

**CITY OF SHORELINE
COUNCIL OF NEIGHBORHOODS MINUTES**

March 4, 2015
7:00 pm

Shoreline City Hall

COUNCIL OF NEIGHBORHOODS REPRESENTATIVES PRESENT

Ballinger - Stephanie Angelis, Kevin Osborn, Patty Dooley
Briarcrest - Alice Keller
Echo Lake – Ellen Wood
Highland Terrace - Krista Tenney
Innis Arden – June Howard, Neale Obedin
Meridian Park – Gretchen Atkinson
North City - Dan Dale
Parkwood - Katie Schielke
Richmond Beach - Susie Johnson
Richmond Highlands - Pete Gerhard, Kathy Plant
Ridgecrest – Patty Hale

CITY STAFF PRESENT: Rob Beem, Community Services Manager; Rosie O'Brien-Ochs, Neighborhood Coordinator, Nora Smith, Neighborhood Coordinator

PUBLIC PRESENT: Kelly Ferron, Recology CleanScapes representative

I. Call to Order

Chair June Howard called the meeting to order.

II. Review March 4 Agenda and February 4 Minutes

The March 4 Agenda was approved. The February 4 Minutes were approved.

III. Public Comment

Kelly Ferron from Recology CleanScapes came and announced the company has its own new recycling facility in South Seattle. They are available to do tours and provide education to the public and groups. Ms. Ferron answered a variety of specific questions about what is recyclable.

IV. Visiting Councilmember Update

Mayor Shari Winstead provided updates on the City Council including:

- Dick Deal has retired as Parks, Recreation and Cultural Services Director and the City has hired Eric Friedli to replace him. Bob Hartwig has resigned as Administrative Services Director.
- Next week three Councilmembers will be attending the National League of Cities in Washington D.C: Shari Winstead, Keith McGlashan and Doris McConnell.
- 185th Light Rail Planning has been a focus area for the last several months. The Mayor handed out a packet of a revised map and information (see www.shorelinewa.gov/lightrail). The goal of Station Area planning is to focus growth near transit and not grow haphazardly.

V. Dr. Cheryl Roberts, Shoreline Community College President

President Roberts provided an overview of some of her goals for Shoreline Community College:

- Create seamless pathways for high school students into SCC.
- Create better connections for SCC students at UW Bothell.
- Updating the 5 year Strategic Plan, which asks what do you want to see from students, business partners and the community.
- Redesigning and rebuilding process underway. Funding is down 23% from the state but new faculty is being hired and SCC is rebuilding from the impacts of the recession.
- Refurbishing is underway at campus; there will be an Open House to celebrate SCC's 50 year anniversary soon.

VI. Critical Areas Ordinance Update

Juniper Nammi, Associate Planner from the City of Shoreline gave an overview of the upcoming update process for the elements of the Municipal Code that govern and limit land use in environmentally sensitive areas including streams, wetlands and steep slopes. Ms. Nammi said the standards will be updated to include best available science. Goals include providing clarity and predictability in what is expected in critical area reports and modifying unclear sections of Shoreline Code.

Ms. Nammi said there will be two identical public meetings in May: May 5 on the westside at Richmond Beach Library, 6:30-9:30 pm and May 14 on the eastside at North City Water, 6:30-9:30 pm. More information is available at: <http://www.shorelinewa.gov/government/departments/planning-community-development/planning-projects/critical-areas-ordinance-update>

VI. Tips on Nonprofit Incorporation and Taxes

June Howard, CPA, provided some tips focusing on what's required of small neighborhood groups to satisfy the IRS and the State. The presentation and hand outs are available from Nora Smith. Key tips included:

- The first step is to incorporate as a nonprofit with Washington Secretary of State. This ensures the name of the organization and provides a unique Unified Business Identifier (UBI) number.
- Some key information needed for incorporation: Articles of Incorporation, purpose, and identifying a registered agent and initial directors.
- Next step is to fill out a SS-4 form with the IRS in order to acquire an Employer Identification Number (EIN). Ms. Howard provided a sample SS-4 form.
- A bank account for the neighborhood group is important to keep money safe and separate from personal funds. Contact the bank ahead of time to identify exactly what paperwork is required.
- Ms. Howard provided a sample check register in Excel.
- If gross receipts are under \$5,000 annually, no need to file Form 1023 (charitable organization) or 1024 (social welfare organization) with IRS

For more information, there are resources online, or available through local nonprofits:

Washington Secretary of State: www.sos.wa.gov/charities/training

Washington Nonprofit Handbook: <http://wayfindlegal.org/tools/legal/>

Washington Nonprofit Assistance Center offers trainings and a free legal clinic for nonprofits.

See www.nacseattle.org or for a legal clinic appointment call 206-324-5850, ext 301

Internal Revenue Services (IRS): 1-877-829-5500 or www.irs.gov

VII. Neighborhood Sharing

Neighborhood representatives shared recent events and activities, and current issues.

VIII. Board Report

Chair Howard asked that anyone interested in helping plan the diversity training could call Gretchen Atkinson or Rosie O'Brien-Ochs.

Krista Tenney reported that locally there are a variety of groups sponsoring Meaningful Movies in Edmonds and Snohomish County.

IX. Neighborhood Coordinator Report

Rosie O'Brien-Ochs commented on the following items:

- World Dance Party is coming up on Friday, March 27 at Richmond Highlands Center.
- Save Tuesday, April 14 for the Volunteer Soiree at City Hall.

Nora Smith commented on the following items:

- Insurance policies and certificates were mailed to two representatives of each neighborhood association.

X. Announcements

The meeting was adjourned at 9:00 pm