



Shelton City Council  
Study Session Agenda  
September 13, 2022 – 6:00 p.m.  
Civic Center & Virtual Platform

**A. Call to Order**

**B. Roll Call**

**C. Study Agenda**

1. Permitting Process – Presented by Parks & Facilities Director Mark Ziegler
2. Homeless Outreach Coordinator – Presented by City Manager Jeff Niten

**D. New Items for Discussion**

**E. Adjourn**

*The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting.*



# 2022 Looking Ahead

(Items and dates are subject to change)

<p>Tues. 9/20 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• July Financial Status Report</li> </ul> <p>Presentation</p> <ul style="list-style-type: none"> <li>• Shelton-Mason County Chamber 2<sup>nd</sup> Quarter LTAC Report</li> <li>• Bluegrass from the Forest LTAC Report</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Resolution No. 1245-0822 Correct Equipment Sole Source</li> <li>• Municipal Court Judge Contract</li> <li>• Court Security Officer Contract</li> <li>• Government Relations Services Contract</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Packet Items Due: 9/9 – 5:00 p.m.</p>
<p>Tues. 9/27 6:00 p.m.</p>	<p>Study Session</p>	<p>Study Agenda</p> <ul style="list-style-type: none"> <li>• 2023 Budget</li> </ul>	<p>Packet Items Due: 9/23 @ noon</p>
<p>Tues. 10/4 5:45 p.m.</p>	<p>Special SMPD Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Public Hearing Resolution No. SMPD 36-0922 2023 Preliminary Budget</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Packet Items Due: 9/23 @ noon</p>
<p>Tues. 10/4 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget</li> <li>• LTAC Grant Recommendations</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>• Resolution No. 1245-0822 Correct Equipment Sole Source</li> <li>• Municipal Court Judge Contract</li> <li>• Court Security Officer Contract</li> <li>• Government Relations Services Contract</li> </ul> <p>Administration Report</p>	<p>Packet Items Due: 9/23 – 5:00 p.m.</p>

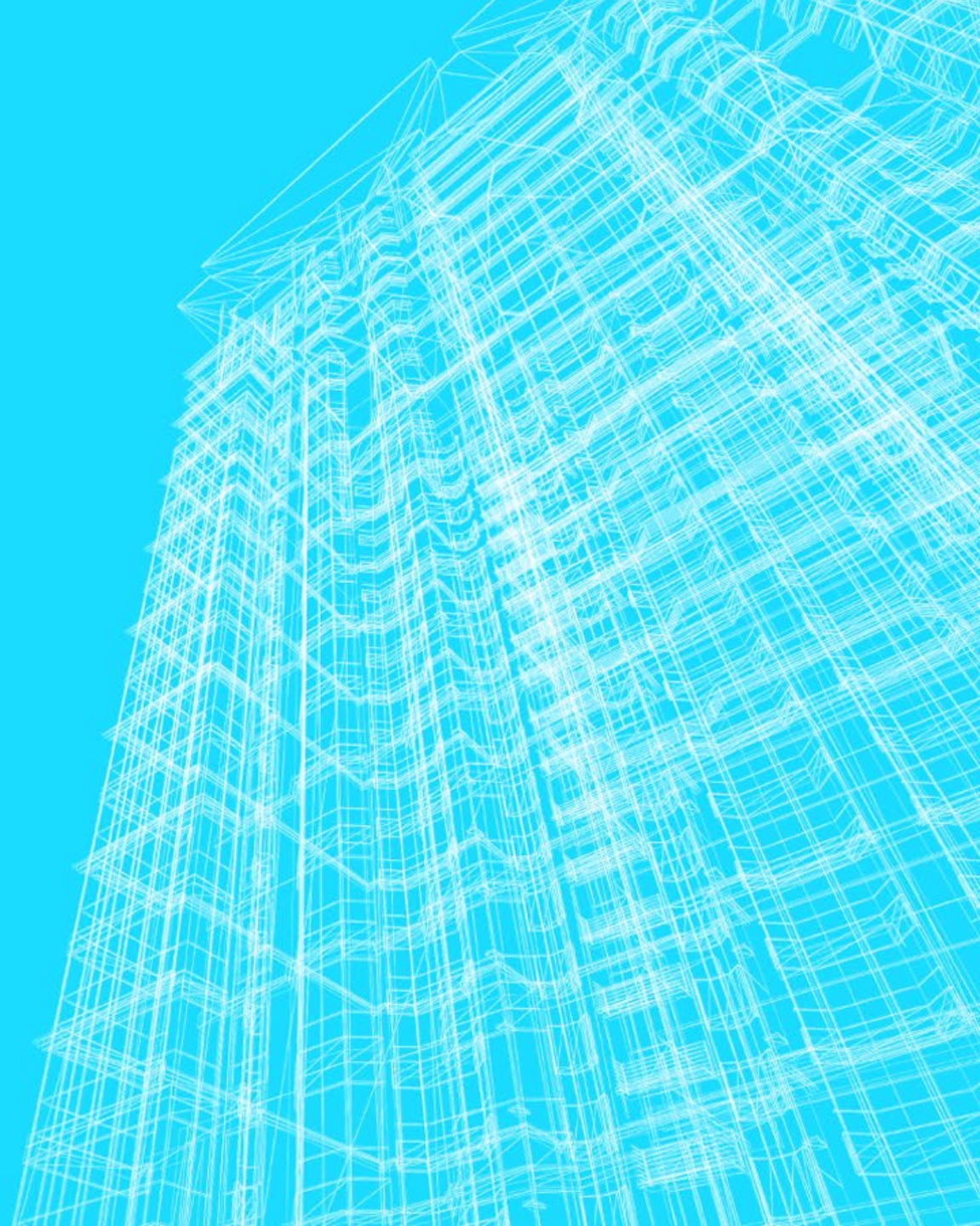
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Tues. 10/11 6:00 p.m.		Spotlight Shelton	N/A
Tues. 10/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• August Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• LTAC Grant Recommendations</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 10/7 – 5:00 p.m.
Tues. 10/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>• Water Comprehensive Plan Update</li> </ul>	Packet Items Due: 10/21 @ noon
Tues. 11/1 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Public Hearing Resolution No. SMPD 36-0922 2023 Preliminary Budget</li> <li>• Public Hearing Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentation <ul style="list-style-type: none"> <li>• Operation Green Light Proclamation</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget</li> <li>• Public Hearing Ordinance No. 1992-0922 2023 Regular &amp; Ad Valorem Taxes</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/8 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 11/4 @ noon
Tues. 11/15 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Resolution No. SMPD 36-0922 2023 Budget</li> <li>• Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes</li> <li>•</li> </ul>	Packet Items Due: 11/4 – 5:00 p.m.

		Administration Report •	
Tues. 11/15 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Business Agenda • Action Agenda • Ordinance No. 1991-0922 2023 Budget • Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes Administration Report •	Packet Items Due: 11/4 – 5:00 p.m.
Tues. 11/22 6:00 p.m.	Study Session	Study Agenda •	Packet Items Due: 11/18 @ noon

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- More Standing Committees by the Council
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award

# BUILDING PERMIT PROCESSING







# WHY DO WE HAVE PERMITS

- Safety
- Accessibility
- Compatibility
- Environment
- Land Use – Planning
- Federal, State and Local requirements



# THE BUILDING PERMIT PROCESS

- Application Submitted (Energov)
- Initial/Counter Review
- Code Compliance Review
- Permit Conditions
- Invoice/Fees
- Permit Issuance
- Inspections



# FIRE PERMITS

- Residential – Fire Department Access, Fire Hydrant Access
- Commercial – Egress, Fire Department Access, Water Supply
  - Construction Permit
    - Fire Alarm System
    - Fire Suppression System
    - Commercial Hood and Vent
    - Private Fire Hydrant
    - Emergency Radio Extender
  - Operational Permit
    - Temporary Membrane Structure
    - Fireworks Display
    - Hazardous Materials
    - Hot Works
    - High Piled Storage
    - Hazardous Materials





# BUILDING REVIEW PROCESS

- Residential
- Commercial
- Change of use, Business license

# PUBLIC WORKS – ENGINEERING REVIEW

- RESIDENTIAL – COMMERCIAL PERMIT REVIEW
- Erosion & Sediment Control (ESC)
- Site grading – to prevent flooding of neighbors
- Drainage design per Shelton’s *“Small Project Stormwater Guide”*
- Right of Way (ROW) Permits / Utility Applications
- Any work in ROW requires a permit
- ROW permits include tying into city sewer & water for a single-family homes; new driveways / sidewalk, etc.
- UTILITY APPLICATIONS
- New sewer service for Single Family (SF) homes
- New water service for SF homes
- Activating an existing water and / or water service
- Stormwater fees based upon ERU
- Transportation Impact fees based upon use



# LAND USE/PLANNING REVIEW

\*Assumes any Land Use related permitting has been completed\*

- Residential – Review for compliance with zoning (incl. Flood Zone, Critical Areas, and/or Shoreline).
- Commercial – Review for compliance with land use permit conditions and/or zoning (incl. Flood Zone, Critical Areas, and/or Shoreline).
- Change of use, Business license – Review for compliance with zoning



DATE: September 13, 2022

TO: City Council

FROM: Jeff Niten, City Manager

SUBJECT: Homeless Outreach coordinator

Members of City Council asked for a study session item to discuss the potential of adding a Homeless Outreach coordinator to the City team to manage our efforts to address homeless in our community.

To provide some background the City added a Homeless Outreach coordinator position to the City Manager's office as during development of the 2020 annual budget in late 2019. At that time the City prepared a job description for the position, attached to this memo, that outlined essential duties and responsibilities. The job description was modeled on other successful outreach programs in Washington state.

The City recruited for the Homeless Outreach coordinator position in early 2020 at salary grade 20 and the successful candidate started on February 26, 2020. Salary grade 20 provides a salary range of today between \$56,280.85 to \$75,528.17, and the general rule is the addition of 30% for benefits such as medical, dental, etc. Public Health Emergency orders due to the Covid pandemic took effect on March 13, 2022, approximately three weeks later. Because of the financial uncertainty confronting all organizations, both public and private, in the spring and summer of 2020 the city prepared a four-stage financial plan intended to provide a structured response to financial triggers. The third stage of the financial plan included the elimination of some positions which included the Homeless Outreach coordinator. The position was eliminated on August 3, 2020.

As the financial forecasts have shown over the last several years revenues that sustain the general fund, which would support this position if approved, are declining due to typical inflationary pressures and rising employee costs while property tax, one of the two major general fund revenue sources, is capped by state law at 1% growth. Facing these challenges requires a prioritization when allocating resources. There are several options City Council available to address homeless, each discussed below.

The first option available is to fund the existing Homeless Outreach coordinator position as written on the attached job description. I think, based on the success of similar

positions in other cities in our region that the position will function as designed and produce more successful outcomes in our community. Unfortunately, we do not have empirical evidence of this here in Shelton due to the three week time period the position functioned in what could be considered a typical environment before the onset of the Covid pandemic.

A second alternative is to re-imagine the Homeless Outreach coordinator role as a position focused more on mental health response housed in the Police Department and paired with a Police Officer(s). This type of role would typically require some type of certification through a state licensing board and will likely require a higher salary grade but would provide assistance with mental health challenges we do not currently have the capability to address. There are grant opportunities for this type of response. The Washington State Health Care Authority is administering a grant program funded under Section 215§103a of Engrossed Substitute Senate Bill 5693 for an Alternative Crisis Response Team. A member of the city team will attend a workshop on this grant opportunity on September 21, and grant application is due by October 15. Successful applicants will be notified in November.

Another potential opportunity is to partner with Mason County to support and supplement the services they currently provide through the Department of Public Health. Public Health currently has one position focused on several different programs intended to address behavioral health issues county wide. This individual focuses on the Law Enforcement Assisted Diversion (LEAD) program, behavioral health transportation services, and the Navigator program. Essentially, the position develops relationships with community partners such as Community Lifeline, Crossroads and Youth Connection among others and builds trust within the homeless community to connect individuals with available services. Approaching Mason County and offering city resources to potentially supplement the program with additional personnel is a potential avenue City Council can choose to explore. This approach focuses efforts to address community concerns in a regional manner which is appropriate because homeless individuals often transition across jurisdictional boundaries.

A final option is contracting outreach services with a private and/or non-profit organization. It is assumed at this point that a contract provider would perform similar duties to the Homeless Outreach coordinator position described above. Costs for such a service, and specific duties have not been explored, but we will provide all relevant information should City Council desire to explore this approach.

**CITY OF SHELTON  
POSITION DESCRIPTION**

**JOB TITLE: Homeless Outreach Coordinator**

<b>EXEMPT:</b>	Yes	<b>JOB CODE:</b>	
<b>SALARY LEVEL:</b>	20	<b>DIVISION:</b>	Administration
<b>REPORTS TO:</b>	City Manager	<b>DEPT:</b>	Administration
<b>PREPARED BY:</b>	Michelle Sutherland	<b>DATE:</b>	01/01/2020
<b>APPROVED BY:</b>		<b>DATE:</b>	

**SUMMARY:** This position provides management, strategic planning, and administrative oversight of the development and implementation of homeless services and ensures that programs and resources across all departments are aligned with the City's goals to address and end homelessness; and performs related duties as assigned.

**SUPERVISION RECEIVED:**

- Works under the general supervision of the City Manager.

**SUPERVISION EXERCISED:**

- None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for developing and coordinating homeless services in areas such as prevention, early intervention, emergency, and other support services designed to assist the homeless, developing and implementing new strategies in collaboration with other agencies; organizing and participating in public outreach, education and advocacy efforts; performing research, evaluating programs, and reporting findings; and overseeing the budget and funding efforts related to homeless services.

With professional integrity, establishes and maintains appropriate and effective communication and work relationships with the City Manager, City Council, other City departments, as well as the general public, local, state and federal agencies.

Provides guidance on homeless issues and oversight of the City's efforts to address and end homelessness.

Developes and oversees program goals and objectives.

Develops, coordinates, and evaluates City operated or contracted programs to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations, including alternative courses of action such as project restructuring.

Collaborates with local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless.

Coordinates City policies and activities with local, regional, state, and federal homeless programs.

Serves as a City liaison on homeless issues to civic groups, community, and philanthropic organizations and individuals.

Establishes, maintains, and enhances cooperative relationships with City departments, local service providers, and the homeless community.

Conducts and participates in public outreach and educational programs.

Prepares and monitors project and program budgets and expenditures.



Researches and develops grant proposals; seeks out other funding sources for City homeless programs; determines funding priorities.

Provides oral and written reports to various departments, City Council, commissions, and other community groups on City homeless issues; represents the City on homelessness issues at local and regional meetings related to homelessness.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**EDUCATION and/or EXPERIENCE:**

Possession of a bachelor's degree from an accredited college or university in Social Sciences, Public Health, Psychology, or a related field; and at least one (1) year of experience in the development, delivery, monitoring, or evaluation of community programs which should include experience working with the homeless population. A Master's degree in Social Sciences, Public Health, Psychology, or a related field may be substituted for up to one (1) year of work experience. In lieu of a degree, four (4) years of documented experience working in the field of Homeless Outreach may be considered.

**LANGUAGE SKILLS:**

Ability to work courteously and effectively with City staff, community organizations, the homeless population and the general public. Ability to prepare clearly written reports and documents, and make effective oral presentations of staff recommendations and reports.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts for submittal of the annual departmental budgets. Ability to research and apply for financial assistance for multiple projects through grants and loans.

**REASONING ABILITY:**

Knowledge of service provision to the homeless; working knowledge of social, economic, and political issues relevant to low income communities; and trends in the field of homeless and social services; Current Federal, State and local laws, regulatory codes, ordinances, procedures relevant to social services programs, such as those designed to improve/provide housing, education, employment, or socio-economic status; Principles and practices of performing needs assessments; program development, implementation, management and evaluation; Conflict resolution and problem solving techniques; Community outreach, advocacy and public education.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Have, or have the ability to obtain, a valid Washington State Motor Vehicle Operator's License.

**OTHER SKILLS and ABILITIES:**

Ability to use personal computer (IBM compatible), calculator, copy machine, and telephone.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop, and sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

**WORK ENVIRONMENT:** The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job.

Most work is typically performed in an office environment with occasional work performed in an outdoor environment regardless of the weather. Must be able to travel to various locations within and outside the City of Shelton to meet the program needs and to fulfill the job responsibilities. Will occasionally be required to work some evenings and weekends.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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EMPLOYEE ACKNOWLEDGEMENT

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DATE