

**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, January 9, 2023  
7:00 p.m.

Council Chambers - Shoreline City Hall  
17500 Midvale Avenue North

**PRESENT:** Mayor Scully, Deputy Mayor Robertson, Councilmembers McConnell, Mork, Roberts, Pobee, and Ramsdell

**ABSENT:** None.

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.

(a) Proclamation of Martin Luther King Day

Mayor Scully announced the proclamation of Martin Luther King, Jr. Day on Monday, January 16, 2023.

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

4. REPORT OF CITY MANAGER

Bristol Ellington, City Manager, reported on various City meetings, projects, and events.

5. COUNCIL REPORTS

Councilmember Pobee reported his attendance to a meeting of the SeaShore Transportation Forum.

Mayor Scully provided an update on funding for the 148th Street Non-Motorized Bridge. He also highlighted a need for volunteers to serve on the Parks, Recreation, and Cultural Services/Tree Board. And he announced the City will be honored at the North Urban Human Services Alliance awards ceremony on January 19.

**6. PUBLIC COMMENT**

*The Council heard comments from the public from approximately 7:05 p.m. to 7:08 p.m. Written comments were also submitted to Council prior to the meeting and are available on the [City's website](#).*

Aerika Street, Shoreline resident, urged Council to pass legislation for renter protections and affordable housing.

**7. CONSENT CALENDAR**

**Upon motion by Deputy Mayor Robertson and seconded and unanimously carried, 6-0 (Councilmember McConnell stepped away), the following Consent Calendar items were approved:**

- (a) Approval of Minutes of Special Meeting of November 14, 2022**
- Approval of Minutes of Special Meeting of November 28, 2022**
- Approval of Minutes of Regular Meeting of November 28, 2022**
- Approval of Minutes of Regular Meeting of December 5, 2022**
  
- (b) Approval of Expenses and Payroll as of December 30, 2022 in the Amount of \$11,090,563.25**

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
11/13/22 - 11/26/22	12/2/2022	105741-105964	18005-18011		\$508,136.01
11/27/22 - 12/10/22	12/16/2022	105965-106187	18012-18017		\$545,435.96
Q3 2022 L&I	12/19/2022			WT1307	\$63,653.87
Q3 2022 ESD	12/22/2022			WT1308	\$31,231.55
12/11/22 - 12/24/22	12/30/2022	106188-106400	18018-18033		\$555,823.44
					\$1,704,280.83

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
		\$0.00

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/30/2022	87375	87396	\$969,859.33
11/30/2022	87397	87418	\$699,537.14
11/30/2022	87419	87427	\$24,830.88
12/8/2022	87428	87463	\$1,710,233.84
12/8/2022	87464	87464	\$85,339.75
12/8/2022	87465	87491	\$98,705.81
12/8/2022	87492	87492	\$6,587.01
12/8/2022	87493	87493	\$1,125.82
12/21/2022	87494	87503	\$1,167,283.21
12/21/2022	87504	87529	\$453,728.88
12/21/2022	87530	87555	\$2,337,631.12
12/22/2022	87556	87565	\$72,295.84
12/22/2022	87566	87588	\$119,145.44
12/22/2022	87589	87620	\$1,072,280.00
12/28/2022	87621	87633	\$63,912.89
12/29/2022	87634	87651	\$64,292.55
12/29/2022	87652	87670	\$434,537.49
12/29/2022	87671	87671	\$4,955.42
			\$9,386,282.42

- (c) Action on Resolution No. 505 - Amending the Council Rules of Procedure**
- (d) Authorize the City Manager to Execute Contract with David Evans & Associates, Inc. in the Amount of \$271,825 for Engineering Design Services for the N 175th Street Sanitary Sewer Replacement Project**
- (e) Authorize the City Manager to Execute a Contract with Reid Middleton, Inc. in the Amount of \$298,000 for Design of the 160th & Greenwood/Innis Arden Roundabout Project**
- (f) Authorize the City Manager to Execute three Contracts with BHC Consultants, CWA Consultants and West Coast Code Consultants for On Call Building Plan Review Services, Each in the Amount of \$125,000**
- (g) Authorize the City Manager to Execute Amendment No. 5 with The Blueline Group, LLC in the Amount of \$120,000 for On-Call Development Review**
- (h) Authorize the City Manager to Execute an Amendment to the Contract with TCF Architecture, LLC for additional Services During Construction for the Ballinger Maintenance Facility Project in an Amount Not to Exceed \$100,000**

**(i) Authorize the City Manager to Execute Contract with David Evans & Associates, Inc. in the Amount of \$153,075 for Engineering Design Services for the City of Shoreline Lift Station 15 Conceptual Design**

8. STUDY ITEMS

(a) Discussion of Resolution No. 503 - Amending the Employee Handbook

Councilmember McConnell left the meeting at 7:19 p.m.

Human Resources and Organizational Development Director, Melissa Muir, said the Employee Handbook contains the City's employment policies and procedures and explained that this update primarily contains legal compliance changes including discrimination protections, reasonable accommodation, and protected leave. Additional updates were made following Council's recommendations regarding confidentiality and increasing transparency. Resolution No. 503 will incorporate the City's adopted practices around job classification, the Step Placement process, encampment cleanup pay, and formatting change to increase readability.

A Councilmember referred to the policy on notification of drug use and asked for the reasoning behind the policy, considering potential privacy issues. Ms. Muir answered that the main concern is to make sure the burden is on the employee to let the City know if they are impaired from performing their work. Mr. Ellington added that the policy is for the safety of the employee if they are handling heavy machinery or driving. Councilmember Roberts stated this policy would not be limited to that type of situation and revision to the wording may be needed in the future. City Attorney, Margaret King, mentioned the policy is similar to accommodation and the duty is on the employee to seek an accommodation if medication will affect their work.

(b) Discussion of Ordinance No. 978 – Amending SMC Chapter 2.20 Planning Commission, Chapter 2.55 Parks, Recreation and Cultural Services Board, and Chapter 2.70 Compensation and Salary Commission to Provide Compensation for City Boards and Commissions

Assistant City Manager, John Norris, stated Ordinance No. 978 proposes to amend Shoreline Municipal Code (SMC) to provide compensation for members of City boards and commissions. This action is being pursued at the direction of Council and was included in the 2023-2024 biennial budget. Mr. Norris pointed out the SMC currently states those serving on a board or commission do so without compensation. The proposed ordinance would amend SMC Chapters 2.20, 2.55, and 2.70 to provide for compensation for Planning Commission, Salary Commission, and the Parks, Recreation and Cultural Services (PRCS)/Tree Board. Mr. Norris added the ordinance would require the development of administrative procedures to detail the logistics of compensation.

A Councilmember asked about the cost of compensation and Mr. Norris answered that members, including youth members, will be paid at the rate of \$50 per meeting. This would be for no more than 12 meetings for the PRCS/Tree Board and 25 meetings for the Planning Commission. Mr. Norris said funding for the Salary Commission was not included in the 2023-2024 Biennial

Budget as they will not meet for another four years. If any ad hoc committees should arise, funding at the same rate would be provided through the City Manager's Office.

Mayor Scully commented that the proposed compensation is a good start and hopes a deeper analysis can be conducted to ensure everyone in Shoreline can serve on a committee. He stated Ordinance No. 978 will come back on Consent on January 23.

- (c) Discussion of Ordinance No. 979 - Amending SMC Chapter 2.55 Park, Recreation, and Cultural Services Board to Reflect Department Name, Term Limits, and other Housekeeping Amendments

Recreation, Cultural and Community Services Director, Colleen Kelly, described Ordinance No. 979 which proposes to address housekeeping items related to the PRCS/Tree Board. The proposed changes are as follows:

1. Replacement of the word "leisure" with "recreation"
2. Addition of specific references to public art related to the duties of the PRCS/Tree Board
3. Reduction of the maximum number of four-year terms a member may serve from three to two
4. Update to the administrative support reference to reflect the responsibility of the Recreation, Cultural and Community Services Department to the PRCS/Tree Board
5. Removal of reference to forward meeting minutes to City Council.

Mayor Scully stated Ordinance No. 979 will come back on Consent on January 23.

9. ADJOURNMENT

At 7:29 p.m., Mayor Scully declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk