



City of Shoreline

Financial Sustainability Citizen Advisory Committee Charter

Adopted February 11, 2016

Committee Purpose

The Financial Sustainability Citizen Advisory Committee (FSCAC) will help with implementation of the City's 10-Year Financial Sustainability Plan (10YFSP). The committee will complete its work with a recommendation to the City Manager on how to best provide the financial resources that will ensure the long-term delivery of basic services to the Shoreline community.

One of the primary goals of the committee will be to provide input to the City Manager as the City prepares to put a measure on the ballot to renew the 2010 maintenance and operations levy for basic public safety, parks, recreation, and community services. The current levy expires in 2016 and, as part of the 10YFSP; Council recommended that the City engage residents in a discussion prior to placing the measure on the ballot.

The committee will learn more about current City services and finances, and the City's 10YFSP. It will then look at whether basic services are being met and how best to maintain the delivery of services to Shoreline residents. The committee will help evaluate alternatives including: 1) Reviewing the strategies adopted in the City's 10 Year Financial Sustainability Plan; and 2) Identifying services that should be maintained, increased, and/or reduced to meet the needs of the Shoreline community.

The committee will be provided information on:

- City services;
- Revenue sources available to provide services;
- Other information necessary to analyze potential impacts of reducing service levels; and
- Information on service delivery alternatives.

The scope of the committee will be focused on operational services, specifically excluding Capital Improvement Programs and utilities, except where capital projects impact ongoing operations.

The Committee's Ground Rules:

The committee consists of members from a cross section of Shoreline and various interest groups including the Council of Neighborhoods, human services organizations, the School District, and the business community.

City staff will provide background and information throughout the process but are not considered committee members. The City has engaged Jim Reid, an independent consultant, to facilitate the meetings and help the committee draft its recommendations to the City Manager.

Committee members will represent a broad range of Shoreline residents. Using the information presented they will make a recommendation to the City Manager regarding the implementation options identified as part of the 10-Year Financial Sustainability plan, including the renewal of the 2010 Levy Lid Lift.

1. Each member of the Committee is an equal participant in the process and has equal opportunity to voice opinions and contribute ideas.
2. Committee members may bring input from others, but it is understood that each member speaks for her/himself. Committee members that are members of a community organization are encouraged to periodically update their respective groups about the committee's progress.
3. Committee members accept the responsibility to come to the meetings prepared for the discussions, explore the issues and consider alternatives that best serve the Community.

4. Committee members recognize the legitimacy of the interests, concerns and goals of others, whether or not we agree with them. We commit to treating each other, and those who attend our meetings, with respect, civility, and courtesy.
5. Committee members will make a special effort to listen carefully, ask pertinent questions and educate ourselves about the interests and needs that must be addressed in a constructive problem-solving atmosphere.
6. In view of the specific scope of the project and limited amount of time available, Committee Members will make a concerted effort to focus on the topics under discussion.
7. Each Committee member commits to attending all meetings as possible. Alternates are not being designated in this process. If a member must miss a meeting, she/he is responsible for asking a fellow member to represent her/his interests and positions at that meeting. The member may also submit written comments that will be distributed to the others.
8. As the process unfolds, Committee members should provide feedback to the facilitator on the process and his performance. We may do so at meetings and/or by calling or emailing him between meetings.

The Facilitator's Role and Responsibilities:

9. Facilitator Jim Reid's role is to manage the process by keeping discussions focused, ensuring that all points of view are heard, and conducting the meetings according to the spirit of these ground rules. With no stake in the substantive outcome, he is obligated to remain neutral on the issues.
10. The facilitator will also write drafts of the Committee's recommendations. Once the final version has been reviewed and approved by the members he will ensure that it is provided to the City Manager as presented.

The Roles and Responsibilities of Guests:

11. Interested and affected parties or individuals who are not on the Committee are welcome at the meetings. Guests are encouraged to provide comments to the members during breaks. We will also offer them opportunities to put comments in writing. If hearing from them during a meeting would benefit the Committee, the facilitator will call upon them to speak after receiving permission from the Committee members. Guests need to abide by these ground rules.

Agreements and Recommendations:

12. The Committee is expected to represent a wide range of interests, perspectives, and opinions. Decisions on recommendations will be made by consensus.
13. If Committee members find they cannot live with an emerging recommendation of the entire group, they are obligated to make their concerns known, and the rest of the group is obligated to listen with an interest in resolving them. Everyone is expected to try work to address the concerns, including asking the concerned party (parties) to clarify the underlying interests or about other dynamics that could be interfering with an agreement. All parties are obligated to try to find an alternative that meets the interests of the concerned party (parties) as well as their own.
14. If it is not possible to reach consensus on particular recommendations, the potential options for resolving the issue will be documented and included in the Committee's report as a minority opinion.

Committee Work plan

Date	Time	Draft Agenda Topics
2/11/2016	6:00 – 8:30 p.m.	Why are we here (Background/Charter) Introductions (Icebreaker) Police Service Overview Community Services Overview
2/25/2016	6:00 – 8:30 p.m.	Recap/Intro Parks Planning Public Works
3/10/2016	6:00 – 8:30 p.m.	Recap/Intro Economic Development Other Services (Support, Jail, Elections, Court) How we are funded Revenue Options
3/24/2016	6:00 – 8:30 p.m.	Recap/Intro 2014 Citizen Survey Overview Service Delivery Options
4/14/2016	6:00 – 8:30 p.m.	Recap/Intro Revenue Options Continued Draft Recommendations to CM
4/28/2016	6:00 – 8:30 p.m.	Recap/Intro Polling Results Impact of Survey and Polling on Draft Recommendations
5/12/2016	6:00 – 8:30 p.m.	Recap/Intro Finalize Recommendations to CM
5/26/2016	6:00- 8:30 p.m.	Reserve meeting if needed

*Note that a light dinner will be available from 5:30-6:00 p.m. prior to each meeting. Meetings will begin promptly at 6:00 P.M.

Committee Members

NAME LAST	NAME FIRST	Neighborhood
OSBORN	KEVIN	Ballinger
SHEPHERD	HEIDI	Briarcrest
GALLUCCI	LISA	Echo Lake
SHAYLER	SUZAN	Highland Terrace
VIRDEH	LINDSEY	Highland Terrace
DE COSTA	ANIL	Hillwood
DELLINO	DOMENICK	Innis Arden
THIELKE	JOHN	Richmond Beach
PAHRE	RICHARD	Richmond Highlands
GERHARD	PETE	Richmond Highlands
SUROWIEC	LISA	Richmond Highlands
KOGUT	MEGAN	Ridgecrest
JACOBY	DAN	Ridgecrest