Capital, City Facilities Major Maintenance Fund, and the Roads Capital Fund. She reviewed there is one proposed one-time investment for project management software. Ongoing investments include adding a .5 FTE IT Functional Analyst to support the Project Management Software, and adding a .5 FTE Urban Forester.

Parks, Fleet and Facilities Manager, Nick Borer presented the proposed General Capital projects as 5 Parks Maintenance Projects totaling \$8.03 million; 2 Facilities Projects totaling \$54.07 million; and 12 Parks Development Projects totaling \$33.57 million. He then reviewed the proposed City Facilities-Major Maintenance Fund projects totaling \$0.81 million. And he presented the Roads Capital projects as 16 pedestrian and non-motorized projects totaling \$83.76 million; 7 safety and operations projects totaling \$116.49 million; and 3 system preservation and other projects totaling \$9.53 million.

Councilmembers asked for details on City Hall garage maintenance; how inflation will affect the price of materials to build sidewalks; why climate action and sustainability don't show up in the Capital Project List of Criteria in the Budget Book; where the City is with funding for the 145th Interchange Project; and whether the Urban Forester position will focus on public or private land, or both. Staff answered that the parking garage will be recoated in 2024 and they would return with information on tax revenue to build sidewalk projects. Ms. Juhnke recognized climate and sustainability are used as criterion but acknowledged the Budget Book needs to be updated to reflect this. She said the 145th Interchange Project still has a lot of unknowns related to utility reimbursement and right-of-way acquisition and they estimate between a \$1-7 million funding shortfall. Staff is focused on getting utility partners to pick up more of the cost and finding opportunities to reduce construction costs. Mr. Borer reviewed the Urban Forester would focus on the inventory of public lands. Council encouraged staff to expand the Urban Forester's purview to cover private land as there is interest to know how the City's tree code is performing.

General Fund Transfers and Debt Service Payments

Ms. Lane reviewed the General Fund transfers out totaling \$12,396,274 and displayed a graph showing the ending fund balance by year. She reviewed the Dept Services funds for City Hall, City Maintenance Facility, Sidewalks Bond, sidewalk rehabilitation and annual road surface maintenance, property acquisition for PROS Plan, and the Parks Bond; and she reviewed expenditures for 10 other Funds.

Councilmembers asked how ARPA funds have affected the Budget and how Council will adopt the Budget if the Levy Lid Lift does not pass. Ms. Lane responded that some funds are set aside for specific purposes related to ARPA and that two potential Ordinances (one assuming the Levy passes and the other assuming it fails) will be discussed. In closing, Ms. Lane asked Council to send any Budget amendments to staff by November 9 so they can be discussed at Council's November 14 meeting.

- (a) Discussion of the 2024 Parks, Recreation, and Open Space (PROS) Plan Overview and Approach to Outreach and Engagement

Recreation, Cultural and Community Services Director, Colleen Kelly, stated that the Parks, Recreation, and Open Space (PROS) Plan is required to be updated every six years. The current PROS Plan is effective through 2023 and a new plan must be in place by 2024. Staff intend to use the same approach as the previous plan to categorize work and focus on action strategies. Stepherson and Associates was hired as a consulting agency to conduct equitable community engagement for the PROS Plan and Comprehensive Plan updates.

Senior Associate from Stepherson and Associates, Frana Milan, explained that the PROS Plan is expected to be transmitted for consideration within the fourth quarter of 2023. The Plan is due to the Washington Recreation and Conservation Office by first quarter of 2024. The vision for the update is to develop a plan that reflects a broader representation of the Shoreline community, increase resident engagement with parks, and establish a solid base of community relationships to build on moving forward into the Comprehensive Plan update.

The goals for the update are to develop new and deepen existing relationships between the City and residents and build trust, awareness, and understanding. The engagement strategy will utilize tactics to reach a broad range of audiences in addition to an intentional subset of audiences that have not historically had a voice in government decision making. The engagement strategy is to move away from transactional engagement and build more authentic relationships with residents. This will be done by alleviating barriers to participate in civic processes and centering equity. Some of the approaches Ms. Milan listed to improve equity include increasing language accessibility, providing compensation for focus groups, and offering transportation passes and childcare. She said online and in-person public events also help to reduce barriers and increase interaction with the public. Over the next several months the agency will design the engagement strategy and begin conducting outreach and interviews.

Councilmembers asked for examples on how Stepherson and Associates have utilized community feedback to make a change in a project design and implementation. Ms. Milan shared that with Sound Transit, they collected community feedback expressing a desire for fare enforcement to be more friendly. This feedback influenced Sound Transit to pilot the program differently than originally designed.

Councilmembers expressed it makes sense to combine outreach efforts for the Comprehensive Plan and Master Plan updates, and that there is value in having RCCS staff and PRCS Board members engage directly with community during the PROS Plan outreach process. There were questions on the timing of the outreach (being over the winter) affecting the feedback provided; how the consultant will balance the use of visuals to provide inspiration for ideas but not limit imagination; and if there were plans to specifically reach out to apartment renters, different age groups, and people with disabilities.

Ms. Milan responded that the open houses will be open through the holidays and will be soliciting feedback at the 30,000-foot level. Ms. Kelly added that there is a separate process for gathering feedback on certain amenities for certain parks, and the Park Bond conceptual design process is already under way. This is where images are shown for different types of materials, activities, and spacing between amenities. They start at higher level and then drill down to specifics later in the process. Ms. Kelly said they have identified renters, youth, seniors, and people with disabilities as communities to reach out to. The plan is to make initial connection with community leaders to find out how to break into the community. Ms. Milan said first step is to schedule interviews and then build relationship.

Concern was shared that the City needs to reach the people who don't come into City Hall normally and that in an effort to become inclusive, we don't inadvertently become exclusive. It

was suggested that all the meetings are open to everyone regardless of what community was targeted to attend.

11. ADJOURNMENT

At 8:39 p.m., Mayor Scully declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

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