

Council Questions Matrix Status Summary – as of 10/21/2022

Reference Number	Who Asked the Question	Question Posed	Status
PB-1	Deputy Mayor Robertson	Is there a way to prevent a big revenue spike in 2023 related to levy collection?	Answered
PB-2	CM Mork	Is there funding for the Climate Action Plan?	Answered
PB-3	Mayor Scully	Do we need to consider additional permit staffing in PCD?	Answered
PB-4	Mayor Scully	Should we implement a new permitting educational campaign?	Answered
PB-5	Mayor Scully	What are our options for handling capacity in the jail?	Answered
PB-6	CM Roberts	What current permitting education work is being done?	Answered
PB-7	CM Pobee	Explanation of RCCS metrics related to youth camps	Answered
PB-8	CM Mork	How many grants does the City receive?	Answered
PB-9	CM Roberts	How much has PCD expended in staffing contingency?	Answered
PB-10	CM Pobee	Why are facility revenues falling?	Answered
PB-11	<i>Staff Clarifications</i>	Re: 10/17 Presentation	Answered

Item/Issue: **PB-1. Deputy Mayor Robertson asked if there is a way to prevent a big revenue spike in 2023 related to levy collection.**

Question: Deputy Mayor Robertson asked if there is a way to prevent a big revenue spike in 2023 from levy collection to more closely align annual revenues collected with expenditures made in a given year and create a more manageable financial impact to the community.

Department: Administrative Services

Final Answer: The challenge is that by State law you can only reset the levy rate in the first year and then must have an escalator for future years. We discussed with Council setting an initial lower rate and then having a higher escalator in future years (which would have to be higher than inflation). Part of the discussion regarding that option was that it is harder for people to understand an arbitrary % (which would be something different than CPI). The goal when setting the first year rate is to try to set it so that it balances over the six year period recognizing that costs are forecasted to grow faster than CPI. This was the rationale for setting the maximum rate at \$1.39. Also, it is important to note that \$1.39 is maximum rate that Council can set for 2023. Should the Assessed Valuation come in higher than projected in July, Council may choose to set the rate for 2023 at a lower level. However future year levy increases will be tied to the CPI-U index.

Item/Issue: PB-2. Councilmember Mork asked about the funding for the Climate Action Plan

Question: Councilmember Mork asked if funding for the Climate Action Plan (CAP) is included in the proposed biennial budget.

Department: Recreation, Community and Cultural Services

Final Answer: Yes. Staff have programmed \$247,601 in the Environmental Services 2023-2024 base budget specifically for CAP implementation activities. There is also funding included in the proposed 23-24 budget for specific CAP implementation activities in other departments (\$209,000 for mobility hubs study, \$75,000 for high-activity areas porosity study, among others). There will be additional budget needs for full implementation of the CAP, and staff anticipate the availability of significant state and federal funding for actions related to building electrification, electric vehicles, and urban forestry. These include both consumer-direct tax credits/rebates and grant funding.

Item/Issue: PB-3. Mayor Scully asked about permit staffing needs within PCD.

Question: Mayor Scully asked about whether we need to consider additional staffing for permitting.

Department: Planning and Community Development

Final Answer: The six new staff positions approved in July 2022 are intended to return level of service to our annual published permit processing target turn-around times at a minimum. The possibility of requesting additional permitting staff as part of the 2023-2024 budget process was mentioned in the July 25, 2022 Staff Report. Of course, more staff resources devoted to permit review and processing would reduce permit turnaround times, which would better meet customer expectations.

The primary consideration in recommending to Council that additional permitting and inspection staff be hired is whether current development activity levels will sustain themselves over the next few years. There are a couple of factors that, at present, give pause to being able to confidently recommend to Council that the permit revenues will deliver enough funds to meet cost recovery goals if we hire additional permitting staff in 2023. These factors are: 1) the potential impact of continued inflation in the economy, more specifically related to financial and construction sectors; and 2) the ability of local utilities to upgrade infrastructure to support redevelopment within timelines needed by developers and/or the ability of developers to afford to offset costs or fully fund required utility upgrades to support development. We are also still in the process of filling the six positions that were previously authorized and so we need to determine how that new level of staffing is helping us meet our permit issuance targets.

Staff recommend that we revisit this question during the mid-biennium review in 2023. By then we may be able to determine if the six new permitting staff hired in 2022 provide enough resources to improve permit turn-around times to better align with customer expectations. We will have a better understanding of the economy and a path forward regarding utility improvements to support planned growth.

Item/Issue: PB-4. Mayor Scully asked about whether we should embark on a permitting educational campaign.

Question: Mayor Scully asked if we should consider funding in the budget for an educational campaign to help residents understand permitting requirements.

Department: Planning and Community Development

Final Answer: Information sharing and education about topics like permitting is always a good idea. The city's *Currents* newsletter is our best method to reach the greater population of Shoreline. We have used this method previously including permitting requirements for tree removal. Here are the most recent articles related to permitting in a quick review of *Currents*:

- Tree regulations, May 2022 pg 1 - <https://www.shorelinewa.gov/home/showpublisheddocument/55221/637868243748930000>
- City Government 101, Planning and Building, June 2019, pg 13: <https://www.shorelinewa.gov/home/showpublisheddocument/43974/636947310632770000>

We had planned a "Residential Permitting 101" for our 2022 summer *Currents* edition, but it was delayed due to workload for our permitting staff.

We are also already doing other educational outreach regarding permitting requirements as described in the response to PB-6 in the following pages. PCD, CRT and the Communications division do not have the capacity to launch a larger campaign within the current work plan.

Item/Issue: PB-5. Mayor Scully was asked about the options available for handling capacity needs at the jail.

Question: Mayor Scully asked about what of the five jails are accepting clients and what the cost is for each for using their services.

Department: City Manager’s Office

Final Answer: The jail rate landscape attachment (*seen below and in following pages*) has the latest list of jails that have been reviewed for 1) if they are accepting city contracts, 2) current rate, 3) if they participate in the jail train (if not, Shoreline officers would need to transport them), and 4) their distance in miles from Shoreline.

Jail Rate Landscape

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
SCORE	Yes – Current Contract	\$138.43 guaranteed beds \$199 non-guaranteed beds \$50 booking fee	No		26 miles
King County Jail	Yes – Current Contract	\$256.90 daily bed rate \$262.25 booking fee	Yes		11 miles
Yakima Jail	No – Contract will not be renewed for 2023	2022 Rate: \$87.55 Projected 2023 Rate: \$95.87	Yes		153 miles
Kirkland City Jail	Yes	\$140 daily bed rate \$0 booking fee	Does not participate in jail transportation chain. Kirkland responsible for transportation.	Space opening up January 2023	13 miles
Issaquah Jail	Yes	\$110 guaranteed beds \$140 non-guaranteed beds \$0 booking fee	Does not participate in jail transportation chain. Issaquah responsible for transportation	Example Interagency Agreement for more details	28 miles

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
Kittitas County Jail	Yes	\$73.33/ day	Shoreline responsible for transporting inmates to and from custody between Shoreline and Kittitas County Jail	For individuals that can't share a room \$139/ day	118 miles
Benton County Jail	Yes	\$120 approx. \$170 approx. for mental health services	Participates in King County jail chain (meets halfway at Ellensburg)		220 miles
Klickitat County Jail	Yes	\$130/ day	Does not participate in jail chain. Klickitat does own transport.	No onsite medical, has virtual court, 49 beds. Rates are preliminary and need to be further discussed	222 miles
Snohomish County Jail	No	----		Not currently accepting contracts due to staffing shortage	18 miles
Marysville Jail	No	----		Currently not contracting but will in the future	24 miles
Monroe Correctional Complex	No	----			21 miles
Kent Corrections Facility	No	----			32 miles
Pierce County Jail	No	----			45 miles
Whatcom County Jail	No	----			81 miles
Chelan County Jail	No	----			135 miles
Grant County Jail	No	----			182 miles

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
Skagit County Community Justice Center	No	----			49 miles

Item/Issue: PB-6. Councilmember Roberts asked about current permitting education work.

Question: Mayor Scully and Councilmember Roberts asked about what the current initiatives are related to educating the public about permitting requirements for in Shoreline.

Department: Planning and Community Development

Final Answer: The City has published articles in *Currents* over the years related to permitting. Two of the most recent examples include:

- Tree regulations, May 2022 (pg 1)
- <https://www.shorelinewa.gov/home/showpublisheddocument/55221/637868243748930000>
- City Government 101, Planning and Building, June 2019 (pg 13): <https://www.shorelinewa.gov/home/showpublisheddocument/43974/636947310632770000>

We had a "Residential Permitting 101" article planned for this year's summer issue but pushed it back due to the staffing level on the permitting team at that time. This is something that could easily be pursued in an upcoming issue. *Currents* is a very effective way to communicate information with Shoreline residents.

Since 2010, PCD has annually hosted multiple "Home Improvement Workshops" after hours, offering free consultation meetings with residents on "how to permit" their home improvement projects. Attendees can also meet with building industry services at the vendor fair to get information on home improvement projects. Several ads for the Home Improvement Workshops run every year in *Currents* and on the city website. These are very well attended events that provide one-on-one consultation in a relaxed atmosphere.

Staff also have been invited to speak to local and regional realtor groups about permitting requirements in Shoreline. The main purpose of these presentations has been to 1) educate real estate professionals about local permitting and land use laws so they can provide better advice to their clients and 2) create a relationship between City staff and local real estate professionals so that they know who to call if they or their clients have any questions.

Permitting is also a topic that is covered as part of the Citywise program.

The City's website for PCD has numerous permit checklists and handouts regarding permitting to help educate homeowners such as:

- Accessory Dwelling Unit
- Accessory Structures
- Construction Permit Frequently Asked Questions
- Electrical Permit Information
- Fences
- Garage Conversion

- Home Business/Occupations
- Mechanical Permits
- Outdoor Lighting
- Permit Exemptions
- Plan Samples
- Reroofing
- Stairway - Residential
- Surface Water Drainage
- Tree Regulation for Private Property

We offer drop in, phone in, virtual and email consultation every day to anyone who has questions or needs permitting assistance.

PCD staff have also partnered with local teachers to introduce kids to zoning, permitting and planning, such as at Evergreen School and Shorewood High School.

Finally, PCD Staff are invited to various neighborhood association meetings to present on a variety of topics including permitting. For example, staff have been invited to association meetings to discuss tree regulations.

Item/Issue: PB-7. Councilmember Pobee asked about RCCS metrics.

Question: Councilmember Pobee asked about the chart on page 157 of the proposed budget, asking for an explanation for why there are 100 youth camps projected for 2023 and double that for 2024

Department: Recreation, Community and Cultural Services

Final Answer: This metric refers to contracted youth classes such as ballet and other activities but does not address *summer camps* specifically. Class offerings are still in the process of returning to pre-pandemic levels and have been complicated by challenges in recruiting class instructors. 2022 saw an increase in classes over 2021 but these numbers are still very low compared to 2019. Staff anticipate a significant bump in our class offerings in 2023 and a continued upward trend into 2024.

Item/Issue: PB-8. Councilmember Mork asked about grants the City receives.

Question: Councilmember Mork asked for the number of grants the City receives each year and what the dollar value of these grants are.

Department: Administrative Services

Final Answer: The following table summarizes the number, type and amount of grants received from 2018-2021.

Type of Grant	2018	2019	2020	2021
Federal – Direct	1 grant Revenue received: \$57,426.80	1 grant Revenue received: \$186,225.73	1 grant Revenue received: \$5,042.7	1 grant Revenue received: \$7,537,845.8
Federal – Indirect	12 grants Revenue received: \$1,105,778.89	14 grants Revenue received: \$2,227,430.31	14 grants Revenue received: \$5,889,546.62	14 grants Revenue received: \$9,239,219.29
State	5 grants Revenue received: \$321,275.18	6 grants Revenue received: \$288,559.53	10 grants Revenue received: \$3,527,814.08	10 grants Revenue received: \$1,531,707.03
Total Grants with activity each year	18 grants	21 grants	25 grants	25 grants
Total Dollars Received	\$1,484,480.87	\$2,702,215.57	\$9,422,403.4	\$18,308,772.12

Additionally, the following article related to grant awards was published in the September 2022 edition of *Currents*:

Stretching Shoreline taxpayer money with grants

ACCORDING TO the latest census update, Shoreline’s population has topped 60,000, and we can expect the figure to keep trending upward as new urban neighborhoods spring up around our two light rail stations. It is exciting to think of how these new communities will help support the region’s efforts to address the housing crisis by bringing thousands of new units online, including hundreds of affordable ones, as well as advance our fight against climate change through stricter green building codes and by making cars less necessary for many households. But at the same time, this growth poses a challenge for the City. As a medium-sized city, how do we build the infrastructure necessary to support this growth? Much of it comes from the new developments themselves through taxes and transportation impact fees. But we also work to bring Shoreline taxpayer money back to Shoreline through regional, state, and federal grants. Long-time Shoreline residents might remember the multi-year effort to rebuild the Aurora Avenue corridor, which relied on dozens of regional, state, and federal grants to carry that project through to completion. More recently, success in securing grant funding for the proposed 148th Street Non-Motorized Bridge illustrates

this critical strategy. With a price tag of nearly \$38 million, this bridge will cross I-5 at N 148th Street. It will connect the growing neighborhood on the west side of I-5 directly to the light rail station, bringing 70+ acres of the new community into walking distance of the region's multi-billion-dollar mass transit system. Prior to 2022, the City had already raised approximately \$11 million dollars, from partners such as Sound Transit and King County, as well as the federal government. This year, Shoreline has secured \$5.4 million more in federal dollars, as well as \$7 million in state dollars from the latest statewide transportation package—Move Ahead Washington. More work remains, but the City continues to explore every possible partnership for this important community investment. Will there be Shoreline dollars invested in the project as well? Yes. However, Shoreline's ultimate contribution will be far smaller than the grant funding already in place. The City is leaving no stone unturned in its effort to stretch local dollars as far as they can go by using grant funds to bring state and federal taxes back to Shoreline. Grant funding provided approximately 89% of funding for the Aurora Corridor Project. Grant funds have helped renovate Richmond Beach Saltwater Park, construct the Interurban Trail, and buy the South Woods property. Since 2004, the City has received over \$160 million in federal, state, and local grant funding. To learn more about the 148th bridge, see drawings and dive into financial details, go to: shorelinewa.gov/148thbridge.

Item/Issue: PB-9. Councilmember Roberts asked about contingency spending in PCD.

Question: Councilmember Roberts wanted to know how much contingency spending PCD has had to expend for supplemental staffing needs within the department.

Department: Planning and Community Development

Final Answer: This response answers the question of how much has been spent on on-call plan review, zoning review, and development review and permit processing/services extra help expenses *in the last five years*.

PCD Total	\$777,290.66
PW Total	\$532,870.19
5 Year total On Call	\$1,310,160.85

It might be of interest to know how much has been paid by applicants during this same five-year period for *expedited and accelerated review* in addition to the standard permit fees collected: **\$554,853.35**. It is important to remember that some projects are expedited under the City's incentive programs for Deep Green construction and certain levels of affordable housing for no additional fees. Also, the \$1.3 million in on call and extra help expenses over the last five years includes some extra help and consultant support for standard reviews that were not expedited or accelerated but were required due to staffing shortages or permit backlog.

Item/Issue: **PB-10. Councilmember Pobee asked about facility revenue decreases.**

Question: Councilmember Pobee asked about the reason for why facility revenues are decreasing, per the chart on 168 of the proposed budget.

Department: Administrative Services

Final Answer: The actual revenues in 2019-2020 included temporary FEMA funding related to the pandemic as well as insurance recoveries. Our 2023-2024 budget is based on projected ongoing revenues and we are not projected to receive any additional FEMA funding.

Item/Issue: PB-11. Staff Clarifications from October 17th, 2022 Department Presentations

Question: Following the presentation, staff have a few clarifications they would like Council to know.

Department: Recreation, Community and Cultural Services, Planning and Community Development, and Administrative Services

Final Answer:

RCCS

During the presentation staff noted that the one-time investment for the senior center would increase the social worker position to full-time. That is not accurate. The investment will provide for a part-time social worker for the Senior Center for the biennium. They are seeking ongoing funding to support this important position.

PCD

Light Rail Sub Area Planned Action Update (\$400,000) was accidentally omitted from the PCD slide relating to one-time investments. It is included in the Proposed Budget on page 212. Please notes that staff are evaluating the best method to staff this important project. If staff determine that additional staffing is needed to deliver this project within Council's desired timeline, we will return with a staffing amendment in early 2023.

ASD

During the presentation and in the proposed budget we discuss the extra help conversion of a Videographer- Web Technician to be included if the Levy Lid Lift is approved by voters. Staff has decided that a more appropriate title is Video/Web Support Specialist. You will see this title in the proposed Salary table on November 7th.