



AGENDA

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, February 29, 2016
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Business Meeting of January 25, 2016	<u>7a1-1</u>	
Minutes of Business Meeting of February 1, 2016	<u>7a2-1</u>	
Minutes of Special Meeting of February 8, 2016	<u>7a3-1</u>	
(b) Adoption of Res. No. 381 Amending the Council Rules of Procedure	<u>7b-1</u>	
(c) Adoption of the Ronald Wastewater District Assumption Transition Plan	<u>7c-1</u>	
8. ACTION ITEMS		
(a) Discussion and Adoption of Guiding Principles for Light Rail Facility Design	<u>8a-1</u>	7:20
9. STUDY ITEMS		
(a) Discussion of Ord. No. 739 – Development Code Amendments	<u>9a-1</u>	7:50
(b) Discussion of Ord. No. 717 – Transportation Impact Fee Amendment for Certain Businesses	<u>9b-1</u>	8:35
10. ADJOURNMENT		9:35

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Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, January 25, 2016
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Roberts who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Roberts led the flag salute. Upon roll call by the Deputy City Clerk, all Councilmembers were present.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember Hall reported attending the Puget Sound Partnership Policy Board Meeting. He reported that the Board is supporting continued funding for the Stormwater Master Assistance program, a \$50 Million State funded program to assist local governments to do innovative stormwater treatment programs, and the Department of Ecology's goal to make the Puget Sound a Zero Discharge Zone.

Mayor Roberts announced that a few Councilmembers will be attending the Association of Washington Cities City Action Days Legislative Conference on January 27 and 28, 2016. He said they have meetings scheduled with Senator Maralyn Chase and Representatives Cindy Ryu and Ruth Kagi.

5. PUBLIC COMMENT

Brad Lancaster, Shoreline resident, spoke about homelessness and asked if the homeless deserve our help. He talked about the nation's poor history of inclusion and said homeless people need to be treated with respect and provided homes. He submitted written comments for the record.

Tad Seaton, Mukilteo resident, asked the Council to amend Ordinance 735 to eliminate the 1,000 foot buffer requirement for retail marijuana stores.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Winstead and seconded by Councilmember McConnell and unanimously carried, 7-0, the following Consent Calendar items were approved:

(a) Minutes of Business Meeting of November 30, 2015, Business Meeting of December 7, 2015, and Special Meeting of December 14, 2015

(b) Approval of expenses and payroll as of January 8, 2016 in the amount of \$1,815,927.18

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
12/29/2015	1103	\$3,587.88
		<u>\$3,587.88</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
12/29/2015	62099	62099	\$3,162.36
12/29/2015	62100	62125	\$145,861.39
12/30/2015	62126	62141	\$121,160.55
12/30/2015	62142	62164	\$125,178.66
1/5/2016	62165	62166	\$2,059.00
1/5/2016	62167	62167	\$8,289.59
1/7/2016	62168	62196	\$8,003.53
1/7/2016	62197	62208	\$18,969.81
1/7/2016	62209	62227	\$17,852.63
1/7/2016	62228	62258	\$209,019.52
1/7/2016	62259	62280	\$522,782.26
			<u>\$1,182,339.30</u>

(c) Motion to Authorize the City Manager to Execute an Agreement with MIG (Moore Iacofano Goltsman Inc.) in the Amount of \$186,227 for the Parks, Recreation and Open Space (PROS) Planning and Analysis Project

8. STUDY ITEMS

(a) Discussion and Update of King County Solid Waste Comprehensive Plan

Rika Cecil, Environmental Services Analyst, introduced King County Solid Waste Division Director Pat McLaughlin and Solid Waste Division Recycling and Environmental Services Manager Jeff Gaisford. Ms. Cecil recalled that the City Council approved the King County Solid Waste Interlocal Agreement in 1995 and the King County Solid Waste Management Comprehensive Plan in 2002. She shared that the population has grown to the point where the Cedar Hills Regional Landfill is reaching capacity. She explained that the County has been working with cities to develop strategies and options to slow the rate and amount of solid waste going into the landfill. She asked Councilmembers for their preferred strategy to increase recycling in Shoreline.

Mr. McLaughlin commented that King County achieved a 53% recycle rate and pointed out that the City of Shoreline achieved a rate of 59%. He said the goal is to achieve a recycle rate of 70% by 2020. He said the collaborative work of collective action, private sector partner support, and outreach and financial incentives helped achieved the 53% rate. He shared that the Cedar Hills Landfill capacity is finite, provided examples of what goes to the landfill, and said 78% of what is received each day could be recycled. He revealed that food waste is the largest commodity disposed and explained that true energy is being lost by burying that much waste. He advised Council that food waste is the largest recycling opportunity. He said King County's 5 Core Principals to lead to a 70% recycle rate are:

- Adopt a common set of policies and practices for managing wastes and resources
- Separation of garbage, recyclables, and organics is mandatory
- Materials added to recycling collection programs are supported by adequate processing capacity, capability and markets
- A robust enforcement program is in place to support separation of materials in curbside programs
- The Solid Waste Division has adequate recovery and processing capability to harvest resources present at its facilities

Mr. Gaisford said the "Roadmap to reach a 70% Recycling Rate" include the following three Options: A) Collective Action of Cities and Counties with mandatory separation and the collection of garbage to every other week; B) Jurisdictional Self-Determination; and C) A Regional Push Forward with the County Leading. He pointed out that the Shoreline Station is a showcase station and serves as a model for other stations. He explained the strategy implemented to separate wood, metal and cardboard at the Station, and said the recycle rate improved by 250% with this effort. He shared that this will be a permanent strategy in Shoreline. He recalled that the Station piloted separating Styrofoam, and plastic film and bags in December 2015, and noted that the Landfill would have closed in 2012 without the implementation of recycling strategies. He said the goal is to extend the life of Cedar Hills for as long as possible, keep rates low, provide the region more time to evaluate alternative disposal options, and explore building a processing facility.

Councilmember Hall asked if they have considered that converting waste to energy might prove to be economic in the long term, and asked if these options can be looked at sooner. Mr. McLaughlin responded that those technologies will work, said they are currently being studied, but added that they are capital intensive. He shared that the importance of recycling does not

change with technology and said we need to prevent waste from being created. He explained that it is more expensive to address the problem the further you get down the waste stream.

Councilmember Salomon asked clarifying questions about the 53% overall recycling rate. Mr. Gaisford explained that 53% of waste does not come to the landfill; out of the waste that does go to the landfill, 78% of it is recyclable.

Councilmember McGlashan asked what the current life span of Cedar Hill is and if processing takes place there. He commented on Shoreline's high self-hauler rate and said it should be considered in the next waste contract. He asked what is being done about packaging on local and national levels. Mr. McLaughlin responded that the capacity of Area 8 life span is 2027 -2030 and explained that they are looking to develop more areas of the landfill. He said they do have employees separating garbage. He noted that 57% of tonnage from Shoreline comes from self-haulers. Mr. Gaisford commented that there has been a growth in plastic and mixed material packaging and said there are national efforts being used to address it.

Ms. Tarry added that the self-hauler rate for Shoreline is smaller than initially estimated. Ms. Cecil pointed out that Cedar Hills is not exclusive to Shoreline residents and shared that Shoreline's self-haul rate is about 14-16%.

Deputy Mayor Winstead said she is interested in addressing what can be done about packaging on a local and national level, and recommended that more education be provided to residents on what is recyclable. Mr. Gaisford responded that an app is being developed for smartphones to identify what is recyclable.

Councilmember McConnell agreed that packaging needs to be addressed. She asked if multi-family housing units have food waste recycle bins. She recommended that the disposal of the School District's food scraps be included in waste contract discussions. Mr. Gaisford responded that schools participate in the Green School Program and shared that recycling for them is up. He said cafeterias have focused on food scraps for the past three years and shared that the schools have seen a lot of growth in this area. Mr. McLaughlin added that King County Solid Waste are active leaders in the Northwest Stewardship Council, which has addressed other commodities issues, and said packaging concerns can be addressed in this forum.

Mayor Roberts asked what Renton's recycle rate is and what the next steps are for the County. Mr. Gaisford responded that Renton's recycle rate is approaching 60% and said he will confirm that number and report back to staff. He shared that Renton has one of the lowest per pound household of garbage in the county. Mr. McLaughlin commented that Shoreline has a great opportunity to take action as negotiations for a new solid waste contract begin. He said the County will continue to engage in policy discussions and that an update to the King County Solid Waste Comprehensive Plan will be provided in 2017.

Councilmember Salomon expressed concern about the landfill filling to capacity and the prospect of Shoreline shipping its garbage elsewhere. He said he is encouraged that huge strides can be achieved by taking bold steps to reduce recycling. He said Option A is not too much to ask, and shared it is the Community's responsibility to care for its waste.

Councilmember McGlashan asked if there is a limitation on the types of food scraps accepted by the Transfer Station. Mr. Gaisford responded that they accept any food scraps.

Deputy Mayor Winstead asked what happens to something that is incorrectly placed in the recycle bin for plastic. Mr. Gaisford responded that the package could be rejected.

(b) Discussion of Ordinance Nos. 737 and 738 - Amending Fee Table, Chapter 3.01 of the Shoreline Municipal Code to Correct Errors and Add an Additional Fee

At 8:08 p.m. Mayor Roberts called for a recess, and at 8:12 p.m. he reconvened the meeting.

Sara Lane, Administrative Services Director, explained that Ordinance 737 contains the following amendments to correct errors in Ordinance 728 for the 2016 Annual Budget Adoption:

1. Amendment to SMC 3.01.015(B) for Administrative Fees
 - a. Rates reflecting use of proper methodology
 - b. Footnotes to the rate table related to administration of fees
2. Amendment to SMC 3.01.010(A)(1) and (A)(2) for Building Permit Fee
 - a. Ensures the minimum hourly rate is consistent at \$161.25
3. Amendment to SMC 3.01.400(B) for SWM Fee
 - a. Rates reflecting full credit in 2016
 - b. Eliminating formula in 3.01.400(B)(2)(c)

Ms. Lane explained that Ordinance 738 amends SMC 3.01.220 to recoup actual costs for other storage media not specifically listed on the adopted fee schedule allowed by the Public Records Act (RCW 42.56). She said that the Ordinances are proposed for adoption on February 1, 2016.

There was no Council discussion.

(c) Discussion of Proposed Ordinances Nos. 734 and 735 Regarding Collective Garden Regulations and Cannabis Regulations

Alex Herzog, Management Analyst, reviewed that the State passed comprehensive legislation regarding marijuana regulations and recalled the Council's November 9, 2015 discussion regarding marijuana matters. He stated that there was consensus among Councilmembers that residents should have access to medical marijuana and that a 1,000 foot buffer be required between retail stores. He shared that the Planning Commission recommended adoption of Ordinances 734 and 735 at the December 17, 2015 Planning Commission meeting. He reported that the Liquor and Cannabis Board (LCB) has allocated two additional retail licenses in Shoreline, bringing the total number of retail marijuana stores in Shoreline to four (4). He said Americana Weed Company has been issued a license and said the owner is proposing to open a

store on 15th Avenue. He presented a map identifying the locations of recreational marijuana retailers. He then reviewed the provisions contained in Ordinances 734 and 735.

Deputy Mayor Winstead asked about the proposed location of the Americana Weed Company. Mr. Herzog said the proposed location is within the 1,000 foot buffer of another retail store. He explained that the adoption of Ordinance 735 as proposed will deny a retailer the ability to locate within a 1,000 foot buffer of another retail store. He explained that the Council could propose an amendment to the Ordinance allowing a Non-conforming Use, with the following criteria: LCB and City of Shoreline licenses have been granted; they already own or have a valid lease for the proposed location; and the business would have to open within 30 days of the enactment of Ordinance. He also pointed out a typographical error on page 8c-10, referencing an index that does not exist, and said it will be removed.

Councilmembers, Hall, McGlashan, Scully, and Deputy Mayor Winstead expressed that since State regulations limits Shoreline to four (4) retail stores, that there is no compelling reason to maintain the 1,000 foot buffer. Councilmember Hall recommended that staff delete Section 3 and remove the ii's on Page 8c.

Deputy Mayor Winstead asked if the State will review the allocations and possibly change them, and said if they do that she would like to revisit policy at that time. Councilmember McGlashan asked about the status of Collective Gardens and about a retailer being forced by the Feds to shut down because they were too close to a trail. Mr. Herzog responded that Collective Gardens will be abolished by State law on June 30, 2016, and said all retailers can apply to sell medical marijuana. He responded that he will need to research the store that was force to close and report back to Council.

Councilmember Scully asked about the status of Cooperatives and confirmed that they will also be regulated by the State. Mr. Herzog responded that Cooperatives exist as allowed by the State, and shared that there was not a Council discussion about restricting Cooperatives. Mayor Roberts asked how often retailers need to apply for a license and if a medical cooperative is a non-residential use. Mr. Herzog responded they have to apply annually, and said State law requires that medical cooperatives must be in the domicile of one of the participants. Julie Ainsworth-Taylor, Assistant City Attorney, added that a medical cooperative is treated as a non-residential use that occurs in a residence, and it is permitted in all zones.

Councilmember McConnell expressed concern that the 365 Cannabis store is currently operating, asked why we have not heard from them, and said it troubles her that the retail stores will be so close together. She said she is not in favor of removing the 1,000 foot buffer and issuing a non-conforming use, only to have to change it again in the future.

9. ADJOURNMENT

At 8:50p.m., Mayor Roberts declared the meeting adjourned.

Bonita Roznos, Deputy City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, February 1, 2016
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Roberts who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Roberts led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

Mayor Roberts read a proclamation declaring February 2016 as Black History Month in the City of Shoreline. Tashayla Ray, Black Student Union (BSU) President; Marcia Deurwarder, BSU Vice President; Yadiwa Cain, BSU Member and Multicultural Center Peer Navigator; Rezina Habtemariam, Director, Student Life; Janel Middleton, Customer Service Specialist II and BSU Advisor; and Dr. Yvonne L. Terrell-Powell, Associate Dean, Equity, Engagement and Counseling, from Shoreline Community College accepted the proclamation.

Ms. Deurwarder along with Ms. Ray thanked the City of Shoreline for the proclamation and for recognizing the contributions of African Americans. Ms. Ray announced that in celebration of Black History Month Shoreline Community College's Black Student Union will be hosting a Black Film Festival, A Panel Series to Discuss Black Issues, and a Queer Film Festival. Dr. Terrell-Powell added that Shoreline Community College has a range of activities that support African American Students and student success. She invited Shoreline residents to the College's Community Read, and said they are reading and discussing *Octavia's Brood: Science Fiction Stories from Social Justice Movement*, every Wednesday from 12:30 – 1:30 p.m.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Deputy Mayor Winstead reported attending the Regional Law, Safety, and Justice Committee Meeting and shared that the theme was sex crimes. She said a briefing was provided on sex exploitation and trafficking, and she announced that April is Sexual Assault Awareness Month. She also reported attending the Light Rail Planning Meeting regarding the design of the Shoreline Light Rail Stations, and commented on the good turnout and great ideas shared.

Councilmember McGlashan reported attending the Association of Washington Cities (AWC) City Action Days Conference and hearing discussions on homelessness and Representative McBride's Public Record Act Bill. He said he also attended the Sound Transit Board Meeting and received an update on the ST3 Project Process Timeline and met new Boardmembers.

Mayor Roberts reported attending the AWC City Action Days Conference and said he had good conversations with Senator Maralyn Chase and Representatives Cindy Ryu and Ruth Kagi. He shared that they are optimistic about finishing the 60 days of the regular Legislative Session but noted that they are not sure if all bills will get moved forward. He announced that the Ronald Wastewater Committee of Elected Officials Meeting is being postponed to later date.

5. PUBLIC COMMENT

June Howard, Innis Arden resident and Chair of Council of Neighborhoods (CON), shared activities sponsored by CON. She talked about the *Leaders Learning Together* Series and announced that communications and engagement are future topics for discussion. She shared that they are hosting diversity training events to help foster cultural competence among the CON. She thanked the City Council for their support, and invited Shoreline residents to attend the CON meetings held at 6:30 p.m. on the first Wednesday of the month.

Brad Lancaster, Shoreline resident, talked about homelessness and shared that the King County One Night Count revealed that 4,500 people were homeless in King County. He suggested the City dedicate a year round place for homeless people with children and said it can start with the building of 30 tiny houses. He recommended having platforms on which to pitch tents that have power and portable toilets until the houses are built. He shared challenges homeless children face in school due to transitory housing arrangements and recommended permanent transient housing locations for families with children so their schooling will be uninterrupted.

Jessica Gesinger, Co-Director of Shoreline Cooperative Preschool, provided an update on the current situation with the School. She shared that approximately 400 families are in danger of losing early intervention education programs. She described the students that attend the School and education programs provided. She stated that the District has extended their lease through August 2016 and that they are exploring new location alternatives. She commented they are exploring King County's Best Start for Kids Initiative, and conveyed that they need support from city partners to work together on obtaining levy money to help fund a new building.

Larry Owens, Shoreline resident, Co-Founder Shoreline Solar Project, and Adjunct Professor at Shoreline Community College, congratulated the City on having a discussion on Shoreline 2016 - 2019 Priority Environmental Strategies.

Ms. Tarry shared that the City Council is meeting with King County Councilmember Rod Dembowski on Monday, February 8, 2016 and that the Best Start for Kids Levy is on the Agenda for discussion.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Winstead and seconded by Councilmember Hall and unanimously carried, 7-0, the following Consent Calendar items were approved:

- (a) Minutes of Workshop Dinner Meeting of January 11, 2016**
- (b) Adoption of Ord. Nos. 737 and 738 - Amending Fee Table, Chapter 3.01 of the Shoreline Municipal Code to Correct Errors and Add an Additional Fee**
- (c) Motion to Authorize the City Manager to Execute a Contract with MJ Takisaki, Inc. in the Amount of \$561,628.79 for the Shoreline Pool Long Term Maintenance Project**

8. STUDY ITEMS

- (a) Discussion of 2016-2019 Priority Environmental Strategies**

Ms. Tarry introduced Miranda Redinger, Senior Planner; Rika Cecil, Environmental Services Analyst; and Thomas Puttman, President of Puttman Infrastructure, to provide the report. Ms. Redinger reported that 2016-2019 Priority Environmental Strategies are: 1) Adopt Living Building Challenge Ordinance and consider Petal Recognition through the International Living Future Institute (ILFI); 2) Examine feasibility of District Energy (DE); and 3) Conduct a Solarize Campaign. She reviewed components of the Living Building Challenge Ordinance and the Petal Recognition Program. She announced that ILFI is providing a presentation to the Planning Commission in February and anticipates the Commission will consider potential regulations in late spring/early summer.

Ms. Redinger recalled Council's discussion about District Energy and its benefits for the Community and buildings. She discussed how DE value is determined and reviewed the steps to develop a DE in Shoreline. Mr. Puttman reviewed energy projects his company has implemented and referenced a feasibility study conducted in Bellingham, Washington. He said the Study revealed that the implementation of a DE in Bellingham would yield a savings of 25% in energy and 54% in carbon emissions. He discussed the components of a DE Feasibility Study and explained that it addresses the performance, technical, and financial aspects to achieve energy savings and carbon emission reductions, and that it will also assess cost of savings.

Councilmember Hall commented that he understands the value of DE when all properties/projects are under unified control, and asked how a DE approach would apply when

the development occurs over the span of a decade. Mr. Putman responded that public/private partnerships are important and explained that work is needed to develop enabling strategies that help move a system forward. He said mandatory connection policies, floor area ratio (FAR) connecting bonuses, and other tools can be used to help stimulate a DE, if value is there. He explained that the Study will look at what tools need to be developed to move a plan forward.

Councilmember McGlashan commented that the City's direction is to assume utilities, questioned if a DE would be private, and asked if the City wanted to create a separate utility. He asked if the DE is private would the cost to the users be greater than a public utility. Mr. Putman explained that the four utility delivery models are Fully Public, Fully Private, Public/Private Partnership, or Co-op made up of landowners, and said an evaluation would be made to determine which model makes the most sense. He explained that the Study will also evaluate the financial rates of return for each model.

Councilmember Salomon commented that a private developer may want to see a significant public partnership and investment to assume the risk due to the long payback time within the Station Subareas. He shared that a code structure can be developed to create a payback mechanism if it makes sense for the residents. He said he would be interested in moving towards a co-op model and shared that he would not be comfortable with the permanent private ownership model. He reiterated that he struggles with the idea that an investor would participate in a DE System due to the lengthy payback timeline. Mr. Putman replied that it depends on how you define the investment opportunity and that the Feasibility Study would explain value propositions and invite investors to participate.

Mayor Roberts asked if it is easy to expand a District Energy System. Mr. Putman replied that DE Systems are responsive to growth and said the comprehensive subarea plans would give guidance on how an area will grow and the systems would be planned accordingly. He said it is important to get the first catalyst node started.

Ms. Redinger reviewed that the Solarize Campaign options are: Streamline Permitting, Solar-Ready, Community Solar, and Household Challenge. She shared that the State has waived building permit requirements for solar systems that meet specifications. She said building code amendments would be required to become Solar-Ready and shared that it could be done this year. She then presented partnership opportunities supporting the Household Challenge.

Councilmember McGlashan expressed concern that a Solar-Ready requirement could cost developers more money. He asked clarifying questions about the State's recovery incentives and the proposed Senate Bill to reform the State incentive. Linda Irvine, NW SEED, responded that the incentives are laid out in the Washington Administrative Code. Rates start at .15 cents/kilowatt hours and can go as high as .54 cents for property that use made in Washington Equipment. She shared that there is a caveat that if more applicants apply for the incentive than is budgeted, then the budget will be divided based on the number of applications in the pool. She shared that the Bill has passed out of the House Committee and said it has a much lower incentive and is guaranteed for 10 years.

Councilmember Scully commented that he supports implementing Community Solar incentives, but expressed concern about Solar-Ready and their related expenses. He said technology changes

fast and that a Solar-Ready house in 2017 will probably not meet the solar ready requirements in 2037.

Councilmember Salomon commented that he wants to be clear about what we are doing and where we are going, and not mix electricity and hydropower with carbon reduction plans without knowing that is what we are doing. Ms. Irvine responded that NW SEED Solarized Program targeted electricity production shows people that they can create their energy locally. She shared that there are economic development benefits because local installers are employed, and added that people who use solar panels are also more likely to adopt electric vehicles.

Deputy Mayor Winstead said she would like to see the City proceed with the Solarized Campaign, with exception of the Solar-Ready Option.

Councilmember McConnell commented on the Solar-Ready Option and said the use of the word “mandate” in the Feasibility Study is too strong and recommended using “incentives” instead. She cautioned that solar technology changes so quickly and could quickly become outdated.

Councilmember Hall expressed that it is important to move all the ideas forward. He commented that a majority of the new construction in Shoreline will be multi-family housing and pointed out that Shoreline already has pretty good incentive program for energy and solar. He advised that rather than regulating the single-family market, the City should ensure multi-family projects are provided adequate incentives, and recommended the City invest resources into promoting them.

Mayor Roberts asked how technology might change in the future. Ms. Irvine responded that inverters, electrical codes, and panels are changing, but what will remain constant is panels will need to be south facing and free of obstruction. Mayor Roberts stated that he supports having the Planning Commission continue to study and evaluate whether Solar-Ready is an option that should be moved forward.

Ms. Redinger summarized that Council would like staff to pursue single-family housing incentives.

(b) Discussion of Capital Project Staffing

Randy Witt, Public Works Director, explained that the 2016-2021 Capital Improvement Program has more funded projects than personnel resources, and stated the 2016 Budget was not aligned with the staffing needs. He talked about position vacancies and explained the lack of continuity that played into the budget development. He reviewed the analysis used to determine appropriate staffing levels which revealed that the CIP is understaffed by three FTEs.

Tricia Juhnke, City Engineer, reviewed the Tier 1 high priority projects that are staffed and Tier 2 projects that are not staffed, or are will be worked on as time permits. She said 2-3 additional FTE's are needed to manage currently funded work.

Mr. Witt reminded Council that ST2 and 175th Street (Stone to I-5) are not on this list. He recommended hiring two (2) Engineer Capital Project Managers for a 3-year duration and said this will cover most of the Tier 2 projects. He stated that the positions will be funded by capital

funds and will allow time for forecasting/planning for future staffing needs. He reviewed the next steps in the process.

Councilmember Scully expressed that if the projects in the CIP are priorities, then they should be supported by Council.

Councilmember McConnell commented that she empathized with Mr. Witt on the effects of staff turnover and said she supports increasing staffing levels.

Councilmember McGlashan said he does not support the recommendation because he has never seen a CIP get shorter or less costly, and three years from now there will be more projects that will also need more staffing. He said he supports hiring permanent employees.

Councilmember Hall asked clarifying questions about differences in employment types. Ms. Tarry responded that staff will verify layoff policies and said she does not think temporary employees stay on the re-hire list.

Deputy Mayor Winstead stated she prefers to hire FTEs. Councilmember Scully agreed and added that you get better employees when they are hired as an FTE.

Ms. Tarry explained that she recommended the limited term positions to allow more time to assess the ebbs and flows of the work. She said staff would prefer hiring full time employees if Council supports that route.

Councilmember Salomon asked if the funding for the FTE's would come primarily from grants. Mr. Witt responded that Capital Improvement Projects come with their own funding.

Mayor Roberts stated that he is comfortable with either FTE's or Limited Term positions, and Councilmember McConnell expressed that permanent positions would be better.

Mr. Witt stated that the item will be brought back to Council on February 22, 2016.

9. ADJOURNMENT

At 8:45 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, February 8, 2016
5:45 p.m.

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Scott MacColl, Intergovernmental Relations Program Manager; Jessica Simulcik Smith, City Clerk

GUESTS: King County Councilmember Rob Dembowski

At 5:45 p.m., the meeting was called to order by Mayor Roberts. He welcomed King County Councilmember Rod Dembowski and turned the meeting over to Ms. Tarry. Ms. Tarry thanked Councilmember Dembowski for his work representing Shoreline's interests and for discussing regional initiatives with Council tonight.

Best Start for Kids Levy

Councilmember Dembowski provided background on the Best Starts for Kids Levy that was passed by King County voters in November, 2015. He said the Levy will generate about \$65 million per year for six years, and explained that 50% of the funding will go towards children ages birth to 4, and 30-40% will go towards older children and youth. He indicated his interests are focused on the older age group and programming geared towards kids in the juvenile justice system. He reported that later this year the RFP process will begin for selecting program providers for the 0-4 age group. His strategy is to mostly back the experts and not try to lobby for funds for particular programs. He believes the money should follow the need over making sure areas get their fair share.

Councilmember Salomon asked if there were any lessons learned from King County Councilmember Gosset's work in the early 1990's. Councilmember Dembowski said he is not aware of any lessons learned but he supports legislation to program money back into reducing the likeliness of kids entering the juvenile system, instead of money going towards the operation of the juvenile center.

Homelessness

Mr. MacColl shared what Shoreline is doing to provide affordable housing and address the homelessness crisis, and asked for ideas on how the City can become a better partner in supporting King County's efforts.

Councilmember Dembowski shared his thoughts on the lack of proactive steps being taken in regards to affordable housing, and said solutions need to be coordinated regionally. He noted the City of Seattle has stepped up but King County has more to do. He announced that earlier today King County Executive Dow Constantine took actions to increase shelter capacity, create additional units of affordable housing, and add services that help people succeed once they find a home. He said he wants the County to talk with Seattle about building affordable housing. He then asked about Shoreline's efforts.

Councilmember Salmon replied that Council provides ongoing public funding for service providers, provided one-time capital funding for housing (Ronald Commons), and has a Property Tax Exemption Program for private developments that make a percentage of units affordable. He also noted there is micro-housing going in on Aurora.

Councilmember Hall arrived at 6:01 p.m.

Councilmember Scully said there has been regional push back on allowing RV's and encampments, and he would like to see more partnerships develop. Shoreline might not be in the position to lead, but if King County led the effort, cities would step up. Mr. MacColl agreed that a big player would need to anchor the program. Mayor Roberts noted that the county line has been a detriment to creating partnerships. Councilmember Dembowski said the King County Housing Authority could potentially be the organization that leads the region.

Orphan Roads

Councilmember Dembowski shared that King County Councilmember Kathy Lambert asked Executive Constantine to do something about the bridges and roads that are within or surrounding incorporated areas but still under King County's ownership. He said the Growth Management Act has worked from a growth perspective, but not from a funding perspective. Therefore, the County sponsored legislation to transfer the orphaned roads to cities – HB 2590/SB 6314. He admitted there is a problem with the Bill not including cities in the process and reported that that portion has been amended. He said Shoreline has been a great partner in proactively stepping up to take control over roads.

Councilmember Salomon asked if Executive Constantine took this action after consulting the Council. Councilmember Dembowski replied that the King County Council adopts high level goals and this action was within his authority, and was recommended by the Bridges and Roads Task Force. Mr. MacColl said Shoreline will need to figure out a path forward to working together to acquire the roads and do it as a partnership.

145th Corridor Project and Sound Transit 3 (ST3) Projects

Councilmember Dembowski commended Council for working hard to get the 145th Light Rail Station and acknowledged that its success will also depend on Sound Transit and Metro. Councilmember Hall said Sound Transit ST3 candidate projects will get people to the Station, but emphasized that Metro will need to be a key partner in also getting people to the Station.

Councilmember Dembowski said he believes the ST3 north lake candidate projects (finishing BRT lanes and adding structured parking) are reasonable asks in the total package. He

acknowledged the City would still need to figure out how to improve 145th from I-5 to Aurora. Councilmember Salomon said the City has zoned areas along corridors for multifamily to focus growth where it should happen and to create more vibrancy in shopping areas; but the City will need to get the residents on the corridors to light rail.

Councilmember Dembowski announced the Capitol Hill and University of Washington Stations are scheduled to open in early March and bus routes will change towards the end of March. He talked about attending a recent community meeting and reported that people were excited about transportation and want it to work for them. He said the Mountlake connections will be tricky and people do not want to lose their bus stops. In order to get the 145th Station right, connections and drop offs need to work right.

Mr. McColl asked how we should work towards getting people to stations without using their vehicles. Councilmember Dembowski said the goal is to have all day frequent service with 10-15 minute intervals. Express buses to downtown Seattle are being replaced with Light Rail and people will now need to make a transfer. Therefore, it will be important to pay attention to what crosswalks look like, to have Kiosks installed that provide information on transfers, and to make purchasing light rail fare an easy transaction.

Councilmember Dembowski advised that when Shoreline's bus routes are undergoing restructure, Shoreline will want to make sure no service hours are lost. The one seat rides (express buses going away) will need to be redeployed towards other routes focused on getting people to the Station. Mr. McColl agreed that those service hours will need to be programed into better serving the community.

Councilmember Hall reiterated that with Sound Transit funding for BRT ending at 145th Station, connections to Shoreline Community College will need to be through Metro. Physical problems exist on 145th Street on both sides of I-5. He said he does not want to have a bus depot at the Station for transfers, and stated his opinion that Sound Transit and Metro should continue their routes across the line.

Councilmember Dembowski announced that Metro has been testing all-battery buses, and the early results are positive. The coaches are quiet and put off zero emissions. Metro is planning to purchase 165 coaches.

Councilmember McGlashan said he is disappointed at Metro's plan for no net loss. As it is, buses are full and he would like to see an increase in service hours. Mayor Roberts said he would like to see the 145th Station have an elevated walkway over 145th Street to make transfers safer. Councilmember Hall said the current design has the walkway going under 145th Street which could cause people in a hurry to run across the street. Councilmember Dembowski agreed that Sound Transit will need a better design to bring the buses closer to the Station, but all in all the Station is an exciting piece of infrastructure that will be an asset to Shoreline.

Mayor Roberts asked if there is anything else Shoreline can do to get the north lake ST3 candidate projects on the final ST3 list. Councilmember Dembowski said he thinks everything is already being done; the SR 522/523 Transit Now Coalition has been a very strong advocate, the

north lake projects on the ballot will please eastside voters, and the projects are inexpensive compared to the total packet. Councilmember Salomon asked how likely it is ST3 will pass. Mr. MacColl responded that it depends on the projects that make it into the package, and total cost to taxpayers. Councilmember Dembowski added that it will also depend on the mix of taxes, and noted Sound Transit will poll people to see what the most successful proposal will be to put forward on the ballot.

Mayor Roberts said Shoreline has received a great response from King County on the 145th Street acquisition, and the SR 522/523 Transit Now Coalition is on board, but Seattle has yet to join the effort. He asked for suggestions on how to create a stronger partnership with Seattle. Councilmember Dembowski said it will be important to connect with the new Seattle Councilmember Rob Johnson, who was appointed to the Sound Transit Board, and Councilmember Debora Juarez, who represents District 5 North Seattle.

Councilmember Dembowski's Updates

Councilmember Dembowski provided updates on some of the initiatives he has been working on. He reported that there are no election drop boxes in Shoreline but data shows that 25% of voters still put their ballot into drop boxes. He is working with the Elections Department to expand drop boxes throughout King County no later than the next General Election in November. Also he is pushing to get election materials in both Spanish and Korean. He asked Shoreline to help spread the word on the availability of election materials in these languages.

Councilmember Dembowski commented on the work being done to bring Harborview Hospital from a hospital of last resort to one of first choice. He said he supports protecting specialty clinics and public health clinics. He also reported that the King County Council awarded grant funds to local projects aimed at cleaning up our region's waterways, and the City of Shoreline received \$15,000 for Boeing Creek. He said advances in technology are enhancing testing and making it easier to take regular samples. He affirmed his commitment to cleaning up the creeks.

Lastly he updated the Council on conservation initiatives. The County has identified lands that should be protected. The focus is on rural areas and would cost \$1.3 billion; \$1 billion which is already funded. Although the program is aimed at protecting rural lands, he said there is also demand for conservation of urban open space for recreation. He said it is important to protect remaining lands before they are diminished.

Councilmember Dembowski said he loves representing Shoreline and working together on shared initiatives. Mayor Roberts thanked him for attending.

At 6:54 p.m. the meeting was adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Resolution No. 381 Amending the Council Rules of Procedure Relating to Public Comment and Mayoral Appointments
DEPARTMENT: City Manager's Office
PRESENTED BY: John Norris, Assistant City Manager
ACTION: ☐ Ordinance ☒ Resolution ☐ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

On January 11, the Council held a workshop dinner meeting focused on Council operations, including a discussion about the Council's Rules of Procedure. Following this discussion, Council requested that the Rules of Procedure be amended as directed at the dinner meeting and be brought back for Council action on a future consent calendar agenda.

Proposed Resolution No. 381 (Attachment A) would amend the Council Rules of Procedure by amending the following the rules:

- Change the title of "Business Meetings" to "Regular Meetings" throughout the Council Rules;
- Section 2.3 – Duties of Officers: streamline the Mayoral appointments subsections;
- Section 5.3 – Order of Business for a Regular Meeting: clarify the Public Comment cross reference in the order of business listing; and
- Section 6 – Public Testimony: reorder and move some public comment rules so that the Public Testimony section reads more clearly.

RESOURCE/FINANCIAL IMPACT:

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 381.

Approved by: City Manager **DT** City Attorney **MK**

BACKGROUND

The City Council's Rules of Procedure were initially adopted by Council Resolution No. 183 on February 11, 2002, and have been amended multiple times, most recently in December of 2015 (Resolution No. 380). In order to amend the Council Rules of Procedure, the Council adopts a Resolution that outlines the proposed rule changes.

At Council's December 14, 2015 Council meeting, Council amended their Rules of Procedure relating to Public Comment. Council amended public comment so that individuals and all groups are now allowed equal comment time of three minutes. At this time, Mayor Roberts identified other potential amendments to the Council Rules, but given that Council was focused on determining if consistent public comment time should be established for all speakers, the City Manager and Mayor Roberts agreed to bring forward his amendments for consideration in 2016.

These amendments were subsequently discussed by Council at a January 11, 2016 workshop dinner meeting. Following this discussion, Council requested that the Rules of Procedure be amended as directed at the dinner meeting and be brought back for Council action on a future consent calendar agenda.

DISCUSSION

Based on Mayor Robert's potential amendments and a few minor "clean ups" of the Rules, the following changes were discussed and agreed to by Council. These changes are reflected in the proposed rules in Exhibit A of Resolution No. 381. They are as follows:

- **Business Meeting to Regular Meeting:** In response to one of Mayor Robert's potential amendments, staff recommended changing the title of "Business Meetings" to "Regular Meetings" throughout the Council Rules. The use of the name Business Meeting is a vestige of when the City Council held both 'Business Meetings' and 'Study Sessions', which were a separately defined meeting type in the Council Rules. In a previous amendment to the Council Rules, Study Sessions were removed as a separate meeting type, leaving just Business Meetings. However, as formal Council business can be conducted at both Business Meetings and Special Meetings, the name "Regular Meeting" is more appropriate as a distinction from the other type of Council meeting (Special Meeting) where formal Council business can occur.
- **Section 2.3 – Duties of Officers:** At the January 11 dinner meeting, staff noted that in Section 2.3 of the Rules, the old name of the Sound Cities Association, the Suburban Cities Association, was still referenced in the Rules, and needed to be updated. Review of this amendment lead Council to further review the Mayoral appointments language in that section. Specifically, Council provided direction to remove the examples of the boards and committees that the Mayor may make a Councilmember appointment to. As this list is not intended to be exhaustive, but read as such, Council felt their Rules would be clearer if these

example committees were removed. As well, Council also provided direction to remove the rule requiring circulation of Mayoral appointments to Councilmembers five days prior to the appointment for ad hoc City Council subcommittees.

- **Section 5.3.A(5) – Order of Business for a Regular Meeting:** This rule provided a cross-reference for when Public Comment could occur at a Regular Meeting. An exception was also provided for Action Items before the Council for the first time and for a Public Hearings. Council provided direction that the noted exceptions are not congruent with the Public Comment section of the Rules (Section 6), as Public Comment for Action Items is noted in a separate subsection of Rule 6.1(Subsection 6.1(B)), and Public Comment as part of a Public Hearing is noted in Subsection 6.7. Thus, it was agreed that Rule 5.3.A(5) would now read, “Public Comment, as set forth in Section 6.1(A),” in order to keep Public Comment in its appropriate order for Regular Meetings.
- **Section 6 – Public Testimony:** Mayor Robert’s proposed to move two of the public comment rules so that the Public Testimony section (Section 6) reads more clearly. Specifically, as Public Hearings are a significant form of Public Comment, it was agreed to notate this subsection with a header, titled “Public Hearing”, and re-order this subsection from Subsection 6.7 to Subsection 6.2, making it the second subsection in Section 6, following the Regular Meeting Subsection. As well, it was agreed to move the Rule regarding the restriction on public comment to promote or oppose a candidate or during election season from Subsection 6.1(A) to Subsection 6.4. As Subsection 6.4 speaks to restrictions on public Comment during a Regular Meeting, this Rule makes more sense to be included in this subsection.

RESOURCE/FINANCIAL IMPACT

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 381.

ATTACHMENTS:

Attachment A: Proposed Resolution No. 381

Exhibit A: Amended Council Rules of Procedure

RESOLUTION NO. 381

**A RESOLUTION OF THE CITY OF SHORELINE,
WASHINGTON, AMENDING COUNCIL RULES OF
PROCEDURE RELATING TO PUBLIC COMMENT AND
MAYORAL APPOINTMENTS**

WHEREAS, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

WHEREAS, the City Council has amended its rules of procedure multiple times, most recently on December 14, 2015 by Council Resolution No. 380; and

WHEREAS, the City Council has reviewed its rules of procedure and wishes to amend provisions of the rules; and

WHEREAS, the amendments the City Council seeks to make pertain to Council meeting types, public testimony and Mayoral appointments; and

WHEREAS, the City Council wishes to make these changes effective immediately; now therefore

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON
HEREBY RESOLVES:**

Section 1. Amendments. The Council Rules of Procedure are amended as set forth in Exhibit A attached hereto.

PASSED BY THE CITY COUNCIL ON FEBRUARY 29, 2016

Christopher Roberts, Mayor

ATTEST:

Jessica Simulcik Smith
City Clerk

RULES OF PROCEDURE

Resolution No. 183

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Section 1. Authority.

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order," a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

Section 2. Council Organization.

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
 - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
 - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
 - C. In the event the Mayor is unable to serve the remainder of the term, a new mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
 - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Only affirmative votes for Mayor shall be given and Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four affirmative votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Mayor will conduct

the election for Deputy Mayor following the same process.

- E. A super majority vote (five votes) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

2.3 Duties of Officers.

- A. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner.
 - a. Give every Councilmember who wishes an opportunity to speak when recognized by the chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. State each motion before it is discussed and before it is voted upon.
 - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. The Mayor shall appoint Councilmembers to boards and committees that are not otherwise specified by the National League of Cities, Association of Washington Cities, or King County/~~Suburban~~ Sound Cities Association. ~~These include:~~
 - 1. ~~Seashore — Two voting members and one alternate~~
 - 2. ~~Suburban Cities Association Public Issues Committee — One voting member and one alternate~~
 - 3. ~~Water Resource Inventory Area 8 — One voting member and one alternate~~
- F. The Mayor shall appoint Councilmembers to Ad hoc City Council subcommittees such as interview panels. ~~p~~P~~r~~i~~o~~r Prior to appointment the Mayor shall solicit interest from Councilmembers for their preferred

appointments. ~~The Mayor shall then circulate the final appointment list to the Council at least 5 days prior to appointment.~~ The appointment list may be referred to the full Council pursuant to Rule 3.2 A or B.

2.4 Appointments to Boards and Commissions.

The Council will use the following process in managing the appointment of individuals to Boards and Commissions.

- A. In closed session, the ad hoc subcommittee of Council members gathers and reviews the applications, and determines which applicants will be interviewed.
- B. Subcommittee members inform the City Manager which applicants they plan to interview so that she/he can inform the other Council members. If any Council member feels strongly that someone not on the interview list should be interviewed, she/he may make this known to the City Manager to relay to the subcommittee.
- C. "Notice" is then given to the public that the subcommittee shall conduct interviews of the "finalists."
- D. In open public meetings, the subcommittee interviews the "finalists." Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the "consent agenda" to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

2.5 Filling a Council Vacancy.

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council

will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.

- B. The Council will draw up an application form to aid the Council's selection of the new Councilmember.
- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth on the agenda.
 - C. By the City Manager.
 - D. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Staff reports shall be in a standard format approved by the City Council.
- 3.4 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued

- Items from a prior meeting and 4) items scheduled for convenience.
- 3.5 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning Commission).
- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
 - B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall by motion, waive the second reading as part of the adopting motion.
 - C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All ~~Business-Regular~~ Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public.
- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of

agenda items.

- 5.3 The Council shall hold **Business-Regular Meetings** on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no ~~Business~~ Regular Meetings between December 15th and the end of the year.

- A. Order of Business for ~~Business~~ Regular Meetings. The order of business shall be as follows:

Business Regular Meeting (7:00 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager
4. Council Reports
5. Public Comment, as set forth in Section 6.1(A) ~~except for Action Items scheduled for a Public Hearing.~~
6. Approval of the Agenda
7. Consent Calendar
8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed (Hearings should commence at approximately 7:20 p.m.)
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
10. Executive Session, if needed
11. Adjournment

- 5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2B must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

- A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on

- the City's website and from the City Clerk's Office.
- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
 - C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
 - D. Up to three (3) members of the organization are invited to participate.
 - E. The presentation must support the adopted position/policy of the organization.
 - F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline citizens and government.
 - G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.
 - H. Organizations which may have alternative, controversial positions or information will be scheduled at the next available Business-Regular Meeting.
- 5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in the Council Conference Room (C-104) of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.
- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
 - B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote.

The agenda for these meetings will be appended to the ~~Business-Regular~~ Meeting agenda and posted and distributed in the same manner as the ~~Business~~ Regular Meeting agenda.

- 5.6 The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
- 5.7 **Special Meetings** may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3A. Public comment for Action Items will follow the procedure found in Section 6.1.
- 5.8 An **Emergency Meeting** is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- 5.9 **Special Meetings and Emergency Meetings** will be at a time and place as Council directs.
- 5.10 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.11 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.12 Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to

excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.

5.13 General Decorum.

- A. While the Council is in session, the Councilmembers must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
- B. Any person making disruptive, impertinent, or slanderous remarks while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience before the Council for that meeting.

5.14 At all meetings except Workshop Dinner Meetings, the Mayor shall be addressed as "Mayor (surname)." The Deputy Mayor shall be addressed as "Deputy Mayor (surname)." Members of the Council shall be addressed as "Councilmember (surname)."

5.15 At all Meetings except Workshop Dinner Meetings, the Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.

5.16 Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

5.17 Motions shall be reduced to writing when required by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

5.18 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.

- 5.19 Prior to commencement of discussion of a quasi-judicial item, the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration.
- 5.20 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" to review agenda priorities.
- 5.21 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.
- 5.22 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct.

Section 6. Public Testimony.

6.1 Business Regular Meetings.

- A. Members of the public may address the City Council at the beginning of any Business Regular Meeting under "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a Public Hearing. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period under Agenda Item 5 (Public Comment) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers. ~~During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office.~~

- B. If during a ~~Business~~ Regular Meeting an Action Item is before the Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period for the agenda item will be no more than 30 minutes.

6.2 Public Hearing.

The following rules shall be observed during any Public Hearing:

- A. Individuals will be allowed three (3) minutes to speak.
- B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
- C. Prior to closing the hearing the Mayor or Deputy Mayor shall inquire if there are any additional speakers other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.

- 6.23 When large numbers of people are signed up to speak on the same topic, the Mayor may request that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation.

- 6.34 Public testimony authorized in Section 6.1 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record. During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office.

- 6.45 No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

- 6.56 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.

- 6.67 An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

~~6.7 The following rules shall be observed during any Public Hearing:~~

- ~~B. Individuals will be allowed three (3) minutes to speak.~~

~~B. The Presiding Officer may allow additional time for receipt of written testimony when needed.~~

~~C. Prior to closing the hearing the Mayor or Deputy Mayor shall inquire if there are any additional speakers other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.~~

- 6.8 The Clerk shall be the timekeeper for all public testimony. Time cannot be donated by one speaker to another.
- 6.9 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.

Section 7. Motions.

- 7.1 Unless otherwise provided for by statute, ordinance, resolution, or these Rules of Procedure, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.
- 7.2 Prior to discussion of an Action Item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
- 7.3 In case of a tie vote on any motion, the motion shall be considered lost.
- 7.4 Motions shall be clear and concise and not include arguments for the motion.
- 7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council's consensus at the conclusion of the discussion.
- 7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.

- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11 A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Mayor, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Mayor shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 If a Councilmember has a conflict of interest or an appearance of fairness question under state law, the Councilmember may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.
- 7.16 If a member of the Council is silent on a vote, it shall be recorded as an affirmative vote. If a member of the Council abstains, it shall be recorded as an abstention and not included in the vote tally.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.
- 7.19 After the question has been decided, any Councilmember who voted in the majority may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.

- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedures shall prevail.

Section 8. Items Requiring Four Votes.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (four votes) [RCW 35A 13.170 and 35A.12.1201].

Section 9. Council Representation

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.
- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be distributed to the full Council so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

Section 10. Suspension and Amendment of Rules.

- 10.1 Any provision of these rules not governed by state law or City ordinance may be temporarily suspended by a majority vote of the Council.

- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

**Amended by Resolution No. 196
Amended by Resolution No. 205
Amended by Resolution No. 224
Amended by Resolution No. 244
Amended by Resolution No. 255
Amended by Motion, Dec. 7, 2009
Amended by Resolution No. 295
Amended by Resolution No. 296
Amended by Resolution No. 298
Amended by Resolution No. 299
Amended by Resolution No. 306
Amended by Resolution No. 310
Amended by Resolution No. 326
Amended by Resolution No. 334
Amended by Resolution No. 344
Amended by Resolution No. 380
Amended by Resolution No. 381**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of the Ronald Wastewater District Assumption Transition Plan
DEPARTMENT: City Manager's Office
PRESENTED BY: John Norris, Assistant City Manager
ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

In 2002, the City Council and Ronald Wastewater District (RWD) Board of Commissioners entered into an Interlocal Operating Agreement to unify wastewater (sewer) services with City operations in October 2017 through an assumption process. To move the assumption process forward, the Council and RWD Board agreed to form a joint Council-Board subcommittee on assumption transition. It was agreed that two members of the Council and two members of the RWD Board would serve on the committee, which came to be known as the Committee of Elected Officials (CEO). The first meeting of the CEO occurred on June 5, 2014, with the final meeting occurring February 12, 2016.

Staff has provided updates of the CEO's work to Council on four occasions, with the most recent being January 11, 2016. Tonight, Council is being asked to adopt the Assumption Transition Plan (Attachment A). The Assumption Transition Plan was unanimously approved by the CEO at their final meeting on February 12.

RESOURCE/FINANCIAL IMPACT:

There is no direct financial impact to adopting the Assumption Transition Plan. However, there are transition issues identified as part of the Draft Plan that do have costs associated with them.

RECOMMENDATION

Staff recommends that Council move to adopt the RWD Assumption Transition Plan.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

In 2002, the City Council and RWD Board of Commissioners entered into an Interlocal Operating Agreement (IOA) to unify wastewater (sewer) services with City operations. The Agreement outlines the unification process between the City and the District, which is to occur on October 23, 2017. The City will acquire the sewer utility through an assumption, which means all assets, reserve funds, employees, equipment and any District debt will be assumed by the City and the Ronald Wastewater District will cease to exist as a separate government entity. With a few exceptions the ratepayers of RWD are Shoreline residents.

Procedures for an orderly and predictable transition of the wastewater utility from District to City ownership are outlined in the 2002 agreement. In order to facilitate a smooth consolidation, the City and RWD agreed to a 15-year timeframe for the transition. During that time, RWD has and will continue to operate as a Special Purpose District in Shoreline under the guidance of a franchise agreement with the City.

To move the assumption process forward, the Council and RWD Board agreed to form a joint Council-Board subcommittee on assumption transition. It was agreed that two members of the Council (Mayor Roberts and Councilmember McConnell) and two members of the RWD Board (Board President Atkinson and Commissioner Ransom) would serve on the committee, which came to be known as the Committee of Elected Officials (CEO). The first meeting of the CEO occurred on June 5, 2014, with the final meeting occurring February 12, 2016. Eighteen (18) CEO meetings were held in total.

Staff has provided updates of the CEO's work to Council on four occasions, with the most recent being January 11, 2016. At this meeting, staff provided the initial draft of the Assumption Transition Plan to Council. The staff report for this discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport011116-8a.pdf>.

Also as noted as part of all four staff reports on the work of the CEO, all CEO meeting materials and information about the CEO are located on the Assumption Transition Committees webpage on the City's website:

<http://shorelinewa.gov/government/departments/public-works/utilities/ronald-wastewater-assumption/assumption-transition-committees>.

DISCUSSION

As was noted during the January 11, 2016 Council meeting, the Assumption Transition Plan serves as the blueprint for assumption implementation tasks that need to occur pre- and post-assumption. The Plan will also serve to meet the commitment made in the IOA to have the City and RWD negotiate in good faith the terms of final transition.

The sections of the Plan include:

- Acknowledgements
- Introduction

- Committee of Elected Officials (CEO)
- Value of the CEO
- Communication Plan
- Transition Plan Work Items and Policy Agreements
- Next Steps
- Addendum

Wastewater Utility Advisory Board

At the January 11 meeting, Council did not provide any edits or amendments to the proposed plan. However, since this meeting, staff did make an amendment to the draft Plan in the *City Municipal Code and Utility Advisory Board* subsection of the Plan. This subsection of the draft Plan initially stated that that the Council would:

“Explore the benefits and costs of a Utility Advisory Committee (UAC) as part of process to draft a new Wastewater Code. The City agrees to consider multiple options for membership of the UAC, if formed, including, but not limited to, those Ronald Wastewater District Board of Commissioners in office at the time the 2002 Interlocal Operating Agreement was agreed to, the members of the District Board of Commissioners at the time of assumption of the District by the City, and other rate payers in the community. Recommendations from this work about whether to propose the creation of a UAC will be presented to the City Council for their consideration and action.”

Subsequent to the January 11 Council meeting, the RWD Board adopted an alternative policy statement which stated that they want the City to agree in the Transition Plan to form a Wastewater Utility Advisory Board (WUAB) at assumption which the current members of the RWD Board would have a right to serve on. They also requested that the Council provide the Board an opportunity to review any newly proposed Wastewater Code that will be adopted by the Council.

Upon discussion with Mayor Roberts and Councilmember McConnell, the City proposed the following language to be included in the final Transition Plan. This content would replace the former language in the City Municipal Code and Utility Advisory Board subsection of the Plan:

- *The City agrees to review the current City Sewer System Code to determine which sections of the current Code must be replaced, if not all sections.*
- *The City agrees to draft, in consultation with the District, new Wastewater Code language that covers all aspects of wastewater utility governance and operations to be reviewed and approved by the City Council. Prior to final City Council consideration, the District Board of Commissioners shall review the final draft of the Wastewater Code and share its recommendation and comments with the City Council.*
- *The City agrees to form a term-limited WUAB upon the assumption of the District by the City. The WUAB shall include those members of the District Board of Commissioners at the time of assumption of the District by the City who are willing to serve on the WUAB, among other potential members as determined by*

the City Council. The members of the WUAB shall serve without compensation, similar to all other City advisory boards.

As is noted in this language, the Council would be agreeing to a term-limited WUAB if this Transition Plan is adopted. Section 4.7 of the 2002 Interlocal Operating Agreement speaks to an Advisory Board of the Shoreline City Council “for a three (3) year period beyond the term of this agreement.” Thus, not only does this language honor this section of the 2002 Operating Agreement, this may be the term length that the Council is interested in instituting for the WUAB. However, the specifics of the length of the term, the charter/bylaws of the advisory board, and the ultimate make-up of the members of the advisory board are issues which can be addressed by the Council at a later date. Adoption of the Transition Plan just commits the Council to having a term-limited WUAB and provides those RWD Board members still serving on the Ronald Board on October 22, 2017 the right to serve on the WUAB following assumption.

In discussing this proposed subsection of the Transition Plan at the final CEO meeting on February 12, 2016, all four members of the CEO approved this language. Additionally, a few stylistic and formatting changes were made to the first four sections of the Plan, but these changes were non-substantive in nature. The final Assumption Transition Plan which is before Council tonight for adoption incorporates these changes, and as was stated previously, was unanimously approved by the CEO.

NEXT STEPS

As the CEO unanimously approved the draft Assumption Transition Plan for Council and RWD Board consideration and adoption, the CEO is not scheduled to continue to meet on a regular monthly basis. If there is a need for the CEO to reconvene during the implementation phase of the assumption process, staff will work together to schedule as many meetings as are needed.

Staff has also put together an initial work plan (Attachment B) to implement the Assumption Transition Plan. The work plan outlines the tasks in the Transition Plan and identifies a project manager for each Transition Plan task and a timeframe for when the task is scheduled to be accomplished.

Finally, City staff expressed their willingness to keep the RWD Board updated on the implementation phase of the assumption process through periodic updates to the Board in collaboration with the RWD General Manager. Staff will coordinate with the RWD General Manager on scheduling and conducting these updates to the Board. Staff will also provide periodic updates to the Council on the progress of implementation.

COUNCIL GOAL ADDRESSED

This agenda item addresses 2015-2017 Council Goal #2, Improve Shoreline's utility, transportation, and environmental infrastructure, and specifically Action Step #4 of this goal: Develop and implement a plan to merge the Ronald Wastewater District into City operations as outlined in the 2002 Interlocal Operating Agreement.

RESOURCE/FINANCIAL IMPACT

There is no direct financial impact to adopting the Assumption Transition Plan. However, there are transition issues identified as part of the Draft Plan that do have costs associated with them.

RECOMMENDATION

Staff recommends that Council move to adopt the RWD Assumption Transition Plan.

ATTACHMENTS

Attachment A: Ronald Wastewater District Assumption Transition Plan

Attachment B: Assumption Transition Work Plan



City of Shoreline and Ronald Wastewater District

Assumption Transition Plan

February 12, 2016

A c k n o w l e d g e m e n t s

Joint Advisory Committee of Elected Officials (CEO) for Assumption Transition

Councilmember Doris McConnell
Councilmember Christopher Roberts
Commissioner Gretchen Atkinson
Commissioner Robert Ransom

Shoreline City Council

Shari Winstead, Mayor
Chris Eggen, Deputy Mayor
Keith McGlashan
Will Hall
Doris McConnell
Jesse Salomon
Christopher Roberts

Ronald Wastewater District Board of Commissioners

Commissioner Gretchen Atkinson
Commissioner Brian Carroll
Commissioner Arnold Lind
Commissioner Robert Ransom
Commissioner George Webster

Assumption Transition Staff Committee

Debbie Tarry, City Manager
John Norris, Assistant City Manager
Sara Lane, Administrative Services Director
Randy Witt, Public Works Director
Dan Repp, Operations and Utility Manager
Susana Villamarin, Senior Management Analyst
Mark Gregg, Ronald Wastewater District General Manager
George Dicks, Ronald Wastewater District Maintenance Manager

The City of Shoreline and the Ronald Wastewater District would like to thank all of the members of the Shoreline community and staff of both governmental organizations who took the time to review this Assumption Transition Plan. For additional information, please contact John Norris, Assistant City Manager, at (206) 801-2212 or jnorris@shorelinewa.gov.

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Introduction

Since 1951, the Ronald Wastewater District (District), a special purpose district focused on operations and maintenance of a wastewater collection and conveyance system, has served the Shoreline community and parts of unincorporated Snohomish County. The District has provided quality service since its inception. When citizens incorporated the City of Shoreline in 1995 however, it was in large-part to obtain more efficient services for their tax dollars. One way for the City to provide more efficient services includes unifying the Wastewater Utility with City operations and with other City-operated utilities. This will provide enhanced customer service through coordinated information responses, “one stop shop” permitting, and the potential for combined utility billing.

Early City Councils also realized that unification provides a more transparent venue for rate payer observation, with better access and communication to residents, together with an integrated, comprehensive, and holistic planning and environmental review process, allowing for better planning, coordination and management of construction activity within the public right-of-way, and implementation of policies and procedures relating to the provision of Utility services, consistent with other City policies and procedures, while preventing conflicting missions and goals. The City’s “Vision 2029” and Comprehensive Plan have clearly stated that utilities play a key role in the ability of the Shoreline community to reach its stated goals of efficient and effective governmental services, and to reach its potential with economic development opportunities.

The District Board of Commissioners also realized the benefits of District-City unification. In 2002, the City and the District entered into an Interlocal Operating Agreement (IOA) to incorporate wastewater services with City operations. The IOA outlines the assumption process between the City and the District, which is to occur on October 23, 2017. The City will unify the Wastewater Utility which means all assets, reserve funds, employees, equipment, and any District debt will be assumed by the City and the District will cease to exist as a separate government entity.

Some procedures for an orderly and predictable transition of the Wastewater Utility from District to City ownership were outlined in the IOA. In order to facilitate a smooth consolidation, the City and District agreed to a 15-year timeframe for the transition. During this timeframe, the District has and would continue to operate as a Special Purpose District in Shoreline under the terms of a franchise agreement with the City.

Assumption Process

As the assumption date neared, in the last couple of years, the City began the formal assumption process of the District. To begin this process, on December 9, 2013, the Shoreline City Council adopted Ordinance No. 681 which formally authorized the assumption of the District. Adoption of this Ordinance was the initial procedural step in moving the assumption forward.

Subsequent to this, the City filed Notices of Intent to Assume the District to the King County and Snohomish County Boundary Review Boards. These two Boards are

responsible for reviewing proposals for boundary changes by cities, fire districts, and water and wastewater utility districts within their respective counties. On September 18, 2014, the King County Boundary Review Board approved the City's assumption of the District. In Snohomish County, on September 11, 2014, the Snohomish County Boundary Review Board denied the City's assumption of the District's service area within Snohomish County. The City and the District have appealed this decision and this has yet to be determined.

Assumption Transition

The current step in the assumption process is the Assumption Transition Plan. During this phase of the assumption process, the City and District are collaboratively planning for the assumption of the District. While some of the procedures for an orderly and predictable transition of the District to the City are outlined in the IOA, other areas are not addressed. Thus, IOA specifically states that:

"No later than 24 months prior to the end of the term of this Agreement, the City and District shall negotiate in good faith the terms of final transition. Transition terms shall include plans that the City and the District agree to implement to ensure a smooth transition from District to City Operations."

This means that the City and the District should plan for the City's assumption of the District at least two years in advance of when assumption will occur. This was also articulated in the City's Assumption Ordinance in 2013:

"As provided in the 2002 Interlocal Operating Agreement, no later than October 22, 2015, the City Council confers upon the City Manager or designee the authority to negotiate, in good faith, with the District the terms of a final transition plan so as to ensure a smooth transition from District to City operations. The transition plan shall include operational issues, financial issues, and employee transition issues."

The outcome of this direction provided in the 2002 IOA and the City's Assumption Ordinance is this Assumption Transition Plan, which will guide the transition of the Wastewater Utility over the coming two years, leading up the assumption on October 23, 2017. This Assumption Transition Plan describes the process by which the terms of transition were collaboratively negotiated, the value of doing this work over the last 18 months, the work plan tasks and agreements that make up the core of the Assumption Transition Plan, and the necessary steps for assumption transition.

Committee of Elected Officials (CEO)

Given that the Interlocal Operating Agreement and City Assumption Ordinance are clear that this Assumption Transition Plan was to begin being drafted no later than October 22, 2015, City staff recommended to the City Council that assumption transition planning begin in 2014. This was initiated by the holding of a joint City Council-Ronald Wastewater District Board of Commissioners meeting on May 5, 2014. At that meeting, direction was given by the Council and the Board to form a joint City Council-District Board subcommittee on assumption transition.

Following the May 5 joint Council-Board meeting, it was agreed by both the City and the District that two members of the City Council and two members of the District Board of Commissioners would serve on the committee, which came to be known as the Joint Advisory Committee of Elected Officials (CEO) for Assumption Transition. Representing the City Council on the CEO were Councilmember Doris McConnell and Councilmember Chris Roberts, and representing the District Board of Commissioners were Commission President Bob Ransom and Commissioner Gretchen Atkinson.

The first meeting of the CEO occurred on June 5, 2014, and subsequent meetings were held monthly through the February 2016 meeting (with a couple of months skipped during this 18-month time frame). In total, 18 CEO meetings were held to accomplish the work of putting this Assumption Transition Plan together.

CEO Charter

The first work product approved by the CEO was a committee Charter, which served to guide the work of the CEO. It was acknowledged that the Charter must align with the IOA while also expanding the scope of work beyond the transition topics noted in the IOA. The Charter articulated the purpose and objectives of the CEO, covered its structure, identified the topics to be addressed by the CEO, and defined the scope of the committee. The CEO Charter is attached to this Assumption Transition Plan for reference.

In addition to defining the CEO structure, the Charter also created a Staff Committee of City and District staff which produced assumption transition content for the members of the CEO to review and ultimately recommend to their respective legislative bodies. The Staff Committee, which also attended and supported the CEO meetings, worked very collaboratively across organizational lines to create recommended work plan tasks and policy agreements for review by the CEO.

Issue Papers

These work plan tasks and assumption agreements make up the core of this Assumption Transition Plan. The tasks and agreements were organized by topic, and drafted into issue papers which were reviewed and approved by the CEO in chronological order as identified in the CEO Charter. The issue papers were then reviewed by the City Council and District Board of Commissioners over the course of the CEO process, with some iterative review, as some content was sent back to the

CEO for further review and consideration. The issue papers that were reviewed and approved by the CEO are as follows:

- Financial Policies Issue Paper
- Assumption Communications Plan
- Personnel Policies Issue Paper
- Budget & CIP Policies Issue Paper
- Facilities Issue Paper
- Financial Systems Issue Paper
- Asset Management and Public Records Policies Issue Paper
- Purchasing and Contracts Policies Issue Paper
- Equipment, Furnishings and Fixtures Policies Issue Paper
- City Municipal Code and Utility Advisory Board Issue Paper

As can be seen in the Transition Work Plan Items and Policy Agreements Section of this Assumption Transition Plan, these same topics are used to organize the content of this plan.

Value of the CEO

At the beginning of the assumption process, City and District staff reviewed multiple options for how the two organizations could collaborate on the assumption transition planning work. These options ranged from doing very little ‘up front’ planning work, to a more involved committee process than the CEO. In the end, the idea of a four-member joint committee of elected officials from the two organizations and a staff committee made up of staff from both organizations seemed like the best fit for both transition plan content development and content review and vetting.

Thus, the primary value of the CEO process has been the working through of complex transition issues, with perspectives from both organizations and a multitude of professional backgrounds and experiences. Both the CEO and the Staff Committee feel that the work produced in this plan will set a solid course for a smooth and streamlined unification of the two organizations.

Additionally, the Shoreline community should feel that they have been well represented by their elected officials, as the CEO looked at these policy issues and work plan tasks from both a “general citizen” and utility rate payer perspective. The members of the CEO asked good questions of the Staff Committee and thoroughly reviewed the proposed work plan tasks and policy agreements noted in this plan. Through this review and vetting process, this transition plan took shape and was improved along the way.

Finally, perhaps the greatest value of the CEO and Staff Committee process has been the opportunity for both elected officials and staff of both organizations to work together on this plan and start building strong working relationships. Assumption processes are never easy, as the merging of staff, work processes and work cultures can sometimes bring uncertainty and anxiety to the workplace. The best way to ameliorate this uncertainty is to build strong working relationships and get to know one another. This process has allowed for this relationship building to begin. Over the course of the next two years, staff and elected officials from both the City and the District will continue to build on the work accomplished as part of the CEO process to further cement strong working relationships prior to the assumption occurring.

Communications Plan

As part of the CEO process, the CEO drafted a Communications Plan to help guide communications during the assumption process. The purpose of the Communications Plan is to provide a strategic approach to communicating with stakeholders involved in the transition of the wastewater utility from the District to the City. These stakeholders include the District Board of Commissioners and the Shoreline City Council, staffs of the District and the City, ratepayers and residents, and partners of the District and the City during the assumption process.

For purposes of communication, the assumption process was broken into three separate phases, each requiring different messages for different stakeholders. The three phases in the Communication Plan are:

- **Planning Phase** - During this phase, the CEO, with support from the staff committee, developed the content for this Plan. Communication during this phase was primarily focused internally.
- **Transition Phase** – This phase will begin upon Transition Plan adoption and ends at assumption. The focus of this phase is implementation of the Transition Plan by City and District staff. Communications during this phase will be focused both internally and externally.
- **Post Assumption Phase** - After the assumption has occurred, the City will begin rebranding the wastewater utility and complete the assumption process. Communication during this phase will focus primarily on external stakeholders.

The Communications Plan provides a guide for communicating assumption information to stakeholders. The activities and tools listed in the Plan are intended to help meet the following communications objectives:

- Inform stakeholders of the progress, status, and key policy discussions throughout the assumption process.
- Build trust by providing timely and accurate information.
- Acknowledge the input on issues and concerns received from stakeholders and provide responses in a clear and timely manner.

The full Communications Plan is attached to this Transition Plan as Addendum A.

Transition Plan Work Items and Policy Agreements

As was noted in the CEO Section of this Transition Plan, the goal of the CEO was to identify work plan tasks and assumption agreements that will guide the assumption of the District by the City. The tasks and agreements are organized by topic, and cover both work items that need to be accomplished prior to assumption to prepare for the unification of the two organizations, and policy agreements that guide decision making of the two organizations prior to the assumption.

The work items and assumption agreements were initially drafted as issue papers that were reviewed and approved by the CEO. The content in this section of the Plan is taken directly from these issues papers, and organized by the same topic headers as the issue papers were titled. The work items and policy agreements are as follows:

Financial Policies

The City and District feel that financial policies should be in place at the City prior to assumption to address how capital needs and operation and maintenance needs of the City's wastewater utility are financed. The City currently has financial and debt policies for the City's various funds and the new wastewater fund should be added to these policies. As of the writing of this Plan, the District has no outstanding debt as all prior bond and Public Works Trust Fund debt has been retired. Thus, there is no current issue with calling bonded debt prior to assumption, or assumption of outstanding liabilities that the City would take on. The Financial Policy Agreements are as follows:

District Cash Reserve Levels -

- The cash reserve level at the time of assumption will be approximately 90 days of operating expenses. 30 days of operating expenses for the utility is roughly \$1.1 million.
- The District shall manage current cash reserve levels prior to assumption while maintaining current operations and implementing the identified capital improvement program.

District Interim Debt Policy -

- Although the District does not have any debt or any current plans to issue debt for implementation of the District's capital improvement program or other operational needs, if the District is interested in issuing debt prior to assumption, the District shall discuss the potential issuance of debt with the CEO prior to taking formal Board action to issue any debt. This includes both issuing bond debt and taking on loans, such as Public Works Trust Fund loans.

City Wastewater Utility Debt and Financial Policies -

- Prior to assumption, the City will review and adopt debt and financial policies for the wastewater utility. These debt and financial policies will be based on the financial analysis conducted as part of the District's Comprehensive Plan update.
- City financial policies for the wastewater utility will include (but are not limited to) policies on cash reserve levels, debt policies ('pay as you go' or debt finance),

fund management policies (combined or separate operations and capital funds), depreciation policies, bill non-payment policies, and rate and capital period policies.

- The City will review industry financial policy metrics to confirm that the City's adopted debt and financial policies meet industry standards.

Hydraulic Analysis/Comprehensive Plan -

- An update to the District's hydraulic analysis may be completed by the District prior to assumption, if appropriate, for those areas of the District's Utility service area that experience a major change in land use designation/zoning (i.e., light rail station subareas, etc.). The updated hydraulic analysis will be based on future projected growth in those areas. Accompanying the analysis would be a capital program proposal for those areas based on the hydraulic analysis.
- Post assumption, the City will likely conduct a full hydraulic analysis of the wastewater utility's entire service area and use this analysis to update the wastewater utility's Comprehensive Plan, which will include a capital program proposal based on the hydraulic analysis and Comprehensive Plan policies. The City will also likely conduct a cost of service analysis and a rate study for the wastewater utility. These items will likely be included in the City's Citywide Comprehensive Planning Process.

Assumption Costs -

- Prior to any direct assumption costs being incurred, these costs will be discussed by the District's Board of Commissioners and City Council, respectively.

Accounting Treatment -

- The Accounting Manager of the District and the Administrative Services Director and/or the Financial Accounting Manager with the City, shall meet prior to the assumption to discuss the proper accounting treatment associated with the assets and liabilities related to the assumption. Ultimately, the accounting treatment will be in accordance with generally accepted accounting practices (GAAP) as applicable to governments, as promulgated by the Governmental Accounting Standards Board (GASB).

Personnel Policies Issues Paper

As per state law and the IOA between the District and the City, the transfer of District employees to the City as part of the assumption process must be handled fairly and appropriately. In fact, the IOA states, "the parties agree that a fair and equitable transition of the employees of the District at the time of assumption by the City is critical to maintain the efficient operations of the wastewater services." District staff is critical to the continuing operation of the wastewater utility. The IOA also states, "in addition with compliance with RCW 35.13A.090, the City agrees to the following protections for employees of the District at the time of the transfer of the utility system." The IOA goes on to explain these protections in Sections 3.7.1 through 3.7.11 of the IOA. This Plan does not reiterate these protections, but all protections noted in the IOA will be followed by the City and District as the assumption transition occurs. The following Policy

Agreements further outline the commitments that the City and District make regarding personnel issues, in addition to the protections provided for in Section 3.7 of the IOA:

Employee Communication -

- The District and City may draft a communication letter which will be reviewed and recommended by the District's General Manager and the City Manager; the communication letter will undergo a final review and approval by the District Board of Commissioners and the City Council prior to it being sent to their respective employees. The communication letter will likely be sent in the Transition Phase of the assumption process.
- Subsequent to this, the City Manager and General Manager will continue to communicate with District and City employees regarding the ongoing transition and merger of the two organizations, as outlined in the Assumption Communications Plan.

Wastewater Utility Job Classification/Compensation Review -

- The City intends to review the current job descriptions and pay scales for District employees. The review of these job classifications would be conducted by City Human Resource staff.
- Based on this review, the City will determine a range placement within the City of Shoreline's salary table for these job classifications.
- City staff will identify the impact of the job placement on each employee and determine the appropriate step placement within City of Shoreline salary ranges.
- As per Section 3.7.2 of the IOA, the City agrees not to reduce the salary of a District transferred employee, but reserves the right to freeze a District transferred employee's rate of compensation within a job classification until the City's rate of compensation is equal to or exceeds the transferred employee's rate of compensation.
- City staff will also determine the next step increase date based on the initial step placement and market impact.
- The job classification and review will be completed prior to assumption.
- Results of the job classification review will be communicated as part of the Personalized Employee Transition Process (see below).

Benefits/Employee Handbook Reconciliation -

- The City will identify and review the differences in the benefits package and the employee handbook/policies for District employees and City employees.
- Communication with District employees regarding their benefits will be conducted as part of the Personalized Employee Transition Process (see below).

Leave Disposition -

- The City and District agree to follow Section 3.7.4 of the IOA regarding Service Credit Dates. This section of the IOA states, *"Service credit for City purposes will be calculated based upon the initial full-time employment date of the transferred employee with Ronald Wastewater District."* The City and District agree that this

section means that all service credit gained while the employee was employed with the District will be honored as City service credit.

- The City and District agree to follow the sick and vacation leave procedures outlined in Section 3.7.10 and 3.7.11 of the IOA.
- Section 3.7.10 of the IOA regarding Sick Leave Cash Out states, "*District agrees that at the time of transfer it shall pay off any accrued sick leave owed to transferred District employees, based on the District sick leave policy then in effect.*" The City and District agree that this section of the IOA means that the District will cash out all of their employees' sick leave according to their policy in effect at the time of the cash out, which would happen prior to assumption. Sick leave balances will be cashed out to a zero balance. Any sick leave not cashed out by the District, given the District's policy at the time of the cash out, will not carry over to the City. District employees will begin their employment at the City with a sick leave balance of zero, and will begin accruing sick leave hours as any City employee would, based on the City's sick leave accrual policy and their service credit.
- Section 3.7.11 of the IOA regarding Vacation Cash Out states, "*The Parties agree that District employees transferred to the city shall not carry over more vacation accrual than allowed by City vacation leave policy then in effect, and the District shall pay off vacation in excess of the leave's accrual limit upon transfer.*"
- The City and the District agree that this section means that that District employees will carry over their accrued vacation hours to the City as long as those hours are fewer than or equal to what is allowed by the City, which is two years' worth of accumulation. If more hours have been accrued, the District will cash out the hours in excess of the City's vacation leave policy.
- The City and the District also agree that employees will accrue vacation according to the District policies in effect prior to assumption for the first 12 months after the assumption so that the City and the District are in compliance with RCW 35.13A.090. That means that the amount of vacation the District would have granted an employee on their anniversary date is what the City will grant the employee on their anniversary date. Beginning in the 13th month of employment after assumption, employees will accrue vacation according to City policies for years of service and vacation accrual. It also means vacation accruals will be granted in monthly increments. The City's vacation accrual schedule is as follows:

<u>Time</u>	<u>Days</u>	<u>Hours/month</u>
Zero to 12 months	12 days of vacation	8.0 hours
After 1 year employment	13 days of vacation	8.6 hours
After 2 years employment	14 days of vacation	9.3 hours
After 3 years employment	15 days of vacation	10.0 hours
After 4 years employment	16 days of vacation	10.6 hours
After 5 years employment	17 days of vacation	11.3 hours
After 8 years employment	18 days of vacation	12.0 hours
After 10 years employment	19 days of vacation	12.6 hours
After 12 years employment	20 days of vacation	13.3 hours
After 15 years employment	23 days of vacation	15.3 hours

- Immediately following the assumption, former District employees will receive holidays according to City policy in effect at the time of assumption. The following 10 holidays are currently granted to regular City employees as the normal workday off with full pay:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas	December 25th

- Immediately following the assumption, all other forms of leave provided by the City to employees shall be governed by City policy. This leave includes:

Management Leave
Donated Leave
Family Leave
Medical Leave
Bereavement Leave
Court and Jury Duty Leave
Military Leave (Military Training)
Leave of Active Duty Military Service
Leave of Absence without Pay
Spousal Military Deployment Leave
Leave for Victims of Domestic Violence and Their Family Members
Exigency Leave

- The District and the City agree to communicate with District employees regarding their leave disposition as part of the Personalized Employee Transition Process (see below).

Wastewater Utility Organizational Chart -

- The City agrees to review the current District organizational chart and identify how the wastewater utility will be organized within the City's structure and organization.
- The District agrees to work with City staff to help determine District staff strengths and skill sets so as best to align current work functions with future work functions in the City's wastewater utility.
- This task will be conducted in the transition phase of the assumption process, with dissemination of the new organizational chart and work structure to District employees as part of the Personalized Employee Transition Process (see below).

Personalized Employee Transition Process -

- City staff agrees to package all of the personnel-related information (job classification/compensation, benefits, sick/vacation leave disposition, organizational chart structure, new work location, City employment policies, etc.) for each District transferred employee and create a Personalized Employee Transition packet with the information applicable to them.
- This packet of information will be provided at a personalized employee transition meeting prior to the assumption of the District in October 2017.
- The City and the District agree to provide ongoing communication and support to District employees leading up to assumption as needed and as coordinated by the City and the District.

Budget and Capital Improvement Plan (CIP) Policies

The City and District feels that the District budget and CIP documents could be developed so that they most easily align with the City's future management of the utility's operating and capital budget. Given that the City and District both have budgets and CIP documents for their respective organizations, staff will review the current budget documents for formatting and timing practices and look at budget and CIP methodology regarding how these documents are assembled. The Budget and CIP Policy Agreements are as follows:

- The City and the District agree that prior to assumption, the City and the District will partner on the annual budget processes for their respective 2017 and 2018 budgets so that the operating and capital budgeting for the wastewater utility post-assumption (beginning with the 2018 budget) is already attuned to the City's budget process.
- The City and the District agree to coordinate on the general budget calendar for the 2017 budget.
- The City and the District agree for the 2017 budget, which will be developed in the summer and fall of 2016, to coordinate the partial budget year, as the

District's 2017 budget will run from January 1 through October 22, 2017, and the City's wastewater utility fund budget will run from October 23 through December 31, 2017.

- The City and the District agree to align their Capital Improvement Program schedules for the wastewater utility. Wastewater capital projects planned to begin on or after Oct 23, 2017 will be included in the City of Shoreline's CIP. Wastewater projects planned to begin before Oct 23, 2017 will be included in the District's CIP.
- The City agrees to provide the City's budget development software for the District's use for their 2017 budget so that District staff can become familiar with how budget development is conducted at the City.
- The District and the City agree to work together on the use of the City's budget development methodology and systems for the District's 2017 budget, including the use of base budgeting, development of performance measures, planning for capital asset maintenance and replacement, preparing content for a letter of transmittal, preparing revenue and expense/expenditure forecasts and assumptions, analysis of personnel costs, and analysis of fund and working capital balances, among other areas.
- The District agrees to partner with the City on the development of a fund summary sheet for the wastewater utility.
- The District agrees to have their 2017 budget align with the financial policies agreed to by the City as part of the Financial Policies Section of this Plan.
- The District agrees to consider having District staff present their 2017 budget to the full City Council.

Facilities

The focus of these policy agreements are where District staff and equipment should be located and housed upon assumption. The District and the City looked at multiple options for where it made the most sense for the seven District administrative staff positions and the seven District maintenance staff positions to be located.

Administrative positions utilize typical office and information technology equipment to perform their work functions, and maintenance positions utilize vehicles and other heavy equipment, in addition to some administrative equipment, to perform their work functions. The Facilities Policy Agreements are as follows:

- The City agrees that District administrative staff will move to Shoreline City Hall.
- The City agrees that District maintenance staff and equipment will move to the North Maintenance Facility (NMF) once that facility has been redeveloped.
- If the NMF is not redeveloped prior to assumption, District maintenance staff will continue to operate out of current District offices until completion of the NMF. City utility management staff will make sure that proper staff management, coordination and organizational connectivity occur if the NMF is not redeveloped at assumption.

Financial Systems

The District utilizes financial accounting and utility billing software, along with outsourced billing and collection services, to manage and operate the wastewater utility. These systems must be transitioned to the City prior to assumption so that utility bills can be generated and all utility revenues are tracked into the City's financial accounting system. The Financial Systems Policy Agreements are as follows:

- The City agrees to conduct a Financial Accounting/Utility Billing Request for Proposals (RFP) for new financial accounting and utility billing software that will serve the wastewater utility.
- If the new financial accounting and utility billing software is not fully implemented at assumption, the City agrees to continue to run two standalone financial accounting systems, Springbrook for the wastewater utility and IFAS 7.9 for the City (with utility billing staying with the Springbrook system). The systems will be manually integrated so that the financial accounting for the new wastewater fund can be tracked in City financial statements and reports.
- The District agrees to continue to utilize its current Springbrook utility billing system through assumption.
- The City and District agree to involve District staff in the implementation of the financial accounting/utility billing system, which would include configuration and training.
- The City agrees to integrate the new financial accounting system with CityWorks (Asset Management System) and the new permit system that the City will implement in 2016.
- The District will explore implementing the same permit software system as what the City selects in 2016.
- The City and District agree that the City, with District staff consultation, will conduct an analysis in 2016 to determine how utility billing issuance, bill collection and payment, and debt collection processes will be handled for the wastewater utility. This includes whether the City should continue to utilize Databar, Doxo and Retail Lockbox as billing vendors, whether the City should utilize other vendors, or whether some or all of these functions should be brought in-house.
- The City and District agree that the City, with District staff consultation, will implement utility billing issuance, collection and payment systems and debt collection processes based on this analysis prior to assumption.
- The City and District agree that City staff, with District staff consultation, will also analyze whether the City should accept over the counter credit card payments for ratepayers paying their utility bills, and if so, will implement this payment method.
- The City and District agree that City staff, with District staff consultation, will analyze how the billing system can be managed to accommodate future utility billing.

Asset Management and Public Records Policies

District infrastructure and records, like any District function, must be managed appropriately, including the planning for asset repair and replacement and the planning

for record retention and destruction. The District currently uses a custom-written asset management system built using a product called Paradox. The District has stated their interest in moving the inventory of their infrastructure into a new asset management system prior to assumption. The District has further expressed some interest in using the CityWorks asset management software system as replacement for their Paradox system.

Given that the City currently uses the CityWorks system, the District and the City recognize that there exists an opportunity to consider a shared arrangement for implementing the CityWorks system for the District. A successful implementation of the CityWorks system also requires detailed configuration and work flow documentation. Completing the implementation work requires specialized knowledge of the CityWorks software typically provided by a system integration consultant. The City used Woolpert Consultants to accomplish the software implementation.

The Asset Management and Public Records Policy Agreements are as follows:

- The District agrees to continue to keep the list of District infrastructure up to date until assumption, regardless of the type of asset management system it decides to use, and provide the City with a copy of the infrastructure list on an annual basis.
- The District agrees to continue to identify all District records (hard and electronic records) that have retention value and will need to transition over to the City, and managing those records pre-assumption so that the records transfer will be a smooth process.
- The District agrees to transfer all infrastructure records (hard copy and electronic files) to the City at assumption so that the records can be incorporated into the City's record management systems.
- If it is decided by the District Board of Commissioners to upgrade their asset management system pre-assumption, the District agrees to explore the CityWorks system and also agrees to explore the use of Woolpert for software implementation and work flow configuration.
- If it is decided by the District Board of Commissioners to upgrade their asset management system pre-assumption, the District agrees to explore the coordination of their CityWorks implementation and data structure development to be consistent with the City's existing CityWorks System.
- If it is decided by the District Board of Commissioners to upgrade their asset management system pre-assumption, the City agrees to provide staff time to assist District staff and their integration consultant during CityWorks implementation if CityWorks is selected as the District's asset management software.

Purchasing and Contracts Policies

The District has multiple service contracts to help operate the utility. Existing contracts need to be evaluated to determine the appropriate action to ensure that necessary services and projects are maintained during and after transition. Procurement policies

and procedures need to be understood to identify and resolve conflicts to ensure that service continuity is not impacted. The Purchasing and Contracts Policy Agreements are as follows:

- The District agrees to provide the City with a list of the District service and construction contracts as early as possible in the fourth quarter of 2016.
- The District agrees to identify when contracts were entered into and when the contract termination dates are (especially if the contract is planned to be terminated upon assumption) as early as possible in the fourth quarter of 2016.
- The District and the City agree to collaborate to determine which contracts should terminate upon assumption and which should bridge assumption and for how long.
- The District and the City agree to consult with each other on current, pending and forthcoming legal issues or litigation, if allowable, related to operation of the wastewater utility prior to assumption.
- The District agrees to identify current purchasing and procurement standards and practices as early as possible in the fourth quarter of 2016.
- The City agrees to evaluate how the District purchasing practices conflict with City practices and how they may impact assumption and develop appropriate actions to address any conflicts if they exist.

Equipment, Furnishings and Fixtures Policies

The District uses a multitude of equipment to operate the utility, from vehicles, to shop equipment to office equipment and hardware. The City and the District must plan for the transition of this equipment from the District to the City to allow for proactive life-cycle retirement and purchasing of new equipment, if necessary, pre-assumption, and the planning for the purchase of new equipment post-assumption in a timely manner.

The Equipment, Furnishings and Fixtures Policy Agreements are as follows:

- The District agrees to provide to the City their capital asset records for equipment and a list of all District equipment that is of significant value not already recorded on the capital asset records by the end of the first quarter of 2017.
- The District agrees to identify when the equipment was purchased, the current life span of the equipment and the maintenance records of current equipment by the end of the first quarter of 2017.
- The District agrees to keep the list of equipment up-to-date until the date of the assumption.
- The District will determine commitments on equipment replacement pre-assumption, if any, by the end of the first quarter of 2017.
- The City will plan for the transfer of District equipment, furnishings and fixtures to both City Hall, for administrative staff, and the North Maintenance Facility, for Maintenance staff.
- The City and District staff will work together to identify additional future work plan tasks to manage the furnishings and fixtures transition to the City.

City Municipal Code and Utility Advisory Board

By statute, the City Council must amend the City's Municipal Code to define how the City's wastewater utility will function. Currently, the City has adopted Title 13 of the King County Code by reference, which regards Water and Sewer Systems (SMC 13.05). The new Wastewater Code will need to address issues such as utility purpose and definitions, operation and maintenance, revenues and rates, and inspections, among many other issues. The City shall create a term-limited Wastewater Utility Advisory Board (WUAB) to sit as an advisory board to the Shoreline City Council regarding wastewater utility transition issues.

The Municipal Code and Utility Advisory Board Policy Agreements are as follows:

- The City agrees to review the current City Sewer System Code to determine which sections of the current Code must be replaced, if not all sections.
- The City agrees to draft, in consultation with the District, new Wastewater Code language that covers all aspects of wastewater utility governance and operations to be reviewed and approved by the City Council. Prior to final City Council consideration, the District Board of Commissioners shall review the final draft of the Wastewater Code and share its recommendation and comments with the City Council.
- The City agrees to form a term-limited WUAB upon the assumption of the District by the City. The WUAB shall include those members of the District Board of Commissioners at the time of assumption of the District by the City who are willing to serve on the WUAB, among other potential members as determined by the City Council. The members of the WUAB shall serve without compensation, similar to all other City advisory boards.

Next Steps

As is noted in the Communications Plan Section of this Transition Plan, the next phase of the assumption process is the Transition Phase to prepare for District assumption on October 23, 2017. This phase will focus on implementation of this Plan. There is much work to accomplish during this phase, and it will be imperative that the District and City continue the strong collaboration already established during this current Planning Phase of assumption.

The first step in this next phase will be the creation of a detailed work plan that assigns City and District staff as project leads on the various work items noted in the Plan, and also creates timeframes by which the work will be accomplished. While this Plan does lay out some general timeframes for work item completion, the work plan will be more detailed with regard to start and completion timeframes for associated work. The goal is to have all work items completed prior to assumption so that the transition of the wastewater utility to the City is as seamless as possible.

City and District staff will also continue to keep their respective legislative bodies informed on the progress of implementation of this Plan. This will likely include regular briefings and communication to the District Board of Commissioners and the City Council. As well, the CEO may reconvene on an ad hoc basis if needed prior to the assumption. If this is the case, District and City staff will work together with the CEO to schedule the needed meetings.

Addendum

Ronald Wastewater District and City of Shoreline

ASSUMPTION COMMUNICATIONS PLAN

1. Communications Plan Purpose

The purpose of this Communications Plan is to provide a strategic approach to communicating with Ronald Wastewater District Board of Commissioners and Shoreline City Council; staffs of both the District and the City; ratepayers and residents; and partners of the District and the City during the assumption process, which includes planning, transition, and post assumption phases.

2. Project Overview

Assumption will occur as outlined in the 2002 Interlocal Operating Agreement and the Transition Plan currently being developed by the Committee of Elected Officials (CEO).

The assumption process can be broken into three separate phases, each requiring different messages for the different stakeholders. The three phases for assumption are:

- a. Planning Phase** - During the planning phase, the CEO, with support from a staff committee, will develop the Transition Plan for the assumption of the District by the City. Communication during this phase will primarily be focused internally, but will also have external components. The Planning Phase will be complete when the Transition Plan has been completed. It is anticipated that this will occur by the end of 2015.
- b. Transition Phase** - Once the Board and Council have accepted the Transition Plan, District and City staff will implement it. Communications during this phase will be focused both internally and externally. The Transition Phase will be complete upon assumption of the District by the City. As per the 2002 Interlocal Operating Agreement, this will take place on October 23, 2017, unless the assumption date changes by mutual agreement between the Board and City Council.
- c. Post Assumption Phase** - After the assumption has occurred, the City will begin rebranding the wastewater utility and complete the assumption process. Communication during this phase will focus primarily on external stakeholders.

3. Communications Objectives

This Communications Plan provides a guide for communicating assumption information to stakeholders. The activities and tools listed in this plan are intended to help meet the following communications objectives:

- Inform stakeholders of the progress, status, and key policy discussions throughout the assumption process.
- Build trust by providing timely and accurate information.
- Acknowledge the input on issues and concerns received from stakeholders and provide responses in a clear and timely manner.

4. Key Audiences/Stakeholders

In order for the assumption process to be successful, the District and the City must ensure their respective stakeholders are informed in a clear, timely, and transparent manner. The following are the primary stakeholders that will need to be targeted:

- a. **Internal**
 - i. **District Board of Commissioners and City Council**
 - ii. **District and City Employees**
- b. **External**
 - i. **District Ratepayers/City Residents**
 - ii. **District and City Partners (contractors and consultants, other utilities, WASWD, etc.)**

5. Key Messages and Communication Methods

Key messages agreed to by the CEO will represent a unified voice for the District and the City. Stakeholders will be looking for clear, transparent, and timely messages through each of the three phases of the assumption process.

- a. **Planning Phase** - Messages will primarily focus on keeping stakeholders informed about the planning process. CEO meeting materials will be made available online and the City and District will keep ratepayers and residents informed about how and when to provide input when the Transition Plan is considered by the Board and the Council.

- i. **Internal**

- 1. **Board of Commissioners and City Council** - Members of the CEO will keep their colleagues on the Board of Commissioners and the City Council informed about the work of the CEO and the planning process. This will be done through regular reports of Councilmembers and Commissioners at Council and Board meetings.
 - 2. **District Employees** - The District General Manager will communicate with District staff as he and the District Board of Commissioners deem appropriate regarding the planning for the consolidation of the two organizations.

Key messages to District staff could include:

- The CEO, with support from the staff committee, is working on developing a Transition Plan that will guide both the District and the City through the assumption process.
 - Integration of District employees into City operations will be an integral part of the Transition Plan.
 - Your contributions to the District are valued and will continue to be valued when you become City employees.
 - 3. **City Employees** - The City Manager will provide City employees with ongoing updates regarding the transition planning process. Key messages could include:
 - The CEO, with support from the staff committee, is working on developing a Transition Plan that will guide both the District and the City through the assumption process.
 - No City employee will lose their job as a result of the assumption and integration of District employees into the City.

- ii. **External**

- 1. **Ratepayers and residents** - Through *Currents* and the District's website and other communications, and by making CEO meeting materials available online, ratepayers and residents will be kept informed about assumption planning. Key messages could include:

- A committee of elected officials from both the District and the City, with support from their respective staff, is working to develop a transition plan to guide the assumption process.

2. Partners

- Elected officials from both the District and the City, with support from District and City staff, are developing a transition plan to ensure the assumption occurs smoothly.

- b. Transition Phase** - Communicating with District and City staff will be most critical during this phase of the assumption process. The Project Manager and support staff at both the District and the City will need to anticipate and provide answers to staff questions in a clear and timely manner.

i. Internal

- 1. Board of Commissioners and City Council** - It will be the responsibility of the City Manager and General Manager to work together to ensure any issues that arise during the Transition Phase are communicated to the City Council and District Board of Commissioners. There will be an expectation that the City Manager and the General Manager meet and/or communicate on a regular basis and provide the Council and Board with consistent information about transition activities and issues.
- 2. District Employees** - The District Board of Commissioners and City Council may draft a communication letter which will be reviewed and recommended by the District's General Manager and the City Manager to District employees regarding the upcoming consolidation of the two organizations. As with all content recommended by the General Manager the communication letter will undergo a final review and approval by the District Board of Commissioners prior to it being sent to employees. Subsequent to this, the General Manager of the District will continue to communicate with District employees about the transition and the progress of the merger of the two organizations.

The City's HR Department will also create a personalized transition plan for each District employee that will be transitioning to City employment. Six months to a year before the assumption date, HR staff will meet with each District employee to go over their individualized transition plan. Key messages could include:

- The City's Human Resources Department is available to address any questions or concerns District staff may have regarding the process of transitioning to City employment, including issues related to benefits or concerns about positions and titles.
 - If District staff has any concerns/questions about the transition of District operations into City operations, they are encouraged to bring them up immediately so they can be addressed.
- 3. City Employees** - The District Board of Commissioners and City Council may draft a communication letter which will be reviewed and recommended by the District's General Manager and the City Manager to City employees regarding the upcoming consolidation of the two organizations. The communication letter will undergo a final review and approval by the City Council prior to it being sent to employees.

Subsequent to this, the City Manager will continue to communicate with City staff about the transition and the progress of the merger of the two organizations.

While the Public Works and Administrative Services Departments will be the departments primarily impacted by the assumption and the integration of District employees into the City, all departments will need to be included in communication efforts and participate in discussions.

Key messages could include:

- District employees will soon be a part of the City; they should be welcomed into the organization and staff should help foster a cohesive team environment once these new employees start working for the City.
- If City staff has any concerns/questions about the transition of District operations into City operations, they are encouraged to bring them up immediately so they can be addressed.

ii. External

1. Ratepayers and Residents - Currents and the District's website and other communications will be used to communicate to ratepayers and residents about the transition. Ensuring the same quality service continues during the transition period is key to a smooth transition.

- Both the City and the District are committed to continuing to provide ratepayers with the great service they have enjoyed for years with the District.
- During the transition phase, the District is still the primary point of contact if ratepayers have any issues regarding their wastewater service, wastewater bill, etc.

2. Partners - At the beginning of the Transition Phase, the District and the City will jointly communicate with District partners about the assumption and what to expect from the City after the assumption date.

Key messages could include:

- During the transition phase, the District is still the primary point of contact if partners have any issues or concerns regarding operations and/or administration.
- Any questions about the utility after the assumption date will be answered by the City.

c. Post Assumption Phase - The City will rebrand the wastewater utility and ensure ratepayers know that the City operates the utility and that all questions and concerns regarding the utility should be directed to the City.

i. Internal

1. City Council - The City Manager and City staff will provide Council updates on wastewater operations and post assumption issues via the City Manager's weekly report and through periodic updates to Council at Council meetings.

2. City Employees - Key messages could include:

- We are all City employees now and part of the Shoreline family.

- Any issues or concerns should immediately be brought up with direct supervisors or with the Human Resources Department.

ii. External

1. Ratepayers - Key messages could include:

- The City is now the wastewater utility provider for all of Shoreline and a few areas outside of Shoreline.
- Questions and concerns regarding wastewater service should be directed to the wastewater utility, which is now housed in the City's Public Works Department.

2. Partners - Key messages could include:

- The City of Shoreline is now the wastewater utility provider for all of Shoreline and a few areas outside of Shoreline.

Ronald Wastewater District Assumption Transition Work Plan - February 2016

Transition Plan Task	Project Manager	Project Support	Year 2016												Year 2017												Year 2018													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Financial Policies																																								
Management and Maintenance of RWD Cash Reserve Level	RWD General Manager																																							
Notification of Debt Issuance, if Needed	RWD General Manager	Assistant City Manager																																						
Draft and Adopt City Wastewater Utility Debt and Financial Policies, Including Industry Review	ASD Director	RWD General Manager																																						
Update of Partial Hydraulic Analysis	RWD General Manager	RWD Maintenance Manager																																						
Update of Full Hydraulic Analysis and Comprehensive Plan	Utility and Ops Manager	PW Director and City Engineer																																						
Cost of Service Analysis and Rate Study	Utility and Ops Manager	PW Director, ASD Director and RWD General Manager																																						
Review and Discussion of Assumption Costs, if Incurred	RWD General Manager	ASD Director																																						
Discussion of Accounting Treatment	ASD Director	RWD General Manager																																						
Personnel																																								
Provide Ongoing Communication to District and City Staff About the Assumption	Assistant City Manager and RWD General Manager	City Manager and Communication Program Manager																																						
Provide Communication Letter to District and City Staff about Planning Phase Ending and Transition Phase Beginning	Assistant City Manager and RWD General Manager	City Manager and Communication Program Manager																																						
Provide Opportunities for Cultural Integration Between District and City Staff	City Manager and RWD General Manager	Assistant City Manager and Communication Program Manager																																						
Review District Job Descriptions and Create Commensurate City Job Descriptions	HR Director	Assistant City Manager and RWD General Manager																																						
Review the Differences in the Benefits Package and Employee Policies Between the District and City	HR Director	Assistant City Manager and RWD General Manager																																						
Review the RWD Organizational Chart and Determine How the Wastewater Utility Will be Structured Within the City's Organization	Assistant City Manager	City Manager, HR Director, PW Director, ASD Director and RWD General Manager																																						
Conduct Job Evaluation on District Jobs and Determine Range Placement for District Staff Within City's Salary Structure, Including Appropriate Step Placement, and Benefits Information	HR Director	Assistant City Manager, ASD Director, Budget Supervisor, and RWD General Manager																																						
Get RWD Employee Data Files, Personnel Files, Benefit Files and Prepare for Personalized Employee Transition Process	HR Director	Assistant City Manager and RWD General Manager																																						
Conduct Personalized Employee Transition Process, Including Classification and Compensation, Benefits, Leave Disposition, Organizational Chart Structure, New Reporting Structure, Work Location, City Employment Policies, Etc.	HR Director	City Manager, Assistant City Manager, PW Director, ASD Director and RWD General Manager																																						
Budget and Capital Improvement Plan																																								
Partner on City and District Annual Budget Process and Budget Development Methodology and Systems, Including Citywide Overhead Allocations and Vehicle Replacement and Maintenance Charges, for the Wastewater Fund Budget	ASD Director	Budget Supervisor, Budget Analyst, Fleet and Facilities Manager, Utility and Ops Manager and RWD General Manager																																						
Provide Budget Kickoff Manuals/Information and Excel Template or Website Form for District Use in Developing the 2017 and 2018 Budget Item Detail	ASD Director	Budget Supervisor, IT Systems Analyst, and RWD General Manager																																						
Develop Accurate Revenue and Expenditure Projections (Including Salaries and Benefits) for the Partial October - December 2017 Budget and the Full 2018 Budget (Accounting for Timing of Revenue Receipts and Expenditure Payments)	ASD Director	Budget Supervisor, Utility and Ops Manager and RWD General Manager																																						
Partner on the Development of the Ronald Wastewater Narrative and a Fund Summary Sheet for the 2017 Budget Book	ASD Director	Budget Supervisor and RWD General Manager																																						
Partner on City and District Annual CIP Processes	ASD Director	City Engineer, Budget Supervisor and RWD General Manager																																						
Have RWD Budget Align with Wastewater Utility Debt and Financial Policies	RWD General Manager	ASD Director																																						
Consider Having District Staff Present 2017 RWD Budget to City Council	RWD General Manager	ASD Director																						</																

Transition Plan Task	Project Manager	Project Support	Year 2016												Year 2017												Year 2018													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Facilities																																								
Plan for and Move District Administrative Staff to Shoreline City Hall	Fleet and Facilities Manager	ASD Director, PW Director, Utility and Ops Manager and RWD General Manager																																						
Plan for and Move District Maintenance Staff to the North Maintenance Facility	PW Director	ASD Director, Fleet and Facilities Manager, Utility and Ops Manager, RWD General Manager and RWD Maintenance Manager																																						
Financial Systems																																								
Utilize Springbrook Financial Accounting System	RWD General Manager																																							
Conduct Financial Accounting/Utility Billing System Replacement RFP	IT Manager	ASD Director, Finance Manager and RWD General Manager																																						
Implement Financial Accounting/Utility Billing System, Including Configuration and Training	IT Manager	ASD Director, Finance Manager and RWD General Manager																																						
Explore RWD Implementation of Track-IT Permit System	IT Manager	RWD General Manager, Planning Director, City Engineer, Utility and Ops Manager																																						
Conduct Analysis and Implement Utility Billing Issuance, Bill Collection and Payment (Including Over the Counter Credit Card Payments) and Debt Collection Processes	Finance Manager	RWD General Manager, ASD Director, Utility and Ops Manager																																						
Develop Process for Integrating Data Between the Financial Accounting/Utility Billing System and the Asset Management System (CityWorks)	IT Manager	ASD Director, Utility and Ops Manager and RWD General Manager																																						
Conduct Analysis on Financial Accounting/Utility Billing System Accommodating Other Utility Billing	IT Manager	ASD Director and RWD General Manager																																						
Asset Management and Public Records																																								
Keep Infrastructure List Up to Date	RWD General Manager	RWD Maintenance Manager																																						
Provide Infrastructure List to the City Annually	RWD General Manager	RWD Maintenance Manager																																						
Identify and Manage All Public Records of District	RWD General Manager	City Clerk																																						
Transfer all District Public Records	RWD General Manager	City Clerk and City Attorney																																						
Explore CityWorks Asset Management System and Woolpert for System Support, Including Coordination with the City's Asset Management System and Use of City Staff to Support System Integration	IT Manager	ASD Director, RWD General Manager, Utility and Ops Manager																																						
Purchasing and Contracts																																								
Provide Contract List, Including When Entered Into and Termination Date	RWD General Manager	RWD Maintenance Manager, Finance Manager and ASD Director																																						
Collaborate to Determine which Contracts should Extend Beyond Assumption, if Any	ASD Director	Utility and Ops Manager, RWD General Manager, RWD Maintenance Manager, Finance Manager and City Attorney																																						
Identify Current Purchasing and Procurement Standards	RWD General Manager	RWD Maintenance Manager																																						
Evaluate District Procurement Practices and Incorporate Into City Procurement Standards/Address Conflicts	Finance Manager	RWD General Manager																																						
Equipment, Furnishings and Fixtures																																								
Provide Capital Asset Record List, Including When Purchased, Life Span and Maintenance Records, and Determine Commitments on Equipment	RWD General Manager	RWD Maintenance Manager																																						
Keep Capital Asset Record List Up to Date	RWD General Manager	RWD Maintenance Manager																																						
Plan for Transfer of District Assets (EF&F), including legal asset transfer, asset accounting and asset tagging	Fleet and Facilities Manager	RWD General Manager, Finance Manager, City Attorney and IT Manager																																						
Coordinate Management of Future Tasks Regarding EF&F	Fleet and Facilities Manager	RWD General Manager, Finance Manager, City Attorney and IT Manager																																						
Municipal Code and Utility Advisory Board																																								
Review Current City Municipal Code and Draft Updated City Wastewater Code; Council Adoption	Utility and Ops Manager	PW Director, ASD Director, Planning Director, RWD General Manager and City Attorney																																						
Utility Advisory Committee Exploration	Assistant City Manager	City Manager, RWD General Manager and City Attorney																																						
Engineering Development Manual Update for Wastewater Utility	City Engineer	PW Director, Utility and Ops Manager and City Attorney																																						

DRAFT

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion and Adoption of Guiding Principles for Light Rail Facility Design		
DEPARTMENTS:	Planning & Community Development		
PRESENTED BY:	Miranda Redinger, Senior Planner		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

Sound Transit has completed Preliminary Engineering for the Lynnwood Link Light Rail Extension project, and the Federal Transit Administration has issued a Record of Decision. One of the next steps will be a design process for light rail facilities including stations, guideways, bridges, and parking garages, which will take place in 2016 and 2017.

At their August 31, 2015 Council meeting, Council approved a public involvement process regarding the design of Sound Transit facilities in Shoreline, and at their November 30 dinner meeting, Council discussed draft Light Rail Design Guiding Principles. Through further discussion with Council and Sound Transit, these principles were refined, reorganized, and renamed. On January 27, 2016, the City hosted a Link Light Rail Open House to help prepare for Sound Transit's Design Process. Attendees were introduced to the Guiding Principles and Sound Transit's process through a presentation, and invited to comment on both in an open house format.

The proposed Guiding Principles for Light Rail Facility Design for Council consideration and adoption are attached as Attachment A. Comments received at the January 27 open house are attached as Attachment B.

RESOURCE/FINANCIAL IMPACT:

No resource impacts are anticipated as a result of this action.

RECOMMENDATION

Staff recommends that Council discuss, finalize and move to adopt the Guiding Principles for Light Rail Facility Design so they may be included in a letter to Sound Transit and used as criteria to evaluate the light rail facility design process moving forward.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

In 2013, the City hosted a series of Visioning Events, targeted to different audiences, in order to kick off the Sound Transit Light Rail Station Subarea Planning Process. The Visioning Events were as follows:

- July 11- Korean Community (hosted in partnership with Senior Services)
- August 1- 145th Street Station Community
- August 7- Folks of Modest Means (hosted in partnership with Senior Services)
- August 22- 185th Street Station Community
- September 19- Entire Shoreline Community

Links to all comments that were provided at the Visioning Events are available at the following link: <http://www.shorelinewa.gov/government/departments/planning-community-development/planning-projects/light-rail-station-area-planning/visioning-workshop-comments>.

In 2013 and 2014, the City also hosted a series of Design Workshops for the 185th and 145th Street Station Subarea Plans.

- November 2013- 185th Street Station Design Workshops, Part I
- February 2014- 185th Street Station Design Workshops, Part II
- June 2014- 145th Street Station Design Workshops, Part I
- October 2014- 145th Street Station Design Workshops, Part II

Summary reports about these workshops are available on the light rail project web page: <http://www.shorelinewa.gov/lightrail>.

Many comments from these events dealt with how residents thought the light rail stations and parking garages should look, and what amenities should be offered at the Sound Transit facilities. The City submitted these comments directly to Sound Transit, but they also became the basis for the Guiding Principles for Light Rail Facility Design.

On August 31, 2015, Council approved a public involvement process regarding the design of Sound Transit facilities in Shoreline. The staff report for this Council discussion is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport083115-9a.pdf>.

As well, at their November 30 Council dinner meeting, Council discussed draft Light Rail Design Guiding Principles. The staff report from that discussion and initial draft Principles are available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/dinner/113015Dinner.pdf>.

Finally, following the November 30 dinner meeting but prior to the January 27 Link Light Rail Open House, the draft Guiding Principles were shared with Sound Transit. Sound Transit provided their input on the Principles, which was incorporated prior to sharing the Principles with the public.

DISCUSSION

The proposed Guiding Principles for Light Rail Facility Design (Attachment A) consist of eight categories, with a number of bullets under each category. The eight categories are as follows:

1. Multi-modal;
2. Neighborhood Character;
3. Sustainability;
4. Public Safety;
5. Mobility;
6. Public Amenities;
7. Transit-Oriented Development; and
8. Public Art.

The draft Guiding Principles were shared with the public at the January 27 Open House, which was titled *Preparing for the Sound Transit Design Process*. The open house was well-advertised and well-attended; staff estimates that at least 150 residents participated in the event. The PowerPoint presentation from the open house is available at the following link:

<http://www.shorelinewa.gov/home/showdocument?id=25055>.

Following the open house presentation, attendees were invited to discuss issues, ask questions, and submit comments at three topical “stations.” One of the stations had information about projects related to light rail, but which were not a topic of discussion at that particular meeting; specifically subarea planning and corridor studies. Another station focused on Sound Transit’s design process and elements that would be considered, and the third focused on the Guiding Principles.

The Guiding Principles station contained three large posters of the eight draft Principles. Attendees were encouraged to weigh in with their top two priorities for the eight categories using blue dots (**B**), and to express agreement or disagreement using green (**G**) and red (**R**) dots, respectively. Most of the dots were placed on the primary Guiding Principles, but some were placed on Principle subcategories/examples. In some cases, it was difficult to tell which was intended. Dot tallies are included in the numbers below, but only for Principles or Principle subcategories that received at least one dot (**B**=Priority; **G**=Agree; **R**=Disagree). Comments were also provided by the public about the overall Link Light Rail project and the Guiding Principles (Attachment B).

1. **Multi-modal**- stations should be full-service transit hubs and provide great access and inviting and convenient connections for trains, buses, bikes, and pedestrians, through options such as: (**B-39; G-3; R-1**)
 - c. Balancing the need to maximize parking spaces with the desire to expand opportunities for emerging trends such as car- and bike-sharing programs; (**B-1**)
 - d. Providing well-marked way-finding in the station areas, including pedestrian pathways; (**G-2**)
 - e. Encouraging transit use through
 - i. Convenient connections to Bus Rapid Transit and other transportation services (**B-5**)

2. **Public Safety**- the facilities should be safe, welcoming areas for people of all ages at all times through measures such as: **(B-16; G-5)**
3. **Sustainability**– all Sound Transit development should consider sustainable and climate friendly practices such as: **(B-35; G-2)**
 - d. Preserving significant trees when possible. **(G-1)**
4. **Mobility**- stations should provide accommodations for people of all ages and abilities including: **(B-7; G-3)**
 - b. Access to allow easy mobility for those with strollers and/or luggage; **(B-1)**
5. **Neighborhood Character**- stations should connect to the surrounding community to encourage and enhance vibrant place-making by such means as: **(B-39)**
 - a. Providing gathering places, such as plazas, that could be used for a variety of functions within the station footprint; **(B-1)**
 - c. Providing common design elements between both Shoreline stations; **(G-1)**
 - d. Providing landscaping that reflects Shoreline’s commitment to park space and sustainability; and **(B-1; G-2)**
 - e. Consider making use of areas under powerlines or trackways where feasible (ex. City-managed public open spaces and/or trails). **(B-1)**
6. **Public Amenities**- the stations should provide gathering places that create a sense of community and emphasize the arts, culture, and history of the community by such means as: **(B-2; G-1)**
 - b. Installing bicycle storage with covered racks and lockers; **(B-1; G-1)**
 - f. Creating flexible spaces for gathering and entertainment, including the potential for leasable spaces; **(B-2; G-2; R-3)**
 - h. Consider providing restrooms. **(B-1)**
7. **Transit Oriented Development**– promote TOD through facility siting and design that is supportive of future development opportunities. **(B-7; G-7; R-9)**
8. **Public Art**– integrate elements of art wherever possible by: **(B-7; R-4)**

Proposed Guiding Principles

Following the January 27 Open House, staff considered the public comment provided at the open house and slightly amended the Guiding Principles. Primarily, these amendments entailed re-ordering some of the Principles based on the priorities provided at the open house. Other minor wording changes were also made. In finalizing the Guiding Principles tonight, staff is interested in hearing from Council whether there are any Principles or Principle subcategories that the Council would like to add, delete, or edit.

RESOURCE/FINANCIAL IMPACT

No resource impacts are anticipated as a result of this action.

RECOMMENDATION

Staff recommends that Council discuss, finalize and move to adopt the Guiding Principles for Light Rail Facility Design so they may be included in a letter to Sound

Transit and used as criteria to evaluate the light rail facility design process moving forward.

ATTACHMENTS

Attachment A – Proposed Guiding Principles for Light Rail Design

Attachment B – Comments received at the January 27 Open House

Guiding Principles for Light Rail Facility Design

1. **Multi-modal** – stations should be full-service transit hubs and provide great access and inviting and convenient connections for trains, buses, bikes, and pedestrians through options such as:
 - a. Ensuring that all modes of non-motorized users can easily access the stations from both sides of I-5 and NE 185th and 145th Streets;
 - b. Providing safe non-motorized access to and from the stations and garages, including consideration of a pedestrian/bicycle bridge connecting the 145th Street station to the west side of I-5;
 - c. Balancing the need to maximize parking spaces with the desire to expand opportunities for emerging trends such as car- and bike-sharing programs;
 - d. Providing well-marked way-finding in the station areas, including pedestrian pathways; and
 - e. Encouraging transit use through:
 - i. Convenient connections to Bus Rapid Transit and other transportation services;
 - ii. Electronic, dynamic signs with transit data; and
 - iii. Availability of Orca cards for purchase at the stations.
2. **Neighborhood Character** – stations should connect to the surrounding community to encourage and enhance vibrant place-making by such means as:
 - a. Providing gathering places, such as plazas, that could be used for a variety of functions within the station footprint;
 - b. Promoting excellent design that conveys a sense of place through pedestrian scale features, façade and sound wall treatments, and complementary lighting;
 - c. Providing common design elements between both Shoreline stations;
 - d. Providing landscaping that reflects Shoreline’s commitment to green space and sustainability; and
 - e. Consider making use of areas under powerlines or trackways where feasible (ex. City-managed public open spaces and/or trails).
3. **Sustainability** – all Sound Transit development should consider sustainable and climate friendly practices such as:
 - a. Incorporating energy-efficient and “green building” features, including Low-Impact Development techniques for storm water management;
 - b. Restoring impacted streams, wetlands, and other critical areas and associated buffers;
 - c. Providing information about the functions and values of adjacent critical areas through interpretive signage or other means; and
 - d. Preserving significant trees when possible.

4. **Public Safety** – the facilities should be safe, welcoming areas for people of all ages at all times through measures such as:
 - a. Integration of Crime Prevention Through Environmental Design (CPTED) at all facilities;
 - b. Security cameras (monitored) and emergency call-boxes;
 - c. Station designs that are as open as possible with maximum use of transparent panels; and
 - d. Lighting that enhances safety, but is non-intrusive for neighbors.
5. **Mobility** – stations should provide accommodations for people of all ages and abilities including:
 - a. Providing accommodations for people with mobility challenges;
 - b. Access to allow easy mobility for those with strollers and/or luggage;
 - c. Providing disabled parking and drop-off zones; and
 - d. Constructing safe, ADA-compliant, wide walking paths, sidewalks and curb ramps (non-slip).
6. **Public Amenities** – the stations should provide gathering places that create a sense of community and emphasize art, culture, and history of the community by such means as:
 - a. Using bridge design to create an iconic look where feasible;
 - b. Installing bicycle storage with covered racks and lockers;
 - c. Installing garbage and recycling receptacles;
 - d. Providing seating (covered and uncovered);
 - e. Using icon-based signage;
 - f. Creating flexible spaces for gathering and entertainment, including the potential for leasable spaces;
 - g. Including weather protection elements; and
 - h. Consider providing restrooms.
7. **Transit Oriented Development** – promote TOD through facility siting and design that is supportive of future development opportunities.
8. **Public Art** – integrate elements of art wherever possible by:
 - a. Utilizing local artists when feasible; and
 - b. Enhancing facades and public spaces with art.

Link Light Rail Open House: Preparing for Sound Transit's Design Process

January 27, 2016

Shorewood High School

Comments submitted

1. Sidewalk improvement along 10th Ave NE.
2. Well-enforced parking and thoroughfare study on NE 188th St (between 10th and 15th Ave NE).
3. Improvement in traffic mitigations on 188th street (snaking road).
4. Sidewalks from the station to neighborhoods.
5. Stairway up 185th, ADA compliant path up 180th.
6. "Dead end" or "Not thru way" on 185th hill.
7. Lots and lots and lots of trees.
8. I like the planned station locations and track alignments. Wish the construction schedule could be compressed.
9. This open house was very informative. Thank you for keeping the community involved in this process. I look forward to future involvement and the stations.
10. I especially like the Bellevue Link station design.
11. I don't agree with proposed MUR-70' for Shoreline 185th St Station.
12. Very concerned about parking garage (please build twice as much as you need! Population will blossom once light rail opens!) and neighborhood parking, parking is already tight along 10th Ave NE and the neighboring arterials.
13. Will Neighborhood parking be enforced?
14. Please consider public art that uses more natural materials that can age gracefully rather than loud colored abstract objects that end up looking dated in a few years.
15. Station design should take into consideration changing climate trends, such as longer periods of rain and hotter summers, so that there are appropriate amounts of cover for waiting riders.
16. Example of poor design – Metro's Northgate station which is all wet under canopy on rainy days.
17. Public restrooms in every station.
18. Please include electric car charging.
19. I would like to see the stations foster a sense of place and be of human scale in art and architecture. Shoreline has been a bedroom community without much identity for a long time, but there are several current efforts to create a sense of place and eventually identity in Ridgcrest. Some stations are grand in scale and style, which is appropriate for "city" neighborhoods, but I'm afraid that a similar approach further out would

appear “institutional” or too much like a “hub” instead of home, as it will be for some riders. The 145th street station area in particular is relatively nicely forested. It would be nice if those trees could stay for their contribution to sense of place as well as other benefits.

I would also like to see the 145th Street exit, as it transitions to 5th Ave NE, a neighborhood street, have some qualities that make it welcoming and comfortable, like a gateway to Shoreline and the neighborhood of Ridgecrest. Currently there is almost no gateway, and I think that a gateway element would be a huge benefit for Shoreline, as well as potentially be a defining element for the station. It would be nice if the station were relatively “humble” and it enhanced instead of dominated its environment.

Also worth consideration as a design element is the fact that there are a few parks nearby. I realized that this station is at the intersection of 1-5 and 523, with lots of concrete. But, this is all the more reason for keeping and enhancing green space.

20. Add sidewalks on 180th from 15th NE to 10th NE and down 10th to 185th. It’s already not safe. People always run the 4 way stop at 180th and 10th.
21. Put sidewalks in on 5th & 10th NE for pedestrian safety.
22. Looking forward to having light rail services in our city, and all the new businesses, cafes, restaurants, homes that will be coming also. Help expedite this process. Thank you for the meeting and info.
23. Build station around existing large trees and incorporate them into the design. Create something integrated with nature, world class.
Use Green Materials and Lots of Grass
Bike racks, lots of lighting, lots of big trees and wildlife habitat
A bus haven rather than a garage. NO garage, nearby smaller scale park and ride facilities. Green, tree-lined paths to the station
NO parking garage, lots of light
Bus haven and buffered paths and bike lanes leading to station, a pedestrian bridge.
24. Need bike racks and lockers for personal bikes.
25. 500 parking spaces does not seem like enough.
26. Retail shops at the station would be nice.
27. Consider expanding bike lanes along arterials. Not enough parking spaces. Bike lockers are essential.
28. I would like an expedited timeline.
29. Please *encourage* biking through more than just bike lockers.
30. Garage should be on the same side of the freeway as the station.
31. Allow busking and other entertainment at station.

32. Bike racks /parking at east side of freeway at 185th station.
33. 145th station – Southbound on 5th Ave should have designated bus lane, 3rd lane of traffic. It is already a very busy intersection without the station! Many cars are trying to get on I-5 too.
34. Suggest a theme of Shoreline Parks for one of the stations. In the ST part of the presentation, the concrete elements showing trees / branches were attractive. The look of the Angle Lake Station was unappealing.
35. I like the central waiting platform configuration. Easier to correct mistakes if you go to the wrong one.
36. What happens after parking garages are full? Not everyone is able to take the bus straight home from the station (e.g. picking up kids after school and taking them to soccer practice).
37. East-west bike lanes on 155th & 185th should be improved & widened to make access to light rail easier.
38. Whoever did art on the greenway outside city hall + hwy 99 should not be considered for the new station. Thank you.
39. It would be nice to see a chance for coffee shops / cafes by disabled / low income / veteran business owners.
40. Use of solar, rain catchment incorporated into art design. “Powered by art” concept.
41. A sound system that is very clear to understand from all directions.
42. Signage over 145th that the garage is full, addition signs at 522 and 99 to keep cars off the corridor.
43. Patrol to street lights for parking ½ mile radius of station.
44. 145th station – really need to consider car traffic flow, especially cars leaving station going northbound on I-5.
45. Local buses on 5th Ave NE, southbound will slow traffic flow to I-5.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussion of Ordinance No. 739 – Development Code
Amendments Related to Light Rail Transit System/Facilities
DEPARTMENT: Planning and Community Development
PRESENTED BY: Rachael Markle, Director
ACTION: ☐ Ordinance ☐ Resolution ☐ Motion
 ☒ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

The City's current zoning and regulations can be improved to better serve both the residents of Shoreline and Sound Transit during the design and construction of Sound Transit's Lynnwood Link Extension Project for their light rail system. The proposed amendments to the Development Code as recommended by the Planning Commission and staff are intended to

- Establish a quasi-judicial process to review and approve a light rail transit system/facility as an allowed use with conditions in various zones along the Lynnwood Link Extension alignment; and
- Identify the development standards that will apply to the design of the Lynnwood Link Extension light rail system and facilities in Shoreline.

The Planning Commission and staff recommend amendments to the Development Code are presented in proposed Ordinance No. 739. Tonight's discussion provides an opportunity for Council to discuss this proposed ordinance. Proposed Ordinance No. 739 is currently scheduled for Council adoption on March 21, 2016.

RESOURCE/FINANCIAL IMPACT:

These amendments give Shoreline the authority to regulate specific aspects of site and structural design and to condition the Lynnwood Link Extension project. The conditions would be related to assimilating the regional land use into existing neighborhoods in ways that recognize and address local impacts. Without this authority, Shoreline could experience regional impacts and the associated costs to address them.

RECOMMENDATION

No action is required, as the purpose of this meeting is to study the proposed development regulations, answer Council questions and determine if there is additional information needed from staff to move forward with adoption of proposed Ordinance No. 739. Staff is also interested in hearing Council feedback on the Sound Transit comments to the proposed development code amendments. Staff recommends that

Council adopt proposed Ordinance No. 739 with the Sounds Transit comments when it is brought back for adoption on March 21.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Light rail service is scheduled to begin in 2023. Based on Sound Transit's latest schedule, staff's review of architectural and engineering designs for the stations, garages and other associated light rail facilities will start in the spring of 2016. When the City adopted the 185th Street Light Rail Station Subarea Plan, a permitting process, called the 'Development Agreement' process, was codified to review the stations, garages and associated facilities for compliance with Shoreline's goals, policies and regulations. Further legal review revealed that process is not the appropriate mechanism to approve the use of a light rail transit system and facilities. Therefore, the Development Code needs to be amended to establish another process for approving light rail transit system/facilities as an allowed use.

Additionally, the City's design standards are largely determined by the type of development being constructed, such as single family, multi family or commercial. Light rail transit system/facilities do not fall cleanly into these development types. Therefore, the Planning Commission and staff recommend that the Council adopt Development Code amendments that:

- establish where light rail system/facilities are permitted uses;
- the process for permitting these uses; and
- the specific chapters and subchapters of the Development Code that apply to the design of light rail system/facilities.

The Planning Commission conducted three study sessions on these amendments on the following dates (meeting minutes and staff reports are linked below):

- **September 3, 2015**
<http://www.shorelinewa.gov/Home/Components/Calendar/Event/8108/182?toggle=allpast> ;
- **December 17, 2015**
<http://www.shorelinewa.gov/Home/Components/Calendar/Event/8433/182?toggle=allpast>
- **January 7, 2016**
<http://www.shorelinewa.gov/Home/Components/Calendar/Event/9475/182?toggle=allpast>

The Commission also held two public hearings on the amendments on:

- **October 1, 2015**
<http://www.shorelinewa.gov/Home/Components/Calendar/Event/8145/182?toggle=allpast>
- **January 21, 2016**
<http://www.shorelinewa.gov/Home/Components/Calendar/Event/9476/182?toggle=allpast>

The Planning Commission's Light Rail Subcommittee also met on January 12 to discuss the Development Code amendments and determine if additional amendments should be drafted to address the upcoming design of light rail stations, garages, and associated facilities (minutes are accessible from the link above).

While the City's Development Code includes the permit types needed to approve the construction activities associated with the light rail transit system/facilities, the City has not designated an appropriate process to approve a light rail transit system/facility in the existing zones. Most of the land that Sound Transit will be constructing its stations, parking garages, and guide way (rail) upon is zoned Residential 6 dwelling units per acre (R-6) or unclassified right of way.

DISCUSSION

There are potential gaps in the City's process for permitting Sound Transit's light rail transit system/facilities. The Code specifies that light rail transit system/facilities must obtain a Development Agreement to locate in Shoreline. The light rail transit system/facilities are essential public facilities, and therefore the City's regulations cannot be so onerous as to preclude the siting of these facilities. Therefore, it is appropriate to allow for deviations from underlying zoning and regulations so as to not preclude the uses. The Development Agreement as defined by State law is not designed to be a tool to accommodate deviations from the underlying zone's regulations.

Staff's recommendation is to instead use a Special Use Permit (SUP) process, which is identified in the Comprehensive Plan as the appropriate process for siting essential public facilities. The purpose of a SUP is to locate a regional land use not specifically allowed by the zoning, but provides a benefit to the community subject to conditions to ensure the use is compatible with adjacent land uses. The SUP anticipates the need to deviate from development standards and uses decision criteria to balance the need for deviations while still meeting the intent of the regulations.

Specific Special Use Permit (SUP) Information

The Development Code states that:

"The purpose of a special use permit is to allow a permit granted by the Hearing Examiner to locate a regional land use, not specifically allowed by the zoning of the location, but that provides a benefit to the community and is compatible with other uses in the zone in which it is proposed. The special use permit is granted subject to conditions placed on the proposed use to ensure compatibility with adjacent land uses."

To put it simply, the SUP is the mechanism to allow the use of a light rail transit system and facilities in the City of Shoreline. The SUP process would be used to:

- Locate the light rail transit system/facilities as an essential public facility in zones where this use would be prohibited;
- Condition the light rail transit system/facilities to be more compatible with adjacent land uses through the application of criteria; and

- Approve deviations from the regulations as appropriate to accommodate the light rail transit system/facilities as essential public facilities.

The City's Comprehensive Plan includes an Interim Essential Public Facility "EPF" siting Process in Land Use Policy LU65. No new process has been established to replace this interim process, so this process is still valid. LU65 reads as follows:

"Use this interim Siting Process to site the essential public facilities described in LU63 in Shoreline. Implement this process through appropriate procedures incorporated into the SMC.

Interim EPF Siting Process

- 1. Use policies LU63 and LU64 to determine if a proposed essential public facility serves local, countywide, or statewide public needs.*
- 2. Site EPF through a separate multi-jurisdictional process, if one is available, when the City determines that a proposed essential public facility serves a countywide or statewide need.*
- 3. Require an agency, special district, or organization proposing an essential public facility to provide information about the difficulty of siting the essential public facility, and about the alternative sites considered for location of the proposed essential public facility.*
- 4. Processing applications for siting essential public facilities through SMC Transfer of Development Rights (TDR) allows property owners in environmentally or historically significant areas to transfer their right to develop to property owners in areas more suitable for urban development. A successful transaction benefits the seller, who sells the development rights for financial considerations; the buyer, who is able to use the TDR on his/her property; and the public at large, which gains a permanent open space, recreation area, or historically significant site. Section 20.30.330 — Special Use Permit.*
- 5. Address the following criteria in addition to the Special Use Permit decision criteria:*
 - a. Consistency with the plan under which the proposing agency, special district or organization operates, if any such plan exists;*
 - b. Include conditions or mitigation measures on approval that may be imposed within the scope of the City's authority to mitigate against any environmental, compatibility, public safety or other impacts of the EPF, its location, design, use or operation; and*
 - c. The EPF and its location, design, use, and operation must be in compliance with any guidelines, regulations, rules, or statutes governing the EPF as adopted by state law, or by any other agency or jurisdiction with authority over the EPF."*

Additionally, the light rail transit system/facility should not be approved using a legislative process. The Development Agreement process, the current process for approving these uses, is legislative. Legislative decisions are non-project decisions made by the City Council under its authority to establish policies (ex. Comprehensive Plan policies) and regulations (ex. Development Code amendments). The Planning

Commission is the reviewing authority for legislative decisions and is responsible for holding an open record Public Hearing on the official docket of proposed Development Code Amendments and making a recommendation to the City Council on each amendment.

Quasi-Judicial Nature of a SUP

Quasi-judicial processes are to be used when processing applications that involve a single entity, actions that are not wide in scope and based on a specific proposal. The SUP uses a quasi-judicial process. The Code specifies that the Hearing Examiner will conduct the public hearing and render the decision for the SUP. The Planning Commission considered an alternative hearing body and decision making entities and recommended that the SUP process be followed as written in SMC 20.30.330 using the Hearing Examiner (Option #4 below). The following table illustrates the five options reviewed by the Commission for how a SUP for a light rail transit system/facility could be processed quasi-judicially:

Quasi-Judicial Review and Approval Authority Options
1. Hearing Examiner in an <u>Open Record Hearing</u> makes recommendation to the Council and Council in a <u>Closed Record Hearing</u> approves/denies permit.
2. Planning Commission in an <u>Open Record Hearing</u> makes recommendation to Council and Council in a <u>Closed Record Hearing</u> approves/denies permit.
3. Council in an <u>Open Record Hearing</u> takes testimony, comments and then makes decision.
4. <i>Hearing Examiner after an <u>Open Record Hearing</u> makes final decision (current process for a SUP).</i>
5. Director <u>without a hearing</u> makes decision at administrative level (appealable to Hearing Examiner).

Further, Washington State Law directs the City to use a quasi-judicial process such as a SUP process when making decisions in regards to a specific party. RCW 42.36.010 states:

Quasi-judicial actions of local decision-making bodies are those actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment, or boards which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.

As noted above, the SUP is a quasi-judicial decision. The decision to approve, approve with conditions, or deny a SUP is made by the Hearing Examiner and involves the use of discretionary judgment in the review of each specific application.

Quasi-judicial decisions require findings, conclusions, an open record public hearing and recommendations prepared by the review authority for the final decision made by

the Hearing Examiner. A quasi-judicial process resembles a court or a judge who must act in a manner similar to a judge in a court of law. In a quasi-judicial proceeding, the Hearing Examiner is not setting new policy but is making a decision based on set criteria (SCM 20.30.330) at a hearing. In other words, much like a court, the Hearing Examiner is applying the law to facts gathered at the hearing to arrive at their decision. Quasi-judicial decisions also require the Hearing Examiner not to consider any information received outside the record (this is called “ex parte communication”). This is so everyone has a fair opportunity to hear the information and provide testimony in response. This includes written and verbal communication, from any source, including residents, Planning Commissioners, and City Council members.¹

Development Regulations that Apply to Light Rail Transit System/Facilities

While the City’s Development Code includes standards to regulate much of the construction activities associated with the light rail transit system/facilities, it is unclear how to apply them without zoning. Proposed Ordinance No. 739 (Attachment A) includes Development Code amendments that establish which development regulations apply to light rail transit system/facilities, especially when located on land that is not zoned, which is primarily various types of right of way.

The Planning Commission and staff recommend that the following list of specific existing development regulations apply to the design of light rail transit system/facilities, such as stations, parking garages, and associated accessory structures:

1. SMC 20.50.020(2) - Dimensional standards of the MUR-70’ Zone;
2. SMC 20.50.220 through 20.50.250 – Commercial design standards;
3. SMC 20.50.290 through 20.50.370 – Tree conservation, and clearing and site grading standards;
4. SMC 20.50.380 through 20.50.440 – Parking, access, and circulation;
5. SMC 20.50.450 through 20.50.520 - Landscaping;
6. SMC 20.50.530 through 20.50.610 – Signs for the MUR-70’ Zone;
7. SMC 20.60 Adequacy of Public Facilities;
8. SMC 20.70 Engineering and Utilities Development Standards; and
9. SMC 20.80 Critical Areas.

The Planning Commission and staff recommend that the following list of specific existing development regulations apply to the design of light rail transit system/facilities located between the stations along the rail alignment:

1. SMC 20.50.290 through 20.50.370 – Tree conservation, and clearing and site grading standards;
2. SMC 20.50.450 through 20.50.520 – Landscaping;
3. SMC 20.60 Adequacy of Public Facilities;
4. SMC 20.70 Engineering and Utilities Development Standards; and
5. SMC 20.80 Critical Areas.

¹ Note: Further review of the Planning Commission recommended amendments to SMC 20.30.330 Special Use Permit (Type C action) flagged an inconsistent usage of permissive language, specifically may and shall. With direction from Council, staff would like to revise the language to be consistent throughout and suggest using “may” instead of “shall”.

Sound Transit Comments on Proposed Amendments

Sound Transit provided the City with comments on the proposed Development Code amendments. Some of these comments were received after the Public Hearing. With the delay of this agenda item from February 8th, staff was able to review the latest comments and would like the Council to consider some of the proposed edits from Sound Transit.

Attachment A, Exhibit B to this staff report provides Sound Transit's edits to the Planning Commission's Development Code Amendments. These additions are highlighted in blue in the Exhibit and are described below:

- a. **SMC 20.30.330 (B)(1) Decision Criteria (applies to all Special Uses)** – This change corrects a typographic error by deleting an extra “or”.
- b. **SMC 20.30.330(B)(8) Decision Criteria (applies to all Special Uses)** – This change amends one of the general criterion for reviewing a SUP. Sound Transit commented that requiring an applicant to demonstrate that a project does not conflict with the policies of the Comprehensive Plan represents a very open ended and potentially subjective task. There are hundreds of policies in the Comprehensive Plan. Instead Sound Transit staff suggested limiting this criterion to a demonstration that the project does not conflict with the basic purposes of the Development Code.
- c. **SMC 20.40.438(D) Modification of 20.40.438 (B) and (C) Requirements** – This change incorporates the concept that modifications to the City's development standards may be necessary to meet State law. WAC 365-96-550 prevents local governments from regulating Essential Public Facilities (EPF), such as light rail transit system/facilities in such a way that the EPF would be precluded.

Staff is supportive of these changes and would like to hear from Council on whether Council would like to move forward with these additional amendments when proposed Ordinance No. 739 is brought back for Council adoption on March 21.

Explanation of Standards Covered in Existing Regulations

The Planning Commission and staff carefully reviewed the recommended standards and regulations from the existing Development Code to determine if the list was inclusive of all aspects of the Lynnwood Link Extension development that the City may need to regulate. Attachment B to this staff report provides a brief description of the standards included in the existing regulations that are recommended by the Planning Commission and staff to apply to light rail transit systems/facilities.

Additional Development Code Amendments

Although the Planning Commission and staff did not amend the list in Attachment B, there will likely be additional regulations related to the Lynnwood Link Extension project studied and potentially presented to Council in the near future. This set of Development Code amendments, noted as “Package 3”, will likely include additional provisions for:

- transportation impact analysis;
- construction management;
- parking management;
- neighborhood traffic planning; and
- trees.

Package 3 represents an opportunity to consider additional amendment concepts that arose as part of the public hearing, from Sound Transit's comments on proposed amendments and discussion with the Planning Commission's Light Rail Subcommittee.

COUNCIL GOALS ADDRESSED

Proposed Ordinance No. 739 addresses the following Council Goals:

- Goal 2: Improve Shoreline's utility, transportation, and environmental infrastructure
- Goal 3: Prepare for two Shoreline light rail stations

RESOURCE/FINANCIAL IMPACT

These amendments give Shoreline the authority to regulate specific aspects of site and structural design and to condition the Lynnwood Link Extension project. The conditions would be related to assimilating the regional land use into existing neighborhoods in ways that recognize and address local impacts. Without this authority, Shoreline could experience regional impacts and the associated costs to address them.

RECOMMENDATION

No action is required, as the purpose of this meeting is to study the proposed development regulations, answer Council questions and determine if there is additional information needed from staff to move forward with adoption of proposed Ordinance No. 739. Staff is also interested in hearing Council feedback on the Sound Transit comments to the proposed development code amendments. Staff recommends that Council adopt proposed Ordinance No. 739 with the Sound Transit comments when it is brought back for adoption on March 21.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 739

Attachment A, Exhibit A: Development Code Amendments Related to Light Rail Transit System/Facilities – Planning Commission Recommendation

Attachment A, Exhibit B: Development Code Amendments Related to Light Rail Transit System/Facilities – Planning Commission Recommendation with edits from Sound Transit

Attachment B: Description of Current Development Code Standards that Apply to Light Rail Transit System/Facilities

ORDINANCE NO. 739

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON
AMENDING THE TITLE 20 UNIFIED DEVELOPMENT CODE OF THE
SHORELINE MUNICIPAL CODE TO PROVIDE FOR A SPECIAL USE
PERMIT PROCESS AND APPLICABLE CRITERIA FOR REVIEW AND
PERMITTING OF A LIGHT RAIL SYSTEM AND FACILITIES.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Chapter 36.70A RCW; and

WHEREAS, in conformance with the Growth Management Act, the City has adopted Shoreline Municipal Code (SMC) Title 20, which contains development regulations to implement the City's Comprehensive Plan; and

WHEREAS, Sound Transit's light rail system corridor will pass through the City and Sound Transit intends to locate various facilities within the City, including two (2) light rails stations and two (2) parking garages; and

WHEREAS, SMC Title 20 currently does not properly address the permitting process, including applicable criteria, to adequately consider the needs of Sound Transit light rail systems and facilities; and

WHEREAS, on September 3, 2015, December 17, 2015, and January 7, 2016, the City of Shoreline Planning Commission held study sessions on the proposed amendments; and

WHEREAS, on October 1, 2015 and again on January 21, 2016, the Shoreline Planning Commission held properly noticed public hearings on the proposed amendments so as to receive public testimony; and

WHEREAS, at the conclusion of the second public hearing, the City of Shoreline Planning Commission voted to recommend approval of the proposed amendments as presented by staff; and

WHEREAS, on February 8, 2016, the City Council held a study session on the proposed amendments as recommended by the Planning Commission; and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation, amending that recommendation as the City Council deemed appropriate; and

WHEREAS, the City Council has determined that the proposed amendments are consistent with the Growth Management Act and in accordance with the Comprehensive Plan, and meets the criteria set forth in SMC 20.30.350; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the proposed amendments to SMC Title 20; and

WHEREAS, the environmental impacts of the proposed amendments resulted in the issuance of a Determination of Non-Significance (DNS) on September 16, 2015 and

WHEREAS, the City provided public notice of the amendments and the public meetings and hearing as provided in SMC 20.30.070 and have provided adequate opportunities for public review and comment;

THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment – SMC Title 20. SMC 20.30.330 Special use permit – SUP (Type C Action), SMC Table 20.40.140 Other uses, SMC Table 20.40.160 Station Area Uses, SMC 20.40.438 Light rail transit system/facility, and SMC 20.50.480 Street trees and landscaping within the right-of-way – Standards are amended as set forth on Exhibit A.

Section 2. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 3. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON MARCH 21, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2016

Effective Date: , 2016

Ordinance No. 739 –Attachment A - Exhibit A

20.30.330 Special use permit-SUP (Type C action).

A. Purpose. The purpose of a special use permit is to allow a permit granted by the City to locate a regional land use on unclassified lands, unzoned lands, or when not specifically allowed by the zoning of the location, but that provides a benefit to the community and is compatible with other uses in the zone in which it is proposed. The special use permit ~~is~~ may be granted subject to conditions placed on the proposed use to ensure compatibility with adjacent land uses.

B. Decision Criteria (applies to all Special Uses). A special use permit shall be granted by the City, only if the applicant demonstrates that:

1. The use will provide a public benefit or satisfy a public need of the neighborhood, district or City or region;
2. The characteristics of the special use will be compatible with the types of uses permitted in surrounding areas;
3. The special use will not materially endanger the health, safety and welfare of the community;
4. The proposed location shall not result in either the detrimental over-concentration of a particular use within the City or within the immediate area of the proposed use, unless the proposed use is deemed a public necessity;
5. The special use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood;
6. The special use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts;
7. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the special use shall not hinder or discourage the appropriate development or use of neighboring properties;
8. The special use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this title; and

9. The special use is not in conflict with the standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, or Shoreline Master Program, SMC Title 20, Division II.

Table 20.40.140 Other Uses

NAICS #	SPECIFIC USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
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REGIONAL									
	School Bus Base	S-i	S-i	S-i	S-i	S-i	S-i	S-i	
	Secure Community Transitional Facility							S-i	
	Transfer Station	S	S	S	S	S	S	S	
	<u>Light rail transit system/facility</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>
	Transit Bus Base	S	S	S	S	S	S	S	
	Transit Park and Ride Lot	S-i	S-i	S-i	S-i	P	P	P	P
	Work Release Facility							S-i	

P = Permitted Use

C = Conditional Use

S = Special Use

-i = Indexed Supplemental Criteria

20.40.160 Station area uses.

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
OTHER				
	Animals, Small, Keeping and Raising	P-i	P-i	P-i
	Light Rail Transit System/Facility	<u>P-i S-i</u>	<u>P-i S-i</u>	<u>P-i S-i</u>
	Transit Park and Ride Lot		S	P
	Unlisted Uses	P-i	P-i	P-i

Supplemental Index Criteria

20.40.438 Light rail transit system/facility.¹

A. A light rail transit system/facility shall be approved through a ~~development agreement~~ Special Use Permit as specified in SMC 20.30.33055. (Ord. 706 § 1 (Exh. A), 2015).

B. A light rail transit system/facility, stations and parking garages shall conform to the required standards below:

1. SMC 20.50.020(2) - Dimensional standards of the MUR-70' zone;
2. SMC 20.50.220 through 20.50.250 – Commercial design standards;
3. SMC 20.50.290 through 20.50.370 – Tree conservation, land clearing and site grading standards;
4. SMC 20.50.380 through 20.50.440 – Parking, access, and circulation;
5. SMC 20.50.450 through 20.50.520 - Landscaping;
6. SMC 20.50.530 through 20.50.610 – Signs for the MUR-70' zone;
7. SMC 20.60 Adequacy of Public Facilities;
8. SMC 20.70 Engineering and Utilities Development Standards; and
9. SMC 20.80 Critical Areas.

C. The light rail transit system/facility improvements located between the stations shall comply with the applicable subchapters and sections below:

1. SMC 20.50.290 through 20.50.370 – Tree conservation, and clearing and site grading standards;
2. SMC 20.50.450 through 20.50.520 – Landscaping;
3. SMC 20.60 Adequacy of Public Facilities;
4. SMC 20.70 Engineering and Utilities Development Standards; and
5. SMC 20.80 Critical Areas.

D. **Modification of 20.40.438 (B) and (C) Requirements.** If the applicant demonstrates that compliance with one or more of the requirements set forth in this Section 20.40.438(B) and (C) is impracticable, would result in reduced public benefits, or alternative actions could meet or exceed the intended goals of such requirements, then the City may waive or modify such requirements as part of the Special Use Permit process.

20.50.480 Street trees and landscaping within the right-of-way – Standards.

- A. When frontage improvements are required by Chapter 20.70 SMC, street trees are required ~~in~~for all commercial, office, public facilities, industrial, multifamily ~~zones~~ developments, and for single-family subdivisions on all arterial streets.
- B. Frontage landscaping may be placed within City street rights-of-way subject to review and approval by the Director. Adequate space should be maintained along the street line to replant the required landscaping should subsequent street improvements require the removal of landscaping within the rights-of-way.
- C. Street trees and landscaping must meet the standards for the specific street classification abutting the property as depicted in the Engineering Development Guide including but not limited to size, spacing, and site distance. All street trees must be selected from the City-approved street tree list. (Ord. 581 § 1 (Exh. 1), 2010; Ord. 406 § 1, 2006; Ord. 238 Ch. V § 7(B-3), 2000).

Ordinance No. 739 – Attachment A - Exhibit B

20.30.330 Special use permit-SUP (Type C action).

A. Purpose. The purpose of a special use permit is to allow a permit granted by the City to locate a regional land use on unclassified lands, unzoned lands, or when not specifically allowed by the zoning of the location, but that provides a benefit to the community and is compatible with other uses in the zone in which it is proposed. The special use permit ~~is~~ may be granted subject to conditions placed on the proposed use to ensure compatibility with adjacent land uses.

B. Decision Criteria (applies to all Special Uses). A special use permit shall be granted by the City, only if the applicant demonstrates that:

1. The use will provide a public benefit or satisfy a public need of the neighborhood, district ~~or City~~ or region;
2. The characteristics of the special use will be compatible with the types of uses permitted in surrounding areas;
3. The special use will not materially endanger the health, safety and welfare of the community;
4. The proposed location shall not result in either the detrimental over-concentration of a particular use within the City or within the immediate area of the proposed use, unless the proposed use is deemed a public necessity;
5. The special use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood;
6. The special use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts;
7. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the special use shall not hinder or discourage the appropriate development or use of neighboring properties;
8. The special use is not in conflict with ~~the policies of the Comprehensive Plan or~~ the basic purposes of this title; and

9. The special use is not in conflict with the standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, or Shoreline Master Program, SMC Title 20, Division II.

Table 20.40.140 Other Uses

NAICS #	SPECIFIC USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
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REGIONAL									
	School Bus Base	S-i	S-i	S-i	S-i	S-i	S-i	S-i	
	Secure Community Transitional Facility							S-i	
	Transfer Station	S	S	S	S	S	S	S	
	<u>Light rail transit system/facility</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>	<u>S-i</u>
	Transit Bus Base	S	S	S	S	S	S	S	
	Transit Park and Ride Lot	S-i	S-i	S-i	S-i	P	P	P	P
	Work Release Facility							S-i	

P = Permitted Use

C = Conditional Use

S = Special Use

-i = Indexed Supplemental Criteria

20.40.160 Station area uses.

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
OTHER				
	Animals, Small, Keeping and Raising	P-i	P-i	P-i
	Light Rail Transit System/Facility	<u>P-i S-i</u>	<u>P-i S-i</u>	<u>P-i S-i</u>
	Transit Park and Ride Lot		S	P
	Unlisted Uses	P-i	P-i	P-i

Supplemental Index Criteria

20.40.438 Light rail transit system/facility.¹

A. A light rail transit system/facility shall be approved through a ~~development agreement~~ Special Use Permit as specified in SMC 20.30.33055. (Ord. 706 § 1 (Exh. A), 2015).

B. A light rail transit system/facility, stations and parking garages shall conform to the required standards below:

1. SMC 20.50.020(2) - Dimensional standards of the MUR-70' zone;
2. SMC 20.50.220 through 20.50.250 – Commercial design standards;
3. SMC 20.50.290 through 20.50.370 – Tree conservation, land clearing and site grading standards;
4. SMC 20.50.380 through 20.50.440 – Parking, access, and circulation;
5. SMC 20.50.450 through 20.50.520 - Landscaping;
6. SMC 20.50.530 through 20.50.610 – Signs for the MUR-70' zone;
7. SMC 20.60 Adequacy of Public Facilities;
8. SMC 20.70 Engineering and Utilities Development Standards; and
9. SMC 20.80 Critical Areas.

C. The light rail transit system/facility improvements located between the stations shall comply with the applicable subchapters and sections below:

1. SMC 20.50.290 through 20.50.370 – Tree conservation, and clearing and site grading standards;
2. SMC 20.50.450 through 20.50.520 – Landscaping;
3. SMC 20.60 Adequacy of Public Facilities;
4. SMC 20.70 Engineering and Utilities Development Standards; and
5. SMC 20.80 Critical Areas.

D. Modification of 20.40.438 (B) and (C) Requirements. Due to the unique nature of a regional light rail transit system and its facilities, strict application of the Code's development standards will not always be possible. If the applicant demonstrates that compliance with one or more of the development standards or requirements set forth in this Section 20.40.438(B) and (C) would make siting, development or operation of the facilities impossible or impracticable (as that term is defined by WAC 365-96-550 and/or other law), would result in reduced public benefits, or alternative actions could meet or exceed the intended goals of such requirements, then the City may waive or modify such requirements as part of the Special Use Permit process in accordance with this Section.

20.50.480 Street trees and landscaping within the right-of-way – Standards.

- A. When frontage improvements are required by Chapter 20.70 SMC, street trees are required ~~in-for~~ for all commercial, office, public facilities, industrial, multifamily ~~zones~~ developments, and for single-family subdivisions on all arterial streets.
- B. Frontage landscaping may be placed within City street rights-of-way subject to review and approval by the Director. Adequate space should be maintained along the street line to replant the required landscaping should subsequent street improvements require the removal of landscaping within the rights-of-way.
- C. Street trees and landscaping must meet the standards for the specific street classification abutting the property as depicted in the Engineering Development Guide including but not limited to size, spacing, and site distance. All street trees must be selected from the City-approved street tree list. (Ord. 581 § 1 (Exh. 1), 2010; Ord. 406 § 1, 2006; Ord. 238 Ch. V § 7(B-3), 2000).

**Description of Current Development Code Standards that Apply to
Light Rail Transit System/Facilities**

SMC 20.50.020(2) Dimensional Requirements – The dimensional standards for the MUR-70' zone are identified to apply to light rail transit system/facilities. The section regulates setbacks, base height and the maximum hardscape.

SMC 20.50.220 through 20.50.250 Commercial Zone Design – Commercial design standards includes regulations for: site frontage; street lighting; extra treatments for corner sites; internal walkways; public places; outdoor lighting; service areas; screening of utility and mechanical equipment; building design; and construction materials/exterior finishes. This chapter also allows for the use of the Administrative Design Review process to request deviations from the standards of the chapter.

SMC 20.50.290 through 20.50.370 Tree Conservation, Land Clearing and Site Grading Standards – The tree conservation and site clearing and grading standards specify that the applicant must retain 20% of the trees on site and 30% of the trees in critical areas. This subchapter also states that the replacement ratio for significant trees removed is at a 1:1 ratio up to 3:1 ratio for larger trees.

SMC 20.50.380 through 20.50.440 Parking, Access and Circulation – Parking, access, and circulation regulates the number of parking spaces required; where spaces can be located; size and angle of spaces; and standards for bicycle parking. Access and circulation includes standards to connect development to the public right of way with driveways or alleys.

SMC 20.50.450 through 20.50.520 Landscaping – The landscaping subchapter sets standards for vegetative screening between different types of uses, for street frontages and in parking areas.

SMC 20.50.530 through 20.50.610 Signs – The sign standards selected for application to light rail transit system/facilities are those standards that apply to the MUR-70' Zone. The standards for the MUR-70' zone regulate monument, building mounted, under awning and driveway entrance signage in regards to maximum area of the sign, minimum clearance, maximum height, total number of signs and illumination. This chapter also regulates sight distance for signage, materials and design, prohibited signs and temporary signs.

SMC 20.60.030 Adequate Wastewater - All development proposals shall be served by a public wastewater disposal system, including both collection and treatment facilities.

This section ensures that when the City issues building permits for all new development the disposal system for the project has been approved by the Department as being consistent with adopted rules and regulations of the applicable government, agency, or district. The City partners with Ronald Wastewater to complete this review.

SMC 20.60.040 Adequate Water Supply – All development proposals shall be served by an adequate public water supply system.

For the issuance of a building permit for the stations and parking garages, Sound Transit must demonstrate that:

1. The existing water supply system available to serve the site complies with the requirements of adopted rules and regulations of the applicable government, agency, or district.
2. The proposed improvements to an existing water system or a proposed new water supply system have been reviewed by the Department and determined to comply with the design standards and conditions specified above.

If adequate water supply is unavailable at the time Sound Transit submits their building permits, Sound Transit will be responsible for making the necessary improvements to provide the required water supply to their facilities. The City partners with North City Water and Seattle Public Utilities to complete this review.

SMC 20.60.050 Adequate Fire Protection – All new development shall be served by adequate fire protection. This section ensures that all new development has an adequate water supply to meet or exceed the City's construction and building codes which includes the International Fire Code. This section also requires adequate access to the development be established to provide life safety/rescue and that other fire protection requirements be met. Adequate fire protection must be in place at the time occupancy for the stations and/or parking garages. The City partners with Shoreline Fire to provide this review.

SMC 20.60.070 Adequate surface water management system – This section ensures that all new development meets or exceeds the standards set forth in the City's Surface Water Management Code and any other adopted standards related to stormwater. Any required surface water improvement plan must be approved by the Director.

SMC 20.60.140 Adequate Streets – The purpose of this subchapter is to set forth specific standards for compliance with the City's concurrency requirements in accordance with the State Growth Management Act (GMA), Chapter 36.70A RCW. The GMA requires that adequate transportation capacity is provided concurrently with development to handle the increased traffic projected to result from growth and development in the City. The purpose of this chapter is to ensure that the City's transportation system shall be adequate to serve the future development at the time the development is available for occupancy without decreasing current service levels below established minimum standards.

This subchapter provides the bulk of the requirements related to multi modal access. SMC 20.40.140 establishes the City's concurrency requirements as measured by level of service (LOS) standards for intersections. Additionally, this subchapter establishes a

Level of Service D standard for pedestrians and bicyclists within light rail station subareas.

This subchapter provides the City with the authority to require applicant's for projects that would generate twenty (20) or more new trips during the p.m. peak hour to prepare a transportation impact analysis (TIA). This analysis is used to determine if a project will impact the City's level of service standards for vehicles, pedestrians, and bicyclist. If the LOS will be reduced below these standards, then the applicant will need to mitigate the impacts or change the project to meet the adopted LOS or the project will not be permitted. The proposed Sound Transit light rail transit system/facilities will generate more than twenty (20) p.m. peak trips and will be subject to these requirements. Although the City does not have a LOS in the Development Code for public transit, the TIA can be used to analyze impacts the project will have on public transit.

SMC 20.60.150 Adequate Access - All lots shall have direct access to a public right-of-way; or an easement or tract recorded with the county that meets the standards of this subchapter. This subchapter ensures that all new development has direct access to a public right of way and includes access for emergency services and other required services. SMC 20.60.150 also allows the City to require new development to have pedestrian facilities that connect from the public right of way to building entrances; connect to other commercial developments, and to provide safe access from parking areas to buildings.

SMC 20.70.010 Engineering and Utilities Development Standards – The purpose of this subchapter is to establish engineering regulations and standards to implement the Comprehensive Plan and provide a general framework for relating the standards and other requirements of this Code to development.

All applications for development must comply with this chapter regarding dedications, streets, frontage improvements, surface water facilities, sidewalks, walkways, paths, trail, and utilities.

SMC 20.70.020 Engineering Development Manual (EDM) – The EDM adopted pursuant to SMC 12.10.100 includes processes, design and construction criteria, inspection requirements, standard plan details, and technical standards for engineering design related to development.

The EDM is an administrative document that defines the types of physical improvements an applicant must install in conjunction with a development proposal. The EDM specifies, street widths, street layout, street grades, intersection design, site distance, driveway locations, sidewalk placement and standards, length of cul-de-sacs, turnarounds, streetscape specifications such as trees, landscaping, benches, and other amenities, surface water and storm water specifications, traffic control and safety markings, sign, signals, street lights, turn lanes, and other various right-of-way improvements.

SMC 20.70.110 – The purpose of this subchapter is to provide guidance regarding the dedication of facilities to the City.

Through the development of property, the City may require certain dedication of property for things such as right-of-way, stormwater facilities, open space, and easements across private property.

SMC 20.70.120 Dedications - When a development is proposed, the City may require right-of-way dedication. Right-of-way dedication may be necessary to accommodate motorized and non-motorized transportation (additional travel lanes, sidewalks, bike lanes). In some cases around the City, the improved street is not built out to the full right-of-way width. As development occurs, the City requires that the property owner dedicates right-of-way and makes the necessary frontage improvements.

SMC 20.70.140 Dedication of stormwater facilities - The City is responsible for the maintenance, including performance and operation, of drainage facilities which the City has accepted for maintenance. The City may require the dedication of these facilities. In some cases, the City may assume maintenance of privately maintained drainage facilities if specific conditions have been met.

SMC 20.70.150 Dedication of open space – This subchapter states that the City may accept dedications of open space and critical areas which have been identified and are required to be protected as a condition of development. Typically, a property owner is required to dedicate open space for multi-family development or public space in a commercial development.

SMC 20.70.160 Easements and tracts – The purpose of this subchapter is to address easements and tracts when facilities on private property will be used by more than one lot or by the public in addition to the property owner(s). The City requires easements for ingress and egress, drainage facilities, sidewalks or paths between neighborhoods, schools, shopping centers, and other easements for public use. Tracts are used for facilities that are used by a broader group of individuals. Tracts typically include private streets and critical areas.

SMC 20.70.210 Streets - This subchapter sets standards to classify streets in accordance with designations of the Comprehensive Plan and to ensure the naming of new streets and assignment of new addresses occur in an orderly manner.

SMC 20.70.220 Street Classification – This subchapter establishes that streets are classified in the Transportation Master Plan which includes arterial and non-arterial streets. The type of street dictates what kind of improvements are required, the volume of traffic the street can handle, and the Level-of-Service, or delay, at the intersections.

SMC 20.70.230 Street Plan – This subchapter establishes that streets are designed and located per the adopted plans in the Transportation Master Plan and EDM. The

street plan will show street widths, sidewalk widths, bike facilities, amenity zones, and parking areas.

SMC 20.70.240 Private streets – This subchapter states that some local access streets may be private if conditions are met.

SMC 20.70.250 Street naming and numbering – This subchapter ensures that public and private streets are named and numbered appropriately, building addresses are assigned during building permit issuance, and building addresses are easily seen and comply with adopted building and fire codes.

SMC 20.70.310 Required improvements – The purpose of this subchapter is to provide safe and accessible transportation facilities for all modes of travel as described in the Comprehensive Plan, Transportation Master Plan, and the Parks, Recreation and Open Space Plan. This subchapter explains what kind of transportation improvements must be made as development occurs. These improvements are the responsibility of private property owners when they apply for a development permit.

SMC 20.70.320 Frontage improvements – This subchapter states that standard frontage improvements shall be upgraded or installed pursuant to standards set forth in the Transportation Master Plan Street Classification Map, the Master Street Plan, and the EDM for the specific street which is substandard to satisfy adequate public roadways required for subdivisions by Chapter 58.17 RCW and Chapter 20.30 SMC, Subchapter 7, and to mitigate direct impacts of land use approvals.

Frontage improvements are required for commercial, multifamily, and some single-family developments. Standard frontage improvements consist of right-of-way dedication, curb, gutter, sidewalk, amenity zone and landscaping, drainage improvements and pavement overlays up to one-half of each right-of-way abutting a property as defined in the Master Street Plan. The master street plan dictates how wide the right-of-way shall be and how wide the sidewalk improvement will be. Additional improvements may be required to ensure safe movement of traffic, including pedestrians, bicycles, transit, and non-motorized vehicles. The improvements can include transit bus shelters, bus pullouts, utility undergrounding, street lighting, signage and channelization. As defined in SMC 20.70.320, the proposed Sound Transit light rail transit system/facilities would require frontage improvements.

SMC 20.70.330 Surface water facilities – This subchapter states that all development and redevelopment as defined in the Stormwater Manual shall provide stormwater drainage improvements that meet the minimum requirements of Chapter 13.10 SMC.

SMC 20.70.340 Sidewalks, walkways, paths and trails - This subchapter restates sidewalks are required pursuant to SMC 20.70.320 and adds more information regarding where and how sidewalks, paths and trails are to be constructed.

SMC 20.70.410-430 Undergrounding of electric and communication service connections – This subchapter establishes when new and existing service connections, including telephone, cable television, electrical power, natural gas, water, and sewer, are to be installed and/or placed underground. SMC 20.70.430(A) states that undergrounding shall be limited to the service connection and new facilities located within and directly serving the development from the public right of way excluding existing or relocated street crossings. SMC 20.70.430(B) states that undergrounding of service connections and new electrical and telecommunication facilities shall be required for all new nonresidential construction, which is the category that applies to light rail transit system/facilities.

SMC 20.80 – This chapter is the Critical Area chapter. The Lynnwood Link Extension project is required to comply with all aspects of the City's critical area regulations. Portions of the project are within critical areas or critical area buffers. The critical area regulations address development in relation to geologic hazard areas; fish and wildlife habitat conservation areas; wetlands; flood hazard areas; and stream areas.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance No. 717 - Transportation Impact Fee Amendment for Certain Businesses		
DEPARTMENT:	Economic Development		
PRESENTED BY:	Dan Eernisse, Economic Development Program Manager		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

On July 21, 2014, the City Council adopted Ordinance No. 690 establishing a transportation impact fee (TIF) program for the City of Shoreline. This program became effective January 1, 2015. Five minor amendments to the program were discussed on July 13, 2015. Four amendments moved forward and were adopted as Ordinances Nos. 716, 718, 719, and 720 on August 3, 2015. One proposed amendment, Ordinance No. 717, which added a deferral of TIF for small businesses, was tabled for further discussion.

Ordinance No. 717 was discussed again at Council's January 11, 2016 meeting, where it was affirmed again that business growth and vitality was in the public interest, as well as both a Council and Vision 2029 goal. Council went on to determine that:

- The TIF program's impact on business was significant enough that some kind of relief should be seriously considered;
- Deferring payment of TIF was not an effective means of providing relief; and
- Whatever relief was provided should be objective and easy to administer.

Council directed staff to schedule further time for discussion and to provide it with proposals to address the following issues:

- If TIF relief is instituted, what are the financial impacts, and how could the financial impacts best be mitigated?
- Should TIF relief apply to select businesses or to all businesses?
- If only select businesses receive TIF relief, how should they be defined?
- How should TIF relief be provided?

Tonight's discussion of proposed Ordinance No. 717 will address these four unresolved issues and provide Council with sample ordinance language for consideration.

RESOURCE/FINANCIAL IMPACT

Based on activity levels in 2015, the first year of the TIF, it is estimated that if all business developments are granted a full exemption of TIF, TIF collections will be

reduced by approximately \$200,000 per year. TIF collections will be reduced by approximately \$200,000 per year. RCW 82.02.060(2) states that any impact fees not collected under this type of exemption must be paid for from public funds other than the impact fee account. As such, Council will need to identify a revenue source to back-fill any TIF business exemptions. As staff will administer any new programs of discounts or exemptions, the amount of staff resource necessary to administer such a program will depend on the program's complexity.

RECOMMENDATION

Staff recommends that Council review the policy questions outlined in this staff report and determine the answers to those questions so that staff can finalize Ordinance No. 717 for Council's consideration on March 14, 2016.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

On July 21, 2014, the City Council adopted Ordinance Nos. 689 and 690, modifying the City's transportation concurrency methodology (Ord. No. 689) and establishing a transportation impact fee program (Ord. No. 690). This program became effective January 1, 2015. With the adoption of Ordinance No. 690, Shoreline Municipal Code (SMC) Chapter 12.40 Transportation Impact Fees (TIF) was established, and Section 3.01.015 Impact Fee Rate Table was added to Title 3 of the SMC.

On January 11, 2016, Council considered whether the TIF program posed a barrier to new businesses investing in Shoreline and if some form of relief should be considered. In its discussion, Council affirmed again that business growth and vitality was in the public interest, as well as both a Council and Vision 2029 goal. Council went on to determine that:

- The TIF program's impact on business was significant enough that some kind of relief should be considered;
- Deferring payment of TIF was not an effective means of providing relief; and
- Whatever relief was provided should be objective and easy to administer.

Council directed Staff to schedule further time for discussion and to provide it with proposals to address the following issues:

- If TIF relief is instituted, what are the financial impacts?
- How can the financial impacts best be mitigated?
- Should TIF relief apply to select businesses or to all businesses?
- How should TIF relief be provided?

Therefore, tonight's discussion will address these unresolved issues and provide Council with sample ordinance language for its consideration.

DISCUSSION

Issue 1: If TIF relief is instituted, what are the financial impacts?

We chose to begin the discussion with this question as the financial impact may influence the extent of relief Council is willing to extend.

Business TIF Revenue

The amount of revenue that is expected to be generated by new businesses through TIF has never been estimated or quantified previously, and since the TIF program has only been implemented since January 1, 2015, the City's ability to estimate business revenues is limited.

That said, the receipts from 2015 (Attachment A) are being used to help inform tonight's discussion:

- 68% of the TIF revenue was from Business, and more than half of the Business TIF revenue was generated by one large tenant, Swedish Medical Group, which converted a general retail use to medical office.
- 2015 was an above-average year for development, as reflected in the city's permit comparison for the past six years (Attachment B). The City saw several

new businesses open in Shoreline, and while the City issued permits for nearly 250 multifamily units, no multifamily projects paid TIF in 2015 since they had complete applications prior to TIF implementation. Had these 250 units paid TIF, it would have resulted in approximately \$1 million of additional TIF collections. In that scenario, Business TIF would have represented less than 15% of total TIF revenue.

- Less than 6% of all Business TIF revenue was generated by new commercial construction, and three small, high-impact businesses generated 39% of all Business TIF.
- Ordinance No. 716 accomplished significant relief for certain businesses by eliminating the TIF “reset” after a commercial space stood vacant, thereby allowing a TIF credit based on the former use to carry over and offset the current use. If the pre-Ordinance No. 716 TIF was paid by all businesses, nearly \$95,000 additional TIF receipts would have been received (illustrated in the added a column on Attachment A). It should be noted that two of the businesses, Echo Lake Pediatric Dentistry and Edward Jones, stated that without the reductions from Ordinance No. 716, they would not have moved forward in these Shoreline locations.

Based on the discussion above, Staff concludes that since 2015 was an above-average year for development, it is a useful to estimate that the City will need to replace approximately \$200,000 per year if a TIF exemption is provided to all businesses. Staff also concludes that in future years a majority of TIF revenue will be generated by residential development, since every 50 units of multifamily housing generates \$200,000 of TIF revenue.

Issue 2: How can the financial impacts best be mitigated?

If Council moves forward with an exemption for some or all businesses, the following discussion lists ways that the \$200,000/year financial impact could be offset with new revenues as well as ways to limit or reduce the financial impact caused.

Reduce the Cost of the Exemptions

- Limit which businesses qualify. This strategy will be addressed later in this report.
- Set a total dollar cap on the entire program. Council could set aside a dollar amount on the exemption program itself, and when that cap is reached the Exemption Program is suspended.
- Set a discount or limit for each application. Council could provide TIF relief to each applicant by exempting a set amount of dollars or trips for all businesses (setting a floor), by setting a limit to amount of TIF charged (setting a ceiling), or by reducing the entire TIF charge by a certain percentage or dollar amount (setting a discount rate).
- Place a sunset clause on the exemption program. Council could set a time limit on whatever exemption it provides, at the end of which it reconsiders the positive and negative impacts of the program.

Generate New Revenue to Offset the Exemptions

Whatever funds are granted by the exemption must be replaced by the City at the time of construction of the transportation improvements. The funding for any exemptions can

come from grants, general government revenues or revenues that can be used specifically for transportation projects, such as the second quarter of real estate excise tax (REET). Obviously there is a constant tension between the amount of resources made available through these other revenue streams and the many projects and services that can be funded from them. If the City had not implemented TIF then future transportation growth projects would need to be funded from one of these revenue streams or the development would have to be denied if impacts could not be mitigated to meet the City's transportation level of service.

The three tools below would allow Shoreline to generate new revenue to offset exemptions, and it is illustrative to see how other cities use varied methods to support services. Ultimately, it is the Council who authorizes an appropriate mix of the various options available given its goals. The first two methods are general government revenue sources that can be used for any purpose, while the Vehicle License Fee is a restricted revenue source available only for transportation purposes.

- **Revenue-generating Business License Fee.** Shoreline currently generates \$190K per year from its annual regulatory business license. The cost of the regulatory license is set to be cost neutral. Cities do have the authority to license businesses for revenue and could choose to impose a higher annual business license fee based upon number of employees, square footage, a higher flat rate, or some combination. Council could set the fee at a rate necessary to offset the TIF exemption.
- **Business and Occupation (B&O) Tax.** Staff is exploring the potential for implementing a Business & Occupation tax as part of the 10 Year Financial Sustainability Plan. That plan is currently projecting a B&O tax rate of 0.1% resulting in approximately \$740,000 revenue annually. State law allows a rate of up to 0.2%. If the B&O Tax were implemented a portion of the tax could be dedicated to offset the TIF business exemption, if the rate was in excess of that projected to be used to fund general government services. Attachment C reflects collections from 2012 through 2014 of B&O Tax by those cities in King County that currently levy this tax.
- **Increase Vehicle License Fee.** Council could also increase the vehicle license fees, as this transportation-related fee can easily be used for transportation system improvements. Currently the Council has an additional \$20 that could be levied administratively. Each \$5 in vehicle license fee generates approximately \$195,000 in annual revenue. If Council decides to use this mechanism, staff recommends that it be done in light of the fact that this fee is primarily paid by residents.

Staff believes that given its work plan and funding, a new source of revenue can be identified and implemented in the next two years that would be sufficient to offset revenue lost to a Business TIF exemption program.

Issue 3: Should TIF relief apply to select businesses or to all businesses?

Ways to Select Eligible Businesses

The third issue regards whether a TIF exemption program should apply to some or all businesses. In the January 11, 2016, discussion before Council, Staff offered objective and subjective definitions to limit which businesses Council deemed to be worthy of exemption.

The seven ways to limit eligible businesses discussed included:

- 1) Size of occupied space
- 2) Number of employees
- 3) Revenues
- 4) Investment in tenant improvements
- 5) Whether existing space or new construction is occupied
- 6) A single location
- 7) Vision 2029 qualities

Six of these seven limits were noted to have significant flaws, as they were either not specific enough (Nos. 4, 6), required information that would be a projection at the time of permit application and would be for a single period of time (Nos. 2, 3, 6) or they were too difficult to administer (No. 7). Limit No. 5, whether the applicant occupies new or existing space, did not seem to have the same drawbacks as the other six, but Council did not provide clear direction as to whether it wanted to limit the exemption program based on this definition.

Staff has continued to consider additional ways to limit eligible businesses, and it has come up with an eighth category based on Peak PM Trip generation. Public Works staff pointed out that since any applicant that generates 20 new Peak PM trips is required to do a Traffic Impact Analysis, this same level could also be used to determine which businesses are or are not exempt from TIF. This method is easy to administer, as staff already determines whether an applicant reaches 20 new trips, and it could limit TIF to those businesses that create the greatest traffic impacts.

Another thought after reviewing various options were to specify certain Institute of Transportation Engineers (ITE) codes that would be exempt from the TIF. ITE land use codes and the correlating TIF rate is adopted in Shoreline Municipal Code Section 3.01.015 (Attachment D). This is an easily administered method to determine if a qualifying business should be provided an exemption.

Exemption Applied to Specific Businesses

Based on Council's previous discussions, staff believes that Council has expressed most interest in providing TIF relief for those businesses that would fall under the falling ITE land use codes:

ITE Code	Land Use Description	Definition
820	General retail and personal services (includes shopping center)	An integrated group of commercial establishment that is planned, developed owned and managed as a unity. The composition is related to its market area in terms of size, location and type of stores. It provides on-site parking facilities sufficient to serve its own parking demands.
932	Restaurant: sit-down	This consists of sit-down, full-service eating establishments with typical duration of stay of approximately one hour. Patrons commonly wait to be seated, are served by wait staff, order from menus and pay for their meal after eating.
934	Fast Food	This is characterized by large carry-out or drive-thru clientele, long hours of service and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. Patrons generally order at a cash register and pay before they eat.
937	Coffee/donut shop	This includes single-tenant coffee and donut restaurants. They primarily sell freshly brewed coffee but may sell other refreshment items such as bagels, sandwiches, salads and other hot and cold beverages. They typically hold long store hours with an early morning opening. There is limited indoor seating for patrons with no table service.

Applicants identify the ITE Code in which their development applies and staff verifies when finalizing the TIF assessments.

Many of the business development applications that the City has received have fallen under the ITE Code of 820, primarily because much of the business development activity has occurred in existing connected/integrated commercial establishments. For example Orange Theory who recently occupied space in the Gateway Plaza qualified under code 820, and was not assessed any transportation impact fees given that the business did not result in change of use under code 820, as opposed to a stand-alone health/fitness club that would be charged under ITE code 492. The fee rate for ITE Code 820 tends to be less than other codes that apply to stand-alone businesses given the theory that individuals may be making a trip to a single location that allows them to conduct business at a variety of places as opposed to making individual trips to several different businesses.

Exemption Applied for All Businesses

Some Council members stated during the January 11th discussion that if an exemption program were adopted, it should exempt all businesses. They reasoned that an exemption that applies to all businesses is easy to administer and – perhaps more importantly – it removes the disincentive from locating in Shoreline for any new business that can bring jobs and industry to the City's economy. If this is Council's intent, then staff would recommend that the ITE Codes that are provided a TIF exemption be expanded to include: Hotel (310), Motel (320), Movie theater (444), Health/fitness club (492), Day care center (565), General office (710), Medical office (720), Car sales (841), Supermarket (850), Convenience market – 24 hr (851), Discount supermarket (854), Pharmacy/drugstore (880), Bank (912), Quick lube shop (941), Gas station (944), and Automated car wash (948).

Given that the statute requires that there be a broad public purpose for the exemption, and that “economic development” has been identified as the broad public purpose to justify a TIF exemption, a TIF exemption for all businesses may most closely align with the overarching purpose.

Issue 4: How should TIF relief be provided?

Council has discussed two primary ways to provide TIF relief. These include a reduction in trip fee or an exemption on the impact fee calculation.

Trip Fee Reduction

The City's adopted TIF rate study has the per trip fee set at 97% of the actual fee necessary to recapture the growth share of future project costs. The City Council has the ability to set this per trip recapture rate anywhere between 0% (having no impact fee) or 99.9%. The Council could reevaluate the policy of 97% and set the recapture rate at something lower such as 75%. In discussing this approach with the City Attorney's Office, a reduction in the trip fee recapture rate would apply to all types of development including residential development. There is not the ability to have a per trip fee recapture rate that differentiates between types of development. A lower recapture rate simply means that overtime less TIF revenues will be collected to fund the growth projects and therefore other revenues will be required, such as grants or other dedicated resources, to fully fund the projects. If Council's policy priority is to provide TIF relief for businesses based on broad public purpose, a change in the recapture rate of the trip fee exceeds this intent.

Exemption for Business Development

RCW 82.02.060(2) provides that the City may establish exemptions for development activities that provide a broad public purpose. Given the goals that Council has established to strengthen Shoreline's economic base to maintain public services and the community's vision statement (Vision 2029) which states that the city has several vibrant neighborhood “main streets” that feature a diverse array of shops, restaurants and services, the Council can find broad public benefit in providing an exemption or discount for business development. As Council has previously discussed, RCW 82.02.060(2) further states that any impact fees not collected under this type of exemption must be paid for from public funds other than the impact fee account.

The Council could establish an exemption rate of between 0% (no change) and 100% (complete exemption) of the TIF for business development.

Staff Recommendation

Based on the previous Council discussions, staff has concluded that there is at least a majority of the City Council who is supportive in providing TIF relief to businesses. Although initially this was focused on “small” businesses, given the challenges in determining a consistent methodology to determine who qualifies as a “small” business, staff is recommending that initially any exemption apply to all businesses. If at some point in the future Council wants to narrow the type of businesses that may be eligible, then this could be considered.

Staff would further recommend that Council use an exemption methodology to provide TIF relief. To date Councilmembers have discussed a variety of exemption thresholds (ie, 50%, 75%, 100%), but has not identified a specific amount. As such, Council needs to determine what exemption level should be provided. Staff anticipates that Council is most interested in at least a 50% exemption rate and may be interested in an exemption rate of 100%. As mentioned earlier in this staff report, if Council were to adopt a 100% exemption rate for all businesses, based on 2015 activity, staff has estimated that the annual exemption could amount to approximately \$200,000.

Staff recommends that Council use the ITE Code as the method to determine which, if not all, businesses will be eligible for the exemption.

The City’s Ten Year Financial Sustainability Plan includes strategies to consider both an increase in the vehicle license fee and adoption of a B&O tax. Although the Ten Year Plan focuses on resources to maintain city services to the Shoreline community, the Council will need to take a portion of the revenue generated from one of these revenue streams to back-fill any TIF exemptions granted to businesses.

Given that there is some uncertainty on the exemption program’s actual financial impact and the impact that the exemption may or may not have on the ability to attract additional business investment in Shoreline, staff is recommending a program sunset clause that would be triggered by the earlier of exemptions totaling a dollar threshold (\$600,000) or December 31, 2018, unless the City Council takes steps to extend the exemption program.

Draft Ordinance

Draft Ordinance No. 717 (Attachment E) includes options available for Council consideration as reflected previously in this staff report. The ordinance does provide that the method for determining the exemption will be the ITE code. Staff will make any required changes to Ordinance No. 717, prior to bringing this back for Council action on March 14, based on this evening’s discussion.

RESOURCE/FINANCIAL IMPACT

Based on information available, it is estimated that if all businesses are granted a full exemption of TIF, TIF collections will be reduced by approximately \$200,000 per year. RCW 82.02.060(2) states that any impact fees not collected under this type of

exemption must be paid for from public funds other than the impact fee account. As such, Council will need to identify a revenue source to back-fill any TIF business exemptions. Staff will administer any new programs of discounts or partial exemptions; therefore the amount of staff resource necessary to administer such a program will depend on the program's complexity.

RECOMMENDATION

Staff recommends that Council review the policy questions outlined in this staff report and determine the answers to those questions so that staff can finalize Ordinance No. 717 for Council's consideration on March 14, 2016.

ATTACHMENTS

Attachment A – TIF Receipts for 2015
Attachment B – Permit Activity 2009 through 2015
Attachment C – King County Cities Business and Occupation Tax Receipts
Attachment D – Shoreline Municipal Code Section 3.01.015 TIF Fee Table
Attachment E – Draft Ordinance No. 717 TIF Business Exemption



TIF RECEIPTS FOR 2015

<u>Category</u>	<u>Name</u>	<u>Area in SF</u>	<u>Address</u>	<u>Actual Receipts</u>	<u>Without Ord No 716</u>
ADU			2109 NW 201ST ST	3,607	3,607
COMM TI	EDWARD JONES	750	19270 AURORA AVE N	1,965	8,070
ADU			15336 ASHWORTH AVE N	3,607	3,607
SFR			16328 FREMONT AVE N	5,567	5,567
AFH			18328 8TH AVE NW	1,637	1,637
COMM TI	SWEDISH MEDICAL GROUP	8,350	604 NW RICHMOND BEACH RD	95,274	163,243
SFR			2158 N 178TH ST	5,567	5,567
ADU			19209 15TH AVE NE	3,607	3,607
COMM BLG	SHORELINE SCHOOL DISTRICT		15343 25TH AVE NE	9,158	9,158
ADU			117 NW 188TH ST	3,607	3,607
SFR			2005 NE PERKINS WAY	5,567	5,567
SFR			18622 20TH AVE NE	5,567	5,567
SFR			1357 N 167TH ST	5,567	5,567
ADU			17416 ASHWORTH AVE N	3,607	3,607
ADU			2144 N 155TH ST	3,607	3,607
AFH			2149 N 194TH ST	1,091	1,091
COMM TI	ECHO LAKE PEDIATRIC DENTISTRY	2,528	19270 AURORA AVE N	28,844	49,422
SFR			20407 25TH AVE NW	5,567	5,567
ADU			746 N 195TH ST	3,607	3,607
ADU			16334 25TH PL NE	3,607	3,607
AFH			912 N 196TH CT	2,729	2,729
ADU			857 NE 151ST ST	3,607	3,607
SFR			20054 10TH AVE NW	5,567	5,567
COMM TI	DOMINO'S PIZZA	1,140	20030 BALLINGER WAY NE	21,978	21,978
COMM TI	SUNNY BENTO & TERIYAKI	1,148	20030 BALLINGER WAY NE	16,906	16,906
ADU			17916 DAYTON AVE N	3,607	3,607
			SUB-TOTAL BUSINESS	174,126	268,777
			TOTAL	254,629	349,281
			BUSINESS PERCENTAGE	68%	77%

COMM TI: TIF was received when the Tenant Improvement (TI) permit was issued. These businesses moved into existing spaces, and the TIF charged is the difference between the credit granted by the former use and the new use.

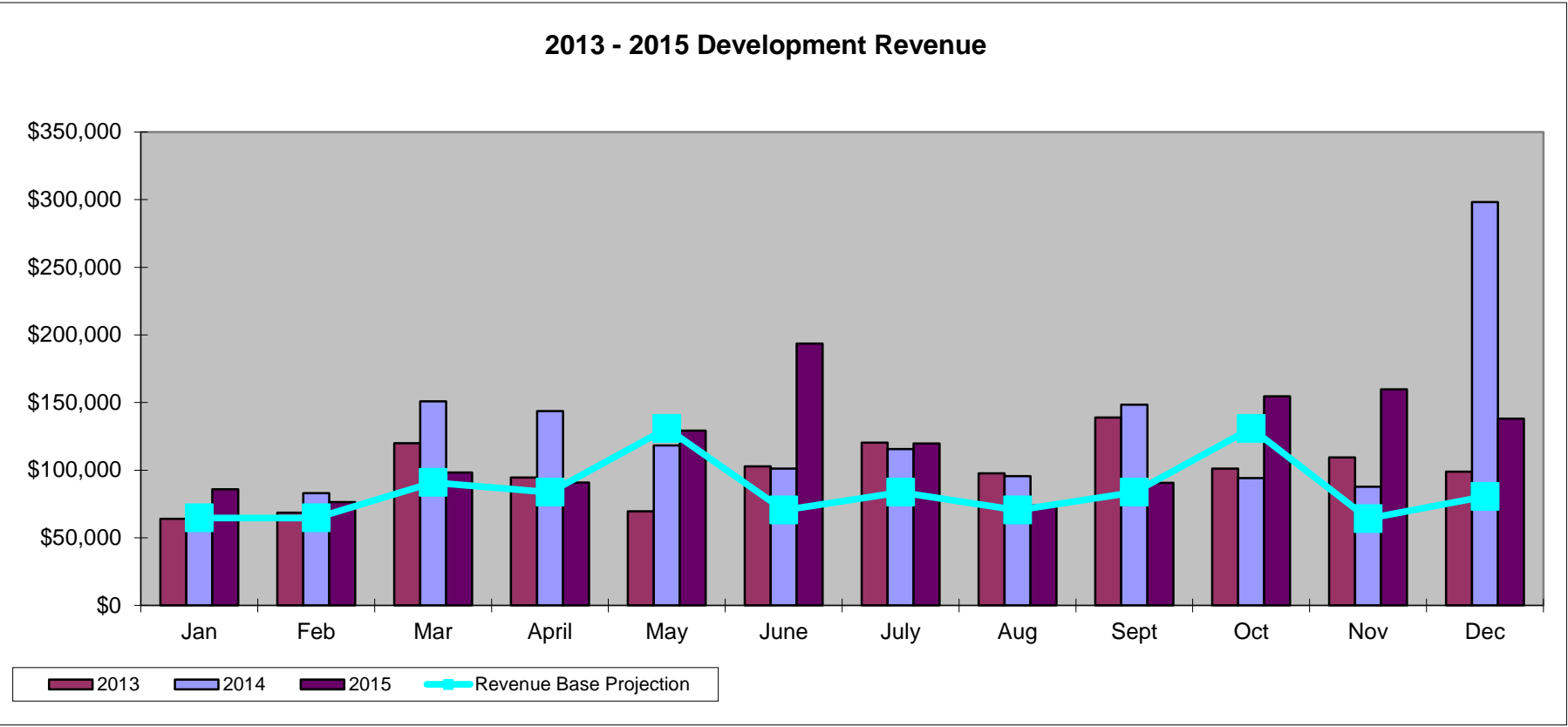
COMM BLG: TIF was received when the building permit was issued for a new building.



Planning & Community Development
Revenue Report

Actual Collections

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	YTD	Difference to Projection
2009	\$77,709	\$83,063	\$56,183	\$81,227	\$49,087	\$59,092	\$83,600	\$45,552	\$56,563	\$31,148	\$33,423	\$132,627	\$789,274	\$789,274	-22.5%
2010	\$58,584	\$37,825	\$75,799	\$35,950	\$49,725	\$49,605	\$63,459	\$47,568	\$55,125	\$48,950	\$44,785	\$66,606	\$633,981	\$633,981	-37.7%
2011	\$40,580	\$47,587	\$63,919	\$74,125	\$261,161	\$56,187	\$58,641	\$68,142	\$43,836	\$271,856	\$42,400	\$89,366	\$1,117,800	\$1,117,800	9.7%
2012	\$201,781	\$92,578	\$82,850	\$59,934	\$88,659	\$190,757	\$92,561	\$88,561	\$73,123	\$87,822	\$60,728	\$71,339	\$1,190,693	\$1,190,693	16.8%
2013	\$63,977	\$68,584	\$119,972	\$94,662	\$69,577	\$102,799	\$120,431	\$97,563	\$138,934	\$101,159	\$109,396	\$98,909	\$1,185,963	\$1,185,963	16.4%
2014	\$71,013	\$82,912	\$150,974	\$143,757	\$118,303	\$101,266	\$115,657	\$95,615	\$148,348	\$94,202	\$87,738	\$298,211	\$1,507,996	\$1,507,996	48.0%
2015	\$85,961	\$76,342	\$98,192	\$90,821	\$129,230	\$193,519	\$119,646	\$73,832	\$90,673	\$154,546	\$159,806	\$138,013	\$1,410,581	\$1,410,581	38.4%
% Collected															Over/(Under Target)
2009	9%	6%	11%	6%	8%	8%	10%	8%	9%	8%	7%	10%	100%		
2010	4%	4%	6%	7%	23%	5%	5%	6%	4%	24%	4%	8%	100%		
2011	4%	4%	6%	7%	23%	5%	5%	6%	4%	24%	4%	8%	100%		
2012	8%	8%	8%	7%	12%	8%	8%	8%	6%	12%	6%	9%	100%		
2013	6%	7%	9%	8%	7%	9%	10%	9%	12%	9%	7%	7%	100%		
2014	5%	6%	10%	9%	8%	6%	8%	6%	9%	7%	7%	19%	100%		
Avg 2009-2011	6%	5%	8%	7%	18%	6%	7%	7%	6%	19%	5%	9%	100%		
Avg 2009-2014	6%	6%	8%	7%	14%	7%	8%	7%	7%	14%	6%	10%	100%		
2015 TARGET															
Revenue Base Projection	\$64,675	\$64,675	\$90,900	\$83,700	\$130,824	\$70,513	\$83,700	\$70,513	\$83,700	\$130,825	\$64,175	\$80,550		\$1,018,750	\$391,831



By Dollars Report

Functional Group/BARS By Entity
Revenues for the government type City/Town
All Available Fund Types _ King County

Business and Occupation Taxes (316)	Government	2012	2013	2014
Business and Occupation Taxes (316.10.00)	City of Algona	\$288,953	\$295,838	\$325,979
	City of Bellevue	\$26,840,319	\$28,294,864	\$34,721,674
	City of Bothell	--	\$379,674	\$324,013
	City of Burien	\$530,770	\$569,665	\$581,494
	City of Des Moines	\$534,260	\$596,834	\$519,039
	City of Enumclaw	\$7,555	--	--
	City of Issaquah	\$2,281,628	\$2,526,199	\$2,592,709
	City of Kent	--	\$5,149,146	\$6,208,916
	City of Kirkland	\$2,373,101	\$2,479,881	\$2,486,120
	City of Lake Forest Park	\$246,702	\$236,501	\$231,520
	City of Mercer Island	\$479,389	\$406,209	\$441,145
	City of North Bend	\$654,344	\$699,241	\$719,767
	City of Pacific	--	\$424,389	\$362,217
	City of Redmond	\$4,162,694	\$4,204,555	\$4,278,243
	City of Seattle	\$178,989,035	\$191,541,989	\$208,544,282
	City of Snoqualmie	\$451,626	\$542,949	\$627,484
	City of Tukwila	\$1,755,618	\$1,724,557	\$1,795,933
	Sub Total:	\$219,595,994	\$240,072,491	\$264,760,535

3.01.015 Transportation impact fees.

ITE Code	Land Use Category/Description	2016 Fee Schedule	
		Impact Fee Per Unit @ \$6,804.62 Per Trip	
A. Rate Table			
90	Park-and-ride lot w/bus svc	3,164.15	per parking space
110	Light industrial	8.64	per square foot
140	Manufacturing	6.51	per square foot
151	Mini-warehouse	2.32	per square foot
210	Single-family house (includes townhouse and duplex)	6,185.39	per dwelling unit
220	Apartment (includes accessory dwelling unit)	4,007.92	per dwelling unit
230	Condominium	4,069.16	per dwelling unit
240	Mobile home park	2,890.60	per dwelling unit
251	Senior housing	1,322.81	per dwelling unit
254	Assisted living	606.28	per bed
255	Continuing care retirement	1,973.34	per dwelling unit
310	Hotel	4,135.16	per room
320	Motel	3,294.12	per room
444	Movie theater	12.97	per square foot
492	Health/fitness club	17.08	per square

			foot
530	School (public or private)	5.02	per square foot
540	Junior/community college	13.13	per square foot
560	Church	3.38	per square foot
565	Day care center	32.43	per square foot
590	Library	16.39	per square foot
610	Hospital	7.94	per square foot
710	General office	11.95	per square foot
720	Medical office	21.72	per square foot
731	State motor vehicles dept	104.67	per square foot
732	United States post office	24.98	per square foot
820	General retail and personal services (includes shopping center)	9.04	per square foot
841	Car sales	16.63	per square foot
850	Supermarket	24.70	per square foot
851	Convenience market – 24 hr	45.90	per square foot
854	Discount supermarket	25.19	per square foot
880	Pharmacy/drugstore	14.54	per square foot
912	Bank	35.39	per square

			foot
932	Restaurant: sit-down	25.52	per square foot
934	Fast food	58.72	per square foot
937	Coffee/donut shop	74.49	per square foot
941	Quick lube shop	26,486.97	per service bay
944	Gas station	24,085.79	per pump
948	Automated car wash	51.48	per square foot

B. Administrative Fees		2016 Fee Schedule
1	Administrative fee – All applicable projects	\$161.25
2	Administrative fee – Impact fee estimate/preliminary determination	Hourly rate, 1-hour minimum \$161.25
3	Administrative fee – Independent fee calculation	Hourly rate, 1-hour minimum \$161.25
4	Administrative fee – Deferral program	\$161.25
<p>All administrative fees are nonrefundable.</p> <p>Administrative fees shall not be credited against the impact fee.</p> <p>Administrative fees applicable to all projects shall be paid at the time of building permit issuance.</p> <p>Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.</p> <p>Administrative fees for independent fee calculation shall be paid prior to issuance of the director's determination.</p>		

[Ord. 737 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015]

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 717

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING CHAPTER 12.40 TRANSPORTATION IMPACT FEES TO
THE SHORELINE MUNICIPAL CODE TO INCLUDE AN EXEMPTION
FOR BUSINESS.**

WHEREAS, on July 21, 2014, the Shoreline City Council adopted Ordinance 690, establishing a transportation impact fee program and adopting a new Chapter 12.40 to Title 12 of the Shoreline Municipal Code; and

WHEREAS, impact fees can impose a substantial burden on all types of businesses, especially if applicants must pay fees at the time of building permit issuance, well before business operations begin; and

WHEREAS, this burden may have a detrimental effect of a business's ability to locate within the City of Shoreline, adversely impacting economic development within the City as well as frustrating the vision for the community; and

WHEREAS, the community's vision, as stated in Vision 2029, is to create vibrant, walkable neighborhoods that feature a diverse array of local shops, restaurants, and services; and

WHEREAS, the City's Comprehensive Plan contains framework community and economic development goals including one to create a business friendly environment that supports small and local businesses; and

WHEREAS, by providing incentives for businesses to locate within the City, a broad public purpose is achieved by fulfilling the community's vision and goals; and

WHEREAS, the City seeks to amend Chapter 12.40 to establish a (partial) exemption to fulfill these goals;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. SMC 12.40.070. A new section, section "I," of SMC 12.040.070 *Exemptions*, is hereby adopted to read as follows:

12.40.070(I) Businesses. A business building permit applicant may receive an exemption of the full amount of applicable impact fee. The exemption of impact fees for business are considered under the following conditions:

OR

12.40.070(I) Businesses – Partial exemption. A business building permit applicant may receive a _____ (__) percent exemption of the full amount of applicable impact fee. The exemption of impact fees for businesses are considered under the following conditions:

1. An applicant for an exemption must request the exemption no later than the time of application for a building permit. Any request not so made shall be deemed waived.
2. An applicant is entitled to an exemption of _____ percent (__) of the full amount of applicable impact fees. That portion of the impact fees not exempt shall be due and payable before the issuance of a building permit by the City.
3. To be eligible for an exemption, an applicant shall meet the following criteria:
 - a. Submit an impact fee exemption application for the development which the applicant wishes to receive an exemption; and
 - b. Pay the applicable administrative fee; and
 - c. Qualify as a “business” by the following ITE Codes from SMC 3.01.015(A):

ITE Code	Land Use Category/Description
820	General Retail and personal services (includes shopping center)
932	Restaurant: sit-down
934	Fast food
937	Coffee/donut shop
4. The city manager, or designee, shall review an application for exemption pursuant to the above criteria and shall advise the applicant, in writing, of the granting or denial of the application. The determination of the city manager, or designee, shall be the final decision of the city with respect to the applicability of the business exemption.
5. The City shall collect an administrative fee from the applicant seeking an exemption of impact fees under this section as provided in SMC 3.01.015(B).
6. The amount of impact fees not collected from businesses pursuant to this exemption shall be paid from public funds other than the impact fee account.

Section 2. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 3. Publication, Effective Date, and Expiration. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication [or, delay the effective date to another effect date] and shall expire and be of no further effect on December 31, 2018 or when a maximum total of \$600,000 in exempted impact fees has been accrued under this exemption, whichever occurs first, unless otherwise extended by the City Council.

PASSED BY THE CITY COUNCIL ON ____, ____, 2016.

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: ____, 2016
Effective Date: ____, 2016

DRAFT