



SHORELINE CITY COUNCIL STUDY SESSION

Tuesday, September 5, 2006
6:30 p.m.

Shoreline Conference Center
Mt. Rainier Room

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		6:30
2. FLAG SALUTE/ROLL CALL		6:30
(a) Recognition of Celebrate Shoreline Sponsors	<u>1</u>	
3. CITY MANAGER'S REPORT AND FUTURE AGENDAS		6:35
4. COUNCIL REPORTS		6:40
5. GENERAL PUBLIC COMMENT		6:45
<i>This is an opportunity for the public to address the Council on topics other than those listed on the agenda, and which are not of a quasi-judicial nature. The public may comment for up to three minutes; the Public Comment under Item 5 will be limited to a maximum period of 30 minutes. The public may also comment for up to three minutes on agenda items following each staff report. The total public comment period on each agenda item is limited to 20 minutes. In all cases, speakers are asked to come to the front of the room to have their comments recorded. Speakers should clearly state their name and city of residence.</i>		
6. STUDY ITEMS		7:00
(a) Domestic Partner Health Benefits and Revised Personnel Policies Regarding Definitions of Immediate Family and Domestic Partner	<u>3</u>	7:00
(b) Shoreline Sister Cities Association Update	<u>9</u>	7:30
(c) Comprehensive Housing Strategy Work Plan	<u>21</u>	7:50
7. ADJOURNMENT		9:00

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 546-8919 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 546-2190 or see the web page at www.cityofshoreline.com. Council meetings are shown on Comcast Cable Services Channel 21 Tuesdays at 12pm and 8pm, and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Thank You Plaques for Celebrate Shoreline Sponsors
DEPARTMENT: Parks, Recreation and Cultural Services
PRESENTED BY: Lynn M. Cheeney, Recreation Superintendent

PROBLEM/ISSUE STATEMENT:

The City of Shoreline would like to recognize and thank sponsors of the 2006 Celebrate Shoreline event held on Saturday, August 19, 2006. These sponsors include:

<u>Platinum Sponsor (\$1,000)</u>	Shoreline/South Country YMCA
<u>Gold Sponsor (\$500)</u>	Shoreline Central Market
	Anderson House
	Sky Nursery
	Shoreline Community College
	Shoreline/LFP Arts Council
	Shoreline Bank
<u>Silver Sponsors (\$300)</u>	Chuck Olson Chevrolet-Kia
	Mark Simons, DMD
	James Alan Salon
	Shoreline Rotary Foundation
	North City Safeway
	Top Food & Drug
	Gordon's Les Schwab Tires

Two other organizations will also be recognized for the support of the parade and festival since 2002, St. Marks Catholic Church and Ridgecrest Elementary School. St. Marks has served as our staging area for the parade, which is where all of the parade participants go to prior to the parade. Ridgecrest Elementary School has opened its campus to be used as the site of the community festival.

FINANCIAL IMPACT:

This year the City received \$6,100 in sponsorship funds to help support Celebrate Shoreline. These funds are used to support entertainment and sound equipment at the parade and the festival.

RECOMMENDATION

Staff recommends that the Mayor present plaques on behalf of the Council to the 14 sponsors and to St. Marks Catholic Church and Ridgecrest Elementary School to thank them for their support of Celebrate Shoreline 2006.

Approved By: City Manager  City Attorney ____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Add Domestic Partner Health Benefits and Revise the Personnel Policies Regarding Definitions of Immediate Family and Domestic Partner
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director

ISSUE STATEMENT: Currently the City of Shoreline does not offer dependent health care coverage for domestic partners. The Association of Washington Cities (AWC) Trust, in which the City participates to receive health care coverage, now allows cities to provide coverage for domestic partners. During the past year, we have received requests from some City employees to add dependent coverage for domestic partners. Staff believes adding this benefit could aid our recruitment efforts, staff retention, and increase staff morale. It would also provide for equitable treatment for all employees. Adding this benefit requires City Council approval. If the Council were to decide to add domestic partner coverage, we also recommend amending our sick leave and bereavement leave policy to include domestic partners.

ANALYSIS:

Background: When the City of Shoreline began purchasing health care coverage from the AWC Trust, the Trust did not offer the option of dependent coverage for domestic partners. In order to qualify for coverage, the dependent needed to be either a legal dependent or spouse. The Trust now allows employers to choose to include non-married partners as dependents—adding this coverage is an option for each city to determine on its own. Cities choosing to add this option must decide whether to offer this benefit to same sex partners, opposite sex partners or both. During this past year we have received requests from individual employees to add this benefit.

Criteria for Domestic Partner: The AWC Trust has established criteria for domestic partner:

- Must share the same regular and permanent residence; and
- Must have a close, personal and exclusive relationship; and
- Be jointly responsible for “basic living expenses”; and
- Are not married to anyone; and
- Are each 18 years of age or older; and
- Are not related by blood closer than would bar marriage in the State of Washington; and

- Were mentally competent to consent to contract when the domestic partnership began; and
- Are each other's sole domestic partner and are responsible for each other's common welfare

In order to qualify, the employee must complete an affidavit attesting to the domestic partnership. In completing the affidavit, the employee also agrees to notify the City if there is any material change of circumstances within 30 days of the change. If an employee terminates a domestic partnership, the employee is not eligible to file a new Affidavit of Domestic Partnership until 90 days after the termination of the former partnership.

What Other Employers are Doing: In our defined labor market, two of our standard comparable jurisdictions (Kirkland and King County) offer domestic partner coverage; the other eight do not. In addition, one of the two jurisdictions that we substitute for top level management comparables offers domestic partner coverage. (That jurisdiction is Olympia). One of our adjacent cities, Seattle, offers domestic partner benefits. All of these jurisdictions consider both same sex and opposite sex couples as domestic partners.

Recruitment/Retention/Staff Morale Impact: Staff believes the provision of an additional benefit, especially one not offered by many of our comparable jurisdictions could give us a competitive edge in recruiting for new employees. Offering this benefit could also assist us in retaining staff and maintaining employee morale for those employees requesting this benefit. The domestic partner benefit promotes the City's policy of equal treatment of employees regardless of marital status or sexual orientation.

Since a majority of our comparable jurisdictions do not offer this benefit, declining to offer domestic partner coverage will not put us at a competitive disadvantage with most of our public sector competition. If we choose not to add the coverage, it will be disappointing to employees who have requested it.

Other Factors: Staff recognizes this issue may be controversial within the community and that some individuals may have strong views that impact their opinion on this subject. Staff is addressing this issue solely as a recruitment/retention/benefit issue and as an issue of equal treatment.

Policy Implementation: If Council chooses to add this benefit, we recommend adding domestic partner coverage for both same sex and opposite sex couples. We also recommend amending our definition of "immediate family" in our personnel policies to add "domestic partner". The primary impact of this change in "immediate family" would be to allow employees to use sick leave and bereavement leave for their domestic partners. Current policy allows this leave usage by specific permission of the City Manager; the definition change would allow it automatically.

Staff has attached draft Resolution 250, which would be used to implement the recommended policy changes.

FINANCIAL IMPACT: Because of the City's method for paying for health related benefits, the fiscal impact of adding domestic partner coverage is minor. The City currently pays each full time regular employee \$764 a month to spend on benefit coverage. If an employee selects family health care coverage that costs more than \$764, the City pays for some additional cost (up to a maximum of \$1,073 and not more than the actual cost of premiums).

For an employee with no other dependents, the 2006 cost for adding a domestic partner to medical coverage may be less than \$764 (and thus, no fiscal impact to the City). If an employee chose to also add dental coverage for a domestic partner, the City's additional cost is likely to be approximately \$75 a month.

RECOMMENDATION

Staff recommends that Council give staff direction whether to proceed with Resolution No. 250 Revising personnel policies regarding definitions of immediate family and domestic partner and adding domestic partner benefits

ATTACHMENTS

| Attachment A – Resolution 250

Approved By:

City Manager 

City Attorney 

RESOLUTION NO. 250

**A RESOLUTION OF THE CITY OF SHORELINE,
WASHINGTON, ADOPTING REVISIONS TO PERSONNEL
POLICIES REGARDING DEFINITIONS OF IMMEDIATE
FAMILY AND DOMESTIC PARTNER AND ADDING DOMESTIC
PARTNER BENEFITS**

WHEREAS, the City of Shoreline has been operating under Personnel Policies last revised on May 8, 2006 by Resolution No. 243; and

WHEREAS, the City Council wishes to revise its Personnel Policies to add domestic partner to its definition of immediate family and to add domestic partner medical benefits; now therefore

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
SHORELINE, WASHINGTON:**

Section 1. Revision. The City Manager is authorized to implement a revised *Personnel Policies*, filed with the City Clerk under receiving number 3942, which shall include an amended section 3.06 as set forth in Exhibit A attached hereto.

Section 2. Health Benefits Extended to Domestic Partners. Health related benefits are authorized for domestic partners as defined in new section 3.06.

Section 3. Effective Date. The domestic partner coverage and the revised *Personnel Policies* shall take effect January 1, 2007.

ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 5, 2006.

Mayor Robert L. Ransom

ATTEST:

Scott Passey
City Clerk

3.06 Immediate Family

Unless defined otherwise in these policies, the employee's grandparent, parent, parent-in-law, foster parent, spouse, Domestic Partner, child, step child, foster child, grandchild, sister, sister-in-law, brother or brother-in-law. - Domestic Partner is an individual named in a current, valid Affidavit of Marriage/Domestic Partnership on file with the City's Human Resources Department and the Partnership shall satisfy the following criteria:

- Partners may be of the same or opposite sex;
- Partners shall be unmarried, mentally competent, 18 years of age or older and not related by blood closer than permitted for marriage under RCW 26.04.020;
- Share a regular and permanent residence and living expense; and
- Partners shall not be a part of another Domestic Partnership.

In appropriate circumstances, an employee may believe that another individual should be considered a member of the immediate family for the purpose of applying these policies. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of the immediate family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (~~If t~~The definition of immediate family may be is different in certain approved benefit plans or policies; in those cases, the provisions of those plans or policies will govern.)

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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Shoreline Sister Cities Association Update
DEPARTMENT: CMO/City Clerk
PRESENTED BY: Scott Passey, City Clerk

PROBLEM/ISSUE STATEMENT:

The Shoreline Sister Cities Association (SSCA) is a community-based organization that was established as a means to provide opportunities for citizens that live or work in Shoreline who wish to participate in social, cultural, educational, governmental, environmental, and economic exchanges. Since its inception in 2002, the SSCA has engaged in several activities in furtherance of the goals of the organization. In 2002, the City of Shoreline formally recognized the City of Boryeong, South Korea, as its first designated sister city. Since that time, the SSCA and the City of Shoreline have been actively engaged in a number of cultural and educational exchanges to help strengthen and solidify the sister city relationship with Boryeong.

Through the SSCA, it has come to the City's attention that Boryeong officials have extended an offer to host a visiting delegation this fall. It is expected that this delegation would be composed of SSCA members as well as City officials. The SSCA recommends that the City formally accept the invitation by letter and expend the necessary resources to participate in the visit. Resolution No. 194 (Attachment A) and Resolution No. 213 (Attachments B) outline the Sister Cities Relationship Policy and clarify policies related to City involvement and expenditure of funds.

FINANCIAL IMPACT:

The funding level for the sister cities program is part of the annual budget process. \$7,000 has been appropriated in the 2006 budget for this purpose. According to the Sister Cities Policy, travel for elected officials at City expense is subject to prior City Council approval; staff travel is subject to prior City Manager approval. If the Council decides to accept Boryeong's invitation and expend City funds for this purpose, the travel costs for one elected official and one staff member, combined with costs for hosting one dinner and providing a gift, are estimated at \$5,000-\$6,000.

RECOMMENDATION

Staff recommends that the City Council review the proposal, provide direction, and authorize that it be brought forward for action on the September 11 consent calendar.

Approved By: City Manager  City Attorney ____

ATTACHMENTS

Attachment A: Resolution No. 194
Attachment B: Resolution No. 213

ORIGINAL

RESOLUTION NO. 194

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING A SISTER CITY RELATIONSHIP POLICY

WHEREAS, the City Council adopted Resolution No. 53 encouraging the creation of a Sister Cities Association; and

WHEREAS, the Shoreline Sister Cities Association has recently been incorporated as a non-profit association by the State of Washington; and

WHEREAS, the City Council now wishes to establish a Sister City Relationship Policy;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

Section 1. The Sister Cities Relationship Policy attached hereto as Exhibit A is hereby adopted.

ADOPTED BY THE CITY COUNCIL ON OCTOBER 14, 2002.



Mayor Scott Jepsen

ATTEST:



Sharon Mattioli, CMC
City Clerk

Sister City Relationship Policy

OBJECTIVES

The City of Shoreline in entering into sister city relationships seeks international relationships which will enhance its citizens' understanding of other cultures, and/or which will allow the City to engage in productive and mutually beneficial exchanges of new technology, techniques, and solutions to problems with cities of comparable development. The City will support and encourage the establishment of sister city affiliations which serve the following objectives:

- To provide opportunities for citizens that live or work in Shoreline who wish to participate in social, cultural, educational, governmental, environmental, and economic exchanges.
- To provide citizens arts and cultural heritage exchanges
- To enhance citizens' economic well-being by developing opportunities for trade and tourism.
- To provide opportunities for citizens that live or work in Shoreline to work on international projects.
- To share expertise in addressing problems.
- To promote tourism and develop trade and economic ties in Shoreline with other parts of the world.
- To increase knowledge of and sensitivity to diversity here and abroad.

SELECTION GUIDELINES

The following is a composite of different factors for consideration when selecting a sister city. These factors are recognized as subjective in nature and are to be used as general tools to assist in the selection process. The awareness that a desire to learn from and share experiences with another city can, in some cases, balance the lack of similar characteristics with a potential sister city.

Strong Shoreline community support.

Existence of a city organization or city sanctioned organization able to work closely with the Shoreline Sister City Association

Similarity to the City of Shoreline in terms of:

- size, in relation to the region, e.g., the City of Shoreline is approximately 11 square miles; Seattle is approximately 84 square miles. King County is approximately 2126 square miles.
- population, in relation to the region, e.g., the City of Shoreline's population is 53020. Seattle has a population of 563,374.
- the proposed city has infrastructure challenges presented by a similar geographic condition, e.g., hilly terrain, surrounded by mountains and arms of the sea; density; infrastructure in place to allow accessibility to and from city.
- the proposed city has a similar role in the region, e.g., a key player in regional, economic and political activities.

A history of informal relations between the two communities

Common ethnic or cultural heritage with residents of Shoreline

An interest in sharing views and information on issues of governance and citizen participation in public affairs

An interest in developing business, tourism and economic ties in Shoreline

An interest in sharing views and information on issues of governance and citizen/governmental relationships.

Recognized as a municipal government or similar political subdivision of an independent state of the world with which the United States has diplomatic relations at the time the selection is considered.

SELECTION PROCESS

In order to ensure that sister city affiliations reflect the community's interests, requests for the City for sister city affiliations shall be evaluated as follows:

Affiliation Request requested by Another City to Shoreline

- If the City receives a request for a potential sister city relationship from another city, the matter will be referred to the Shoreline Sister Cities Association for review and a recommendation.
- The Shoreline Sister Cities Association will review the request and make a recommendation to the City.
- The City will review requests for establishing relationships, with the City Council making a formal decision on whether or not to proceed.

Affiliation Request initiated by Shoreline to Another City

- Requests from residents wanting the City to consider initiating a sister city relationship with another city will be forwarded to the Shoreline Sister Cities Association for review.

ORIGINAL

- The Shoreline Sister Cities Association will review and recommend action to the City. The City Council will consider the request and take action accordingly.
- If the Council's consensus support is to proceed, the Mayor will send a letter on behalf of the community and City Council, inviting the other city to work with the Shoreline Sister Cities Association to establish a relationship.
- If the other city responds favorably, the Shoreline Sister Cities Association will make a recommendation to the City for formal consideration of the relationship by the City Council.

C. Optional Friendship City Status:

- **The City Council can designate a city as a Friendship City for the first two years. The designation of Friendship City means that there is no formal structure to the city-to-city relationship and there are no formal obligations between the cities. The two-year trial period will give both cities the opportunity to continue to gauge compatibility and to determine if there is a long-term commitment on the parts of both cities to enter into a formalized sister city relationship.**
- **A "Memorandum of Understanding" between the City of Shoreline and the Friendship City will be prepared agreeing to a plan of action for the two-year trial time period. If needed, an extension of up to an additional two years may be granted by the City Council.**
- **A "Memorandum of Understanding" between the Shoreline Sister Cities Association and the City of Shoreline agreeing to a plan of action of how the non-profit organization will support the friendship city relationship being established within the City's existing resources, staffing and authority.**
- Following the two-year Optional Friendship City period, the Shoreline Sister Cities Association will make its final recommendation to the City prior to final decision regarding an on-going formal sister city relationship by the City Council. This recommendation will be based on the accomplishments of the Shoreline Sister Cities Association related to the plan of action outlined in the memorandum of understanding and the accomplishments of the plan of action between the Friendship City.

D. City Involvement

The City supports the Shoreline Sister Cities Association through largely indirect means, and does not intend to provide on-going funding for operations. In general, the City will support the Association's efforts through combined promotion and publicity efforts, assisting with scheduling Council and Staff attendance at local exchanges, visits by delegations and providing meeting room space for Association business. The City may also work with the Association to provide opportunities for exchanges with recreational programming and special events as resources allow. The City may support the Association as a dues paying member.

E. Annual Review of Sister City Relationship

Following the establishment of a formal Sister City relationship, the City Manager, with the assistance of the Shoreline Sister Cities Association's leadership, will present an annual report to the City Council at a regularly scheduled workshop meeting. This report should outline the current plan of action, the accomplishments of this plan, and recommendations for updating the plan with new goals for the following calendar year. The City Council may provide input on additional plans/activities for the coming year.

F. Termination

The City Council can terminate a sister city relationship for the following reasons:

- Upon recommendation from Sister Cities Association due to lack of participation, resources or interest on behalf of either City or related supporting groups.
- Lack of progress on accomplishing the goals and activities planned for the previous year
- Behavior on the part of the Shoreline Sister Cities Association, its volunteers, or paid staff, that violates federal, state or local laws.

ORIGINAL

RESOLUTION NO. 213

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, AMENDING RESOLUTION NO. 194, SISTER CITY RELATIONSHIP POLICY TO CLARIFY EXPENDITURE OF CITY FUNDS AND SISTER CITIES ASSOCIATION INVOLVEMENT

WHEREAS, the City Council adopted Resolution No. 53 encouraging the creation of a Sister Cities Association; and

WHEREAS, the City Council adopted Resolution No. 194 establishing a Sister City Relationship Policy; and

WHEREAS, the City Council wishes to amend this policy to provide clarity and direction to staff regarding the appropriate expenditure of City funds on sister city activities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. Amendment. Section D. of "Shoreline's Sister City Relationship Policy," adopted on October 14, 2002 by Resolution No. 194-Exhibit A, is hereby amended as follows:

D. City Involvement

1. The City supports the Shoreline Sister Cities Association through largely indirect means, ~~and does not intend to provide on-going funding for operations.~~ In general, the City will support the Association's efforts through combined promotion and publicity efforts, assisting with scheduling Council and Staff attendance at local exchanges, visits by delegations and providing meeting room space for Association business. The City may also work with the Association to provide opportunities for exchanges with recreational programming and special events as resources allow. The City of Shoreline may involve private citizens and organizations in the implementation of this policy, at the discretion of the City Manager.

2. Through its sister cities program, the City of Shoreline carries out a fundamental government purpose of providing social, cultural and educational services. The City will, therefore, expend such funds as it may deem necessary and appropriate to ensure the proper functioning of the sister cities program. To assure that the Shoreline Sister Cities Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of

Washington and the City of Shoreline Code of Ethics, the following guidelines are hereby established:

- a. The City of Shoreline shall provide such staff support as is necessary to establish and maintain communication with the Shoreline Sister Cities Association and with its sister cities.
- b. The City may support the Shoreline Sister Cities Association as a dues paying member.
- c. City funded delegate exchange activities may include:
 - Travel for City staff, when travel is necessary to establish or maintain an official sister city affiliation. Travel for elected officials at City expense is subject to prior City Council approval and staff travel will be approved by the City Manager;
 - Appropriate activities to receive public officials, or their delegates, when visiting Shoreline on official sister city business;
 - The exchange of information and material which support the objective of providing social, cultural and educational services, or economic benefit to the public; and
 - The exchange of technical resources and staff, when such an exchange serves the objectives outlined in this policy and is necessary to establish or maintain the sister city affiliation.
- d. Any funding for private purposes is prohibited.
- e. Donation of city assets, when that donation clearly serves a public purpose as outlined in this policy, may be authorized by the City Manager provided the recipient is a public entity. Promotional items of de minimus value may be distributed to individuals.
- f. Official gifts received in the course of sister city activities will be the sole property of the City of Shoreline. The City will maintain an inventory of such gifts and will attempt to display them in an appropriate public setting.
- g. Hosting, including travel, accommodation, entertainment and meals, received by City delegates while visiting the sister city must be in amounts commensurate with the business purpose of the trip.
- h. City funds may be spent to advertise the sister city relationship or exchange events.

i. City expenditures for sister city activities shall not exceed the amount appropriated in the annual budget.

E. Sister Cities Association Involvement

The City of Shoreline recognizes that an active Sister Cities Association is essential to the vitality and success of the Sister Cities Program. The City expects the Shoreline Sister Cities Association to support friendship and sister city relationships by:

- Assisting the City in learning about potential relationship cities, and making recommendations to the City Manager on how to proceed.
- Developing the resources needed to support the plans of action for each relationship. Linking organizations, people and institutions in Shoreline with counterparts in relationship cities.
- Conducting fund-raising and providing in-kind support
- Planning, organizing, and implementing exchanges and formal visits
- Communicating with the City organization about opportunities for involvement

City funding of sister city activities will be contingent upon the strong financial involvement of the Shoreline Sister Cities Association. The City will, therefore, expend such funds as is necessary provided that the Shoreline Sister Cities Association substantially endeavors to promote fundraising efforts and in-kind contributions to support sister city activities. The City expects the Shoreline Sister Cities Association to fund significant delegation exchange activities when necessary to establish or maintain a sister city relationship. Such activities may include accommodations, entertainment, and Council travel.

F.E. Annual Review of Sister City Relationship

Following the establishment of a formal Sister City relationship, the City Manager, with the assistance of the Shoreline Sister Cities Association's leadership, will present an annual report to the City Council at a regularly scheduled workshop meeting. This report should outline the current plan of action, the accomplishments of this plan, and recommendations for updating the plan with new goals for the following calendar year. The City Council may provide input on additional plans/activities for the coming year.


G.F. Termination

The City Council can terminate a sister city relationship for the following reasons:

- Upon recommendation from Sister Cities Association due to lack of participation, resources or interest on behalf of either City or related supporting groups.
- Lack of progress on accomplishing the goals and activities planned for the previous year.

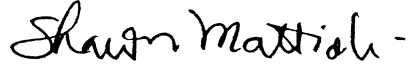
- Behavior on the part of the Shoreline Sister Cities Association, its volunteers, or paid staff that violates federal, state or local laws.

ADOPTED BY THE CITY COUNCIL ON APRIL 26, 2004.



Mayor Ronald B. Hansen

ATTEST:



Sharon Mattioli, City Clerk

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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Comprehensive Housing Strategy Workplan
DEPARTMENT:	Planning and Development Services
PRESENTED BY:	Joe Tovar, Director of Planning and Development Services Steve Cohn, Project Manager for Comprehensive Housing Strategy Rob Beem, Human Services Manager

PROBLEM / ISSUE STATEMENT:

The purpose of this memorandum is twofold: 1) to share staff's ideas about the objectives and outcomes of the proposed Comprehensive Housing Strategy and 2) to discuss staff's proposals for public involvement during the process.

The City Council Goals have been adopted and the Housing Strategy has been reaffirmed as a city priority. To complete the Strategy in a timely manner, staff would like to begin the process in the Fall; the first step is to appoint members of the Citizen's Advisory Committee.

FINANCIAL IMPACT:

Most of this work will be handled by current staff and is assumed in next year's budget. There will be no impact on staffing levels. The consultant that will be hired to gather data will be funded from this year's budget. Staff does not foresee a request for additional funds.

ACTION REQUESTED

Staff requests that the Council approve the Comprehensive Housing Strategy workplan and process for creating the CAC.

Approved By: City Manager  City Attorney ____

BACKGROUND

On February 13, 2006, the City Council directed staff to draft a workplan for a comprehensive housing strategy. In expanding on the motion, Deputy Mayor Fimia clarified that the plan would:

- Present the council and community with more detail of present and future housing needs, economic drivers, community values and goals,
- Provide information about viable options and ways to achieve these goals and identification of alternatives and potential partners in this effort,
- Be a strategic plan to look at the broader short and long term housing needs of our citizens.

On April 3, 2006, staff presented demographic data and additional information about the proposed Comprehensive Housing Strategy. The Council offered several suggestions focusing on public outreach, including suggestions to have a public meeting early in the Citizen Advisory Committee process and making sure that the City coordinates the strategy with agencies that provide affordable housing.

Development of a Comprehensive Housing Strategy was identified as one of the Council's recently adopted 2007-2008 goals.

Issues to be addressed by the Comprehensive Housing Strategy (CHS)

Shoreline is a "first suburb", one of many throughout the United States built after World War II in the first ring of communities near the central city of a metropolitan area. First suburbs throughout the nation are affected by similar demographic and economic forces: They are seeing older housing stock, aging and smaller families, and more diversity.

As the nation and the region's demographics change, the types of residential structures needed to house the population will change as well.

Housing Strategy Objectives

The CHS will provide a comprehensive analysis of the question: *How can the housing needs of Shoreline's changing demographics be met?* Working with the community, we will address the following issues:

Who should we plan for?

Should Shoreline try to attract new families (with and without children), younger singles, and make an effort to retain older residents who want to stay in Shoreline but desire an alternative to their current home? How can Shoreline housing be accessible to families with limited incomes?

What do we want to happen with housing supply, what type of housing mix do we want?

Shoreline has a preponderance of single-family homes, largely built in the 50s and 60s. Will other forms of housing be more desirable in the future, given economic realities and

market preferences driven by changing demographics? What other housing types are being constructed in nearby cities?

How active should the City be in implementing new housing?

What tools can Shoreline use to promote new housing in specifically designated areas? Should the City try to encourage development of housing that is more affordable? While there is a market for single family homes, they are not affordable to first time home buyers or many working families. What tools are available to encourage affordable housing? What strategies have worked in cities like Shoreline?

Formation of the Citizen's Advisory Committee (CAC) and other public outreach

Public interaction will be an important aspect of refining the Housing Strategy. Staff proposes two major components of this outreach:

- Citizen's Advisory Committee
- Outreach to the general public

CAC

Creation of a CAC (or a similar publicly-constituted group representative of the local community) is an important component of the development of the Housing Strategy. Staff suggests that the CAC be diverse and representative of the community including, if possible: long-time and newer residents, older and younger residents, representation from the residential and business communities, as well as from the Planning Commission and City Council. We could also solicit applications from the dozen applicants for the Planning Commission who were not appointed this past Spring. In addition, it would be useful to have a residential builder or residential leasing or sales agent, and a representative from the non-profit housing sector. While it would be optimal for the latter committee members to be residents or work in Shoreline, it would not be mandatory. However, they should have a working knowledge of the North King County/South Snohomish County housing market.

It is staff's goal to widely advertise the CAC so that we are reaching out to new people. We intend to inform the public of the opportunity to volunteer using the print and electronic media, as well as other avenues.

Staff proposes that interested people make a formal application to serve on the CAC. We suggest that staff interview the candidates and develop a list of recommended participants by mid-October. We also suggest that the CAC total no more than 11 to 12 members. The Council would appoint the CAC members and we would have our first meeting in early November. Our current schedule would have the committee's work completed by April or early May.

Public Outreach

The proposed schedule has the CAC meeting with the public soon after the committee first convenes so that the CAC can present its preliminary agenda and ask for additional ideas. Another public workshop is scheduled for April to discuss proposed strategies. The timing of the workshops and Council reports is subject to change and is dependent on the progress of the CAC.

The schedule also shows two meetings with the City Council, one in February and one in April. Both will report on the progress of the CAC and check in to see if there is additional direction from the Council.

In addition, staff hopes to use cable television, the webpage, the neighborhood councils and Currents to inform residents and other interested parties about the CAC's progress and schedule.

Draft Work Plan

Staff proposes the following steps in developing the Comprehensive Housing Strategy:

1. Fall 2006 – Inventory existing conditions: Consultant and staff will gather this data.
 - Existing housing stock and land use potential under current zoning
 - Demographics and trends
 - Current housing market and regional context
2. September 2006—Discuss proposed workplan with Council
 - Discuss work program and timeline
3. September-early October
 - Advertise for CAC members
 - Staff develops a recommendation for a CAC composed of a wide variety of stakeholders
4. Mid-October
 - Council appoints citizen advisory committee and outlines its charge: To develop a housing vision statement, preferred strategies and programs and incentives to implement strategies.
5. November, 2006
 - Committee meetings begin
 - CAC holds community meeting to present existing conditions for both owned and rental housing and recommendations for additions and or deletions to the scope of work to be completed by the committee;
6. January 2007
 - CAC meetings continue
 - Staff identifies current and future housing needs including emergency shelter, transitional and permanent housing and housing for people with limited incomes.
 - Staff identifies strategies to address the needs/gaps in housing.
 - CAC develops housing goal/vision statement for Shoreline
 - CAC groups strategies according to difficulty of implementation/impact on the availability and accessibility of housing and feasibility of success.

7. February, 2007
 - Report to Council – Staff and CAC present draft Housing vision statement, strategies, potential incentives and programs. Council clarifies scope and direction of CHS.
 - CAC begins work to rank proposed strategies, select short and long term strategies with goal of one or two that can be implemented by end of 2007
8. March/April, 2007
 - CAC meetings continue
 - Draft proposed strategies, including priorities for implementation, measures of success are presented to Council
 - Council provides any needed clarification or direction
9. April/May, 2007 - Community Meeting on Proposed Strategies
 - Implementation/costs/benefits of strategies
 - CAC hears public comment and develops final recommendation
10. May/June 2007 - Council Public Hearing and adoption of CHS by resolution

SUMMARY

Staff will begin advertising the CAC application process this week. Applications will be accepted through the end of September. Staff will interview candidates and send its recommendation to Council by mid-October.

Staff has been collecting local data on housing and demographics during the summer and will hire a consultant soon to gather more detailed information. It is our intent to present this information to the CAC early in the discussion.

ACTION REQUESTED

Staff requests that the Council approve the Comprehensive Housing Strategy workplan and process for creating the CAC.