



REVISED AGENDA V.2

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, April 10, 2017
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Shoreline Community College

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, April 10, 2017
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) Approving Minutes of Regular Meeting of February 27, 2017	<u>7a1-1</u>	
Approving Minutes of Special Meeting of March 3-4, 2017	<u>7a2-1</u>	
Approving Minutes of Special Meeting of March 20, 2017	<u>7a3-1</u>	
(b) Approving Expenses and Payroll as of March 24, 2017 in the Amount of \$850,426.13	<u>7b-1</u>	
(c) Adopting Ordinance. No. 766 – Designating Light Rail Station Subareas for Property Tax Exemption (PTE)	<u>7c-1</u>	
(d) Adopting the 2017-2019 Council Goals and Workplan	<u>7d-1</u>	
8. STUDY ITEMS		
(a) Discussing Ordinance No. 773 - Amending the 2017 Budget for Uncompleted 2016 Operating and Capital Projects and Increasing Appropriations in the 2017 Budget	<u>8a-1</u>	7:20
(b) Discussing 2017 Budget Amendment Ordinances	<u>8b-1</u>	7:35

- Ordinance No. 774 – Amending SMC to Establish the Wastewater Utility Fund
- Ordinance No. 777 – Amending the 2017 Final Budget Increasing Appropriations in the General Fund, Municipal Art Fund and Wastewater Utility Fund, Decreasing Appropriation in the Street Fund and Amending the 2017 Salary Table and 2017 Budgeted Positions and FTE List of the 2017 Final Budget
- Ordinance No. 778 – Amending Fee Schedule of the SMC to Correct an Inadvertent Omission and Clerical Error
- Ordinance No. 779 – Amending the SMC in Relationship to Fee Waiver for Transitional Encampments

9. ADJOURNMENT

8:05

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable 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 REGULAR MEETING

Monday, February 27, 2017
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.

3. REPORT OF CITY MANAGER

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

4. COUNCIL REPORTS

Mayor Roberts reported that Peter Rogoff, Sound Transit (ST) Chief Executive Officer, and ST staff members were guests at tonight's Council Workshop Dinner Meeting.

5. PUBLIC COMMENT

Pam Russell, Prince of Peace Pastor, shared that she met with Rachael Markle, Planning & Community Development Director, and agrees with the revisions to the proposed code language regarding transitional housing.

Jessica Cafferty, Shoreline resident, commented that she supports paid family leave, explained how it is beneficial, and encouraged the City to support a strong leave policy that all employees can enjoy when needed.

Maggie Humphreys, Washington State Director of Mom's Rising, offered support for a strong paid family and medical leave policy, and said the City has the opportunity to lead the nation by the example. She shared that 35 municipalities across the county have implemented strong family leave policies. She then read excerpts from a letter by Jenna, Shoreline resident and

Mom's Rising member, supporting paid family leave in Shoreline. She explained how paid family leave is good for families and businesses.

Erin Schadt, Shoreline resident, stated she supports the Property Tax Exemption (PTE) Program to encourage developers to build affordable housing, and believe it will encourage local developers to build in Shoreline.

Margaret Willson, Shoreline resident, read an excerpt from the Seattle Times on homelessness that proposed homeless people are attracted to the City of Seattle due to its homeless policies and services. She cautioned the Council against allowing backyard encampments, and said she does not want Shoreline to become a magnet to the homeless.

Arien Cheronas, Shoreline resident, discouraged the Council from allowing homeless encampments in residential backyards, and advised getting homeless people connected to the services they need.

Pam Cross, Shoreline resident, agreed with comments made by Margaret Willson. She shared that Seattle Mayor Ed Murray is requesting \$275 Million in property tax to address homelessness and forming a taskforce to specify how to spend the money. She commended the Council on the City's transitional encampment process and stated Ordinance No. 762 should be adopted by the Council and implemented.

Brad Lancaster, Shoreline resident, expressed disapproval of the 7,500 square foot minimum lot size and the 150 square foot camp entrance requirements. He said the requirements reduce the number of sites where camps can locate, and the provisions still require school children to move in the middle of the school year. He said solving problems requires risks and he asked the Council to remove obstacles and not add new ones. He urged Council to reject the proposal and for staff to start over and make Shoreline safe for homeless people.

Jon Dykes, Shoreline resident, urged the City to be fair to all citizens and stated other Temporary Use Permits (TUP) require a fee, and therefore fees should be applied to TUPs for transitional encampments. He urged the Council to look closely at transitional encampments to protect the health and public safety of the Community.

Matthew Cobb, Shoreline resident, stated that he is a property owner in the 145th Light Rail Station Subarea, and shared that he and several other homeowners are under contract with a developer to build transit oriented development units. He said developers cannot move forward without the PTE Program being implemented in the Subarea.

Greg Logan, Shoreline resident, commented that The Highlands is in violation of its Conditional Use Permit. He highlighted the violations and shared the communication he has had with the City regarding this issue.

Gary Holton, Shoreline resident, stated he recently moved to Shoreline from Central Seattle and shared his experience with unregulated unlicensed encampments there, which became dump sites and caused problems for residents. He added that the regulated encampments were fine.

Sarah Stewart, Shoreline resident, urged Council to approve paid family leave, and shared how she had to leave her job so that she could spend time bonding with her child. She talked about the importance of bonding with a child.

Christopher Carter, Camp United We Stand resident, shared a story about a new camp resident evicted from her home because her disability payment is \$1,200 and her rent was raised to \$1,500. He asked Council to humbly search their hearts and do the right thing.

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 McGlashan and unanimously carried, 7-0, the following Consent Calendar items were approved:

(a) Minutes of Special Meeting of January 23, 2017

(b) Approval of expenses and payroll as of February 10, 2017 in the amount of **\$1,010,391.88**

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
1/15/17-1/28/17	2/3/2017	70404-70622	14779-14799	65986-95991	\$533,428.92
					<u>\$533,428.92</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
2/2/2017	65911	65916	\$72,468.88
2/2/2017	65917	65925	\$46,062.08
2/2/2017	65926	65935	\$53,231.23
2/3/2017	65936	65944	\$32,787.55
2/8/2017	65172	65172	(\$186.15)
2/8/2017	65945	65945	\$186.15
2/9/2017	65946	65954	\$11,364.73
2/9/2017	65955	65964	\$17,873.89
2/9/2017	65965	65969	\$710.77
2/9/2017	65970	65975	\$110,411.75
2/9/2017	65976	65985	\$132,052.08
			<u>\$476,962.96</u>

- (c) **Authorize the City Manager to Execute a Contract in an Amount not to exceed \$94,268 with Stantec Consulting Services Inc. for Wastewater Code and Engineering Development Manual Review and Development and Financial Policy Review and Recommendations**
- (d) **Motion to Appoint a Member to the Shoreline Landmarks and Heritage Commission**
- (e) **Authorize the City Manager to Execute a Contract in the Amount of \$344,121 with Trinity Contractors Inc. for Construction of the Interurban/Burke-Gilman Connectors Project**
- (f) **Authorize the City Manager to Execute a Contract in the Amount of \$100,000 with EarthCorps to Provide Repair and Maintenance for Shoreline Parks and Surface Water Facilities**
- (g) **Motion to Authorize the City Manager to Execute a Contract in the Amount of \$183,687 with Pertect Inc. for Construction Management Services for the Meridian Avenue N and 15th Avenue NE Pavement Preservation Projects**

8. ACTION ITEMS

- (a) Adoption of Resolution No. 402 - Updating the City's Employee Handbook Including Adding Supplemental Paid Family Leave

Paula Itaoka, Human Resource Director, recalled Council's January 30, 2017 discussion regarding changes to the Employee Handbook, three new policies regarding workplace accommodations, a vape free workplace, and supplemental paid leave. She reviewed key policy elements and proposed amendments for supplemental paid family leave.

Deputy Mayor Winstead moved adoption of Resolution No. 404 Updating the City's Employee Handbook Including Adding Supplemental Paid Family Leave. The motion was seconded by Councilmember Scully.

Deputy Mayor Winstead commented that she is proud that the City of Shoreline is moving forward with this policy.

Councilmember Scully asked if the proposed policy addresses the concerns of the National Partnership for Women and Families (NPWF), and if it would provide 12 weeks of paid leave for FMLA and victims of domestic violence without an employee having to use existing vacation and sick leave. Ms. Itaoka answered that NPWF prefers a policy that has no limit on how often the benefit can be accessed, and that the proposed policy requires an employee to draw down paid and sick leave to a certain level before supplemental paid leave kicks in. Councilmember Scully said he is not supportive of this policy because he wants FMLA and domestic violence victims leave separate from paid and sick leave benefits.

Councilmember Scully moved to change the leave policy from 12 weeks of paid parental or family leave over a three-year period to 12 weeks of paid parental or family leave over a one-year period. The motion was seconded by Deputy Mayor Winstead.

Councilmember Scully stated the Amendment reflects what families do when planning for a family and if the policy is abused, it can be changed.

Deputy Mayor Winstead confirmed the policy will be reviewed in two years and stated people should be able to bond with their children and use FMLA for other qualifying events if necessary. Ms. Itaoka confirmed that the policy will be reviewed in two years.

Councilmember Hall stated his preference for staff's recommendation to allow employees to access the benefit every three years so it can be equitable among staff, not be a financial burden to the City, or adversely impact the delivery of city services.

Councilmember Salomon shared that he became a father for the first time two weeks ago and understands the importance of bonding with a child. He shared that as an employee of King County he has a paid parental leave benefit and will be supporting staff's recommendation for the City of Shoreline. He questioned how society will build a structure that values bonding with children and family, equal to the need to make money. He commented that the Resolution, as proposed, is one of the most progressive in the nation. He said he appreciates Councilmember Hall's comments and has observed first hand back fill issues in an organization, and because of this will be voting against the proposed amendment.

Councilmember McConnell stated she agrees with Councilmembers Hall and Salomon on the need to implement the policy with a more conservative time frame, and said she will be supporting staff's recommendation.

Councilmember McGlashan asked if the policy will be evaluated in one year. Ms. Itaoka replied the review period is at the Council's discretion. Councilmember Hall requested that staff report back to Council after one year.

Mayor Roberts stated he will be supporting the Amendment because life is unpredictable, and the first week of interacting with a child is the most important. He shared a story about a friend becoming a foster parent and their bonding challenges. He pointed out that since there are limitations on how the leave can be used, he does not think it will be abused.

Councilmember McGlashan stated he does not think the policy will be abused but noted if three or four employees take leave at the same time it could have major fiscal impacts on the City, especially if employees take 12 weeks of leave every year. He agreed with Councilmember Hall that once a year may be too much, and stated he will not be supporting the Amendment.

Deputy Mayor Winstead commented that there are no guarantees when employees are going to need to be out and that she is baffled by why a limitation is needed. She stated she trusts the employees not to abuse the policy.

Ms. Tarry shared that no one thinks the policy is going to be abused. She stated the goal was to bring forward a policy that is equitable to all employees and also accomplishes city business while being responsible with taxpayer dollars.

Councilmember McGlashan stated he changed his mind and will be supporting the Amendment with the caveat that it is reviewed by the Council in 18 months.

Ms. Itaoka reviewed FMLA and paid leave statistics, and cost projections if the policy were in effect in 2016.

The vote on the Amendment passed 5-2, with Councilmembers Hall and McConnell voting no.

Councilmember Hall moved to change the leave time from 12 weeks per year to six weeks. The motion died for lack of second.

The vote on the main motion, as amended, passed unanimously, 7-0.

9. STUDY ITEMS

- (a) Discussion of Ord. No. 762 - Code Amendments for Transitional Encampments

Rachael Markle, Planning & Community Development Director; Paul Cohen, Senior Planner; and Kim Lehmborg, Associate Planner, provided the staff report. Mr. Cohen provided background and reviewed the Planning Commission's deliberation process and recommendations regarding Ordinance No. 762 Transitional Encampments. He stated the Council provided staff direction at the January 30, 2017 City Council Meeting regarding parcel and encampments, size and setbacks, and requested clarification of host and managing agencies. He shared that staff met with religious and not-for-profits organizations and stated that some thought the proposed language was fair, and some offered recommendations to further improve the language. He reviewed staff's proposed changes to Ordinance No. 762 are:

- SMC 20.20.024
 - Host Agency: Religious or not for profit organization that invites a transitional encampment to stay on the land that they own or lease.
 - Managing Agency: Managing agency means a religious or City-recognized non-profit organization or other type of organization approved by the City to manage a transitional encampment.
- Neighborhood Meeting SMC 20.30.045
 - "shall be conducted by the applicant"
- Temporary Use Permit SMC 20.30.295
 - Maximum 100 camper population
 - Camp area min. 7,500 sf / max. 15,000 sf (not including setbacks and existing buildings.)
 - 1-50 campers require min. 7,500 sf

- 50-100 campers = 150 sf of area per camper (100 campers = 15,000 sf camp area)
- All setbacks -10 ft.
- May reduce setbacks to 5 ft. with
 - Topographic changes
 - Intervening on-site structures
 - Distance from neighbor structures, and/or
 - Vegetation screening
- Screening to meet setbacks except existing screening or structures that act as screening
- Members of encampment rather than security personnel responsible to monitor activity

Mayor Roberts said people are asking why the City cannot ban homeless encampments in single-family zones. Ms. Markle responded that churches are located primarily in single family zones and they have religious freedoms protected by federal law.

Deputy Mayor Winstead requested staff provided better criteria for what a city recognized nonprofit organization is.

Councilmember Salomon stated he supports regulated transitional encampments on larger properties, like churches, but does not feel they are appropriate for backyards. He asked why the Code cannot be more explicit about this, and if it can be accomplished with overlay zoning with specifications. He asked if any churches will be prevented from hosting a transitional encampment if they adhere to the 7,500 square foot minimum lot size requirement. He said he does not want to exclude any churches from hosting encampments, and asked if the structure is included in the lot size calculation. Ms. Markle responded overlay zoning was considered, but the City does not know where all the religious institutions are located or where they might locate in the future, and said it would be a substantial effort to develop an overlay zone. Mr. Cohen shared that the Prince of Peace Church would be able to host a transitional encampment because of their adjoining property. Ms. Markle shared that the structures are included in the lot size calculations. Ms. King stated the new regulations will allow all the churches and nonprofit organizations that have hosted encampment in the past to continue to host them.

Councilmember Scully stated that he is troubled by the definition in SMC 20.20.024(H) and the narrow scope of host agency, and added that the managing agency language should encourage resident to manage themselves. He concurred with Councilmember Hall's recommendation to calculate setbacks from an inhabited structure. Mr. Cohen responded that staff reviewed that option and it was decided that administration and enforcement would be problematic.

Councilmember McGlashan asked how it would be decided that a setback can go from ten to five feet, if requiring 20 foot setbacks will prevent church properties from hosting encampments, and expressed concern about the square footage per person requirement. Mr. Cohen responded the reduction from ten to five feet is at the director's discretion. Ms. Lehmberg responded that reducing the setback will allow all churches to host encampments. Ms. Markle responded that the square footage requirement applies to the aggregate size of the camp area, and said staff will review the language for any ambiguities.

Councilmember McConnell commented that her neighborhood expressed concern about camping in city parks, and asked if the proposed regulations make it difficult for a homeowner to host a homeless encampment in their backyard. Mr. Cohen confirmed that overnight camping is prohibited in city parks. Ms. Markle responded that a lot would have to be very large to host an encampment and there is a lot of responsibility in hosting an encampment.

Councilmember Hall stated that the new language provide more predictability, and that reducing setbacks from 20 to 10 feet, and allowing discretion is good. He said he is pleased to hear that the church issues to host encampments have been resolved. He noted that the definition for nonprofit organization is ambiguous and said he would like to see more work on it. He cautioned on the need to prevent this effort from turning into for-profit transitional encampments, and finding a way to ensure the organization's mission or intent is to help the homeless.

Deputy Mayor Winstead responded to public comment related to putting up barriers to homelessness, and shared that the City works to connect people with services. She communicated that the City is a funding partner on the Ronald Commons project, and that city property at 198th Street will be devoted to affordable housing. She said the City is committed to helping people the right way, and noted that permanent housing is the solution and not putting them in tents.

Councilmember Salomon recalled people have recommended the City connect people with services and that tents are not the solution. He said that it is easy to say but difficult to accomplish. He said transitional encampments provide stop gap measures and are a service to some people. He said he recognizes the value in making it possible for transitional encampments and simultaneously looking out for the interest of individual homeowners.

Councilmember Hall commented there is a need for transitional and temporary housing today, and pointed out the goal of the region is to make homelessness rare, brief, and one-time. He stressed the importance of working with other elected officials to end homelessness.

Mayor Roberts commented that he would like to enable businesses to host encampments. He agreed that a better definition is needed to identify a City recognized nonprofit organization, and would like to address the language regarding identifying structures. Councilmember Hall commented that he is comfortable with the language used, and ask if staff can create a substitute Ordinance that includes staff and Council's recommended language changes for final deliberation.

(b) Discussion and Update of the 147th/148th Non-Motorized Bridge and Preferred Alternative

Nyasha Sowers, Transportation Services Manager, and Nora Daley-Peng, Senior Transportation Planner, provided the staff report. Ms. Daley-Peng stated they have studied five non-motorized bridge options and shared two preferred alternates were selected with recommended refinements. She presented the preferred alternatives are 148th Street Bridge with reconfigured ramps and stairs to touch down at the Station on the Plaza side, and the 147th Street option with adjustments to bridge alignments to shorten the distance to get to the Station and reconfigured ramps and stairs to touch down at the Station at the Plaza Level. She reviewed baseline walkshed

refinements, and shared that the 147th option had a modest increase in walkshed of approximately 3.5 minutes, and the 148th Street option had the largest increase of approximately 2.4 minutes. She reviewed bridge cost estimates and explained why staff is recommending the 148th Street Bridge crossing refined option.

Councilmember Hall commented that he is good with staff's recommendation, and said other agencies, like King County, should be added to the funding partnership list. He said he hopes the City is able to negotiate installing center piers to support the bridge with the Washington State Department of Transportation.

Councilmember McGlashan asked about a letter received regarding moving the bridge further north. Ms. Daley-Peng said the letter was reviewed and explained that current ingress and egress for the 148th Street Bridge option is through church property, and the letter asked the City to work with the churches to fit the bridge in between the church parcels. Councilmember McGlashan asked if consideration should be given for the bridge to be as far north of the 145th Street Bridge as possible, and further moving the walkshed north. Ms. Daley-Peng replied a 149th Street Crossing was analyzed and said there was not enough room under the guideway to accommodate a bridge.

Mayor Roberts commented that the consensus of the Council is the 148th Street Bridge Preferred Alternative, and asked when staff will be contacting property owners that will be impacted. Ms. Daley-Peng stated that staff was looking for Council's preferred alternative, and will contact them after scoping the project, awarding a contract, and starting the phase design process. Deputy Mayor Winstead said staff should be very upfront with the impacts on the churches, and then partner with them to make it work.

10. ADJOURNMENT

At 9:01p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING
Annual Strategic Planning Workshop

Friday, March 3 and Saturday, March 4, 2017

Talaris Conference Center – Lodge Conference Room
March 3 - 8:30 a.m. 4000 NE 41st Street, Seattle, WA 98105

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; Randy Witt, Public Works Director; Margaret King, City Attorney; Paula Itaoka, Human Resources Director; Rachael Markle, Planning and Community Development Director; Sara Lane, Administrative Services Director; Eric Friedli, Parks, Recreation and Cultural Services Director; Shawn Ledford, Shoreline Police Chief; Dan Eernisse, Economic Development Program Manager; and Carolyn Wurdeman, City Council Executive Assistant

GUESTS: Allegra Calder, Principal, BERK Consulting (Workshop Facilitator); Joe Ferguson, Lake Union Partners, Developer Panel Member; A-P Hurd, Touchstone Development, Developer Panel Member; Sam Lai, Green Canopy Homes, Developer Panel Member; Brynn Estelle Telkamp, JSH Properties, Developer Panel Member; Susan Chang, Planning Commissioner; Jack Malek, Planning Commissioner; David Maul, Planning Commissioner; Bill Montero, Planning Commissioner; and Laura Mork, Planning Commissioner

At 8:30 a.m. the Special Meeting was called to order. Mayor Roberts provided a welcome to the Council and staff.

Mayor Roberts turned the Workshop over to Facilitator Allegra Calder, who provided an overview of the Workshop and a few ground rules. Councilmember Scully arrived at 8:45 am.

Council then discussed the 2016 City accomplishments. Assistant City Manager John Norris provided a brief overview of how staff put together the accomplishment list and Council provided reflections on which accomplishments had the most impact on the community. The Council also highlighted a couple of accomplishments that were not noted in the accomplishment list, including passage of the Sound Transit 3 ballot measure, which included the Sound Transit bus rapid transit project along N 145th Street, an award from Futurewise, a streamlined staff

recruitment process, and naming Gloria’s Path. The good work of staff was also generally called out along with good Council/Staff relationships.

Council then discussed the current (2016-2018) City Council Goals and Workplan, and also looked at the staff proposed Goals and Action Steps for 2017-2019. Council began with a discussion of Council Goal #1 and discussed whether Action Step #3, continuing to implement the 10-year financial sustainability strategy, should include strategy #6 - engaging the business community in a discussion regarding potential implantation of a Business & Occupation Tax - in 2017. Following a robust discussion, Council agreed to proceed with this as a strategy for 2017. Councilmember McConnell and Salomon arrived at approximately 9:30 am. Council also discussed adding language to Action Step #4 in Council Goal #1, such as “create diverse communities with a mix of residential and commercial uses to foster economic development”.

In their discussion of Council Goal #2, Council suggested to staff to remove the word “municipal” from the goal title. It was also suggested to remove “Deep Green Incentive Program” from Action Step #5, as the public doesn’t know what that program is, and instead use descriptive language to describe what the program does. For Council Goal #3, it was suggested to change title of the goal so that it reads, “Continue preparation for regional mass transit in Shoreline”, in recognition that the goal is no longer just about the Sound Transit 2 light rail project in Shoreline, but now also about preparing for bus rapid transit along the 145th corridor as part of the successful Sound Transit 3 ballot measure. A few minor edits were also suggested for Council Goal #3 action steps.

Council then had a discussion about progress indicators under Council Goal #4. Council also discussed the downward trend of volunteer hours provided to the City between 2012 and 2016. Council discussed engaging online with the community, and adding an action step under Council Goal #4 related to social media. Council also discussed amending proposed Action Step #5 under Council Goal #4 so that it was more general.

Finally, Council discussed Council Goal #5, with much of the discussion focused on the King County Sherriff’s Office moving to a national crime data reporting system. Other public safety issues were also discussed, but Council did not recommend amending any of the staff-proposed action steps under Council Goal #5.

Following the discussion of Council Goals, staff and Council discussed how to effectively address sidewalk needs in the City of Shoreline. This entailed a discussion of sidewalk needs, costs and alternatives. Councilmembers expressed a preference for standard sidewalk design (curb, gutter, amenity zone) as the preferred option for sidewalk development in the City. . Councilmembers also briefly discussed sidewalk prioritization and were supportive of looking at priority criteria as part of the updated Transportation Master Planning effort the City is conducting.

The Council was then joined by the Shoreline Planning Commission for a panel discussion of developers, brokers and capital investors regarding Shoreline’s market attractiveness to private investment and retailers. Council then continued their discussion regarding sidewalk funding and alternatives, and decided to move the discussions of the Senior Center’s sustainability and

biennial budgeting to their Saturday session. Council’s continued discussion of sidewalks focused on funding strategies for sidewalk development, including increasing the City’s vehicle licensing fee by \$20 for sidewalk maintenance and a voter approved tax supported measure for new sidewalk development. Council discussed exploring the creation of a citizen advisory committee regarding sidewalks. Staff indicated that an initial inventory of sidewalk needs related to retrofitting for ADA requirements and sidewalk repairs would be available later in 2017. At that time staff will include further information regarding the vehicle license fee.

The Council adjourned for dinner at 4:15 pm.

**Council Chambers - Shoreline City Hall
17500 Midvale Avenue North**

March 4 – 9:00 a.m.

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

ABSENT: None

STAFF: Debbie Tarry, City Manager; and John Norris, Assistant City Manager

GUESTS: Allegra Calder, Principal, BERK Consulting (Workshop Facilitator)

Council began the second day of the Strategic Planning Workshop at 9:00 am. This began with the discussion of the Shoreline-Lake Forest Park Senior Center. Following a discussion of this topic, Council stated that they were not interested in the City further exploring alternatives to the current Senior Center governance or funding structures. The Council also stated that they would like the Senior Center to continue to live within the City’s current budget allocation for the Center.

Council then discussed the potential for biennial budgeting, including the pros and cons of moving to a biennial budget from an annual budget. Council stated that they were potentially interested in moving in this direction, but would follow staff’s recommendation following the new financial accounting software implementation, which would need to be completed in order for the City to conduct biennial budgeting. Staff will check in on this during the 1st quarter of next year.

Council then discussed multiple issues identified in their City Policy Issues memorandum. The initial discussion related to housing security, including rental protection regulations and additional affordable housing incentives. Council did not add exploration of rental protection regulations to the City’s workplan, but did ask staff to invite the King County Housing Authority Executive Director to a Council dinner meeting so that Council could hear more about issues involving housing security and the challenges faced by some members of the community using Section 8 housing vouchers. The Council also did not provide direction on any additional affordable housing incentives that they would like the City to employ beyond the numerous incentives already identified in the City’s municipal code.

The Council discussed the potential of frontage improvements in the Mixed Use Residential (MUR) zones in the light rail station areas but did not provide staff direction to move forward with any changes to the municipal code. The Council also discussed the City's role in placemaking, and was comfortable with the City's current efforts to improve economic development in the City through placemaking. One suggestion was to potentially work with the Aurora Theater Company to have them charge a small admission fee for their performances, rather than having no charge for the tickets.

The Council discussed the concept of an age friendly City, and was not interested in pursuing any of the age friendly city accreditations or in employing any of the potential building standards that are aligned with being an age friendly City. The Council did provide direction following a discussion of the sign code to have staff proactively enforce the electronic message board code a couple of times per year, in addition to reactively responding to complaints of violations. The City Manager stated that she would also have the City's Customer Response Team proactively enforce the municipal code regarding "feather signs", as there are often violations of the code with regard to that type of commercial signage. Finally, the Council stated that they were interested in the 'welcoming/inclusive city' theme for this year's State of the City breakfast that will be held in June of this year. There was also interest in tying in the planned change aspect of that the City has been following and that as we are seeing private investment occur in the community, that substantial public investment is anticipated with future sidewalk, community center/pool, and the recent passage of the \$250 million school district bond.

At the close of the City Policy Issues discussion, the Mayor thanked the Council and staff for a good Workshop. Ms. Calder also thanked the Council for their participation over the last two days.

The meeting was adjourned at 12:10 pm.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, March 20, 2017
5:30 p.m.

Lobby - 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; and Constance Perenyi, Neighborhoods Coordinator

GUESTS: Assaye Abunie, Bereket Kiros, Cary Chin, Chase Parker, Diana Lewis, Eben Pobe, Elizabeth White, Eric Hamako, Julie Martin, Kayla Pennington, Pamela Cross, Paula Anderson, Sam Kim, Taryn Maxwell, Trevor Rain-Water

At 5:30 p.m., the meeting was called to order by Mayor Roberts.

After a welcome by the Mayor, the City Council and participants in the pilot Shoreline CityWise Project enjoyed dinner together and discussed their visions of the future. The Mayor then delivered remarks about the CityWise Project, and invited each participant to receive a completion certificate. Congratulations and a photo opportunity with Council Members concluded the meeting.

At 6:47 p.m. the meeting was adjourned.

Constance Perenyi, Neighborhoods Coordinator

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approving Expenses and Payroll as of March 24, 2017
DEPARTMENT: Administrative Services
PRESENTED BY: Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$850,426.13 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
2/26/17-3/11/17	3/17/2017	71074-71300	14838-14854	66271-66276	\$547,452.85
					<u>\$547,452.85</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
3/15/2017	66246	66246	\$1,263.31
3/16/2017	66247	66257	\$56,145.18
3/16/2017	66258	66267	\$102,226.14
3/20/2017	66268	66268	\$1,276.83
3/22/2017	66269	66269	\$44,039.22
3/22/2017	66270	66270	\$897.82
3/23/2017	66277	66296	\$26,767.12
6/23/2017	66297	66314	\$70,357.66
			<u>\$302,973.28</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting Ordinance No. 776 – Designating Light Rail Station Subareas for Property Tax Exemption (PTE)
DEPARTMENT:	City Manager’s Office
PRESENTED BY:	Dan Eernisse, Economic Development Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City currently designates seven residential targeted areas to be eligible for Property Tax Exemption (PTE) for multifamily housing. The purpose of the designation, per SMC 3.27.010, is to:

- A. Encourage increased residential opportunities within the residential targeted area;
- B. Stimulate new construction or rehabilitation of existing vacant and underutilized buildings for revitalization of the designated targeted areas;
- C. Assist in directing future population growth to the residential targeted area thereby reducing development pressure on single-family residential neighborhoods; and
- D. Achieve development densities that stimulate a health economic base and are more conducive to transit use in the designated residential targeted area.

At its [March 20, 2017 meeting](#), Council directed that proposed Ordinance No. 776 (Attachment A) add two PTE targeted areas, specifically those properties zoned MUR-70 and MUR-45 in Phase 1 of the 145th light rail station subarea (Exhibit A) and Phase 1 of the 185th light rail station subarea (Exhibit B). The PTE Program in these two subareas shall be distinctive from the other seven targeted areas in the following ways:

- Unless renewed by Council, the PTE program in the light rail subareas will sunset automatically on December 31, 2021.
- Eligible projects must choose the 20 percent affordable option as defined in SMC 20.40.235; the 10 percent option is not eligible for PTE, and the affordability requirements for MUR-70+ projects are more stringent.
- While the tax exemption shall be offered for 12 years, participating projects are required to provide 20% affordable housing for 99 years.

RESOURCE/FINANCIAL IMPACT:

The PTE program provides an exemption to the owner for the *ad valorem* property tax of the value of new or rehabilitated multifamily housing for the duration of the exemption period, currently 12 years. When a PTE project is built, the value of the building

improvements are not added to the City's assessed value until after the exemption period ends; therefore, while no tax burden is shifted to other tax payers, the City does not receive the property tax revenues of the project improvements for the duration of the program. The City does continue to receive property tax on the value of the land which the project is built on. In addition, staff time is required to process applications, file annual reports to the State and King County, and to monitor compliance with affordable housing requirements.

RECOMMENDATION

Staff recommends adoption of Ordinance No. 776.

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

ATTACHMENTS

Attachment A: Ordinance No. 776

Attachment A, Exhibit A: Map of the PTE Targeted Area in the 145th Light Rail Station Subarea

Attachment A, Exhibit B: Map of the PTE Targeted Area in the 185th Light Rail Station Subarea

ATTACHMENT A

ORDINANCE NO. 776

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING SHORELINE MUNICIPAL CODE CHAPTER 3.27, PROPERTY TAX EXEMPTION, DESIGNATING RESIDENTIAL TARGETED AREAS WITHIN LIMITED AREAS OF THE 145TH STREET STATION SUBAREA AND THE 185TH STREET STATION SUBAREA FOR THE CITY OF SHORELINE AND PROVIDING FOR AN EXPIRATION DATE.

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 (hereinafter referred to as “City”); and

WHEREAS, Chapter 84.14 of the Revised Code of Washington provides for exemptions from ad valorem property tax valuation for qualifying multi-family housing located in designated target areas within urban centers; and

WHEREAS, Chapter 84.14 authorizes the City to designate residential targeted areas in which exemptions from the ad valorem property tax is applicable; and

WHEREAS, in 2015 the City adopted the 185th Street Station Subarea and, in 2016, the City adopted the 145th Street Station Subarea; and

WHEREAS, the implementation of the zoning within the subareas is in three phases; and

WHEREAS, SMC 20.40.235 mandates affordable housing within the MUR-45 and MUR-70 zoning districts within the two subareas; and

WHEREAS, in addition to the increased density afforded by these zoning districts, SMC 20.40.235 denotes the City Council may consider and adopt the use of the property tax exemption as an additional incentive in the Subareas; and

WHEREAS, the City Council has determined that the designation of property within the MUR-45 and MUR-70 zoning districts of Phase 1 of the two subareas would further promote the development of affordable housing in accordance with the goals and policies of the Comprehensive Plan; therefore,

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

ATTACHMENT A

Section 1. Amendment. SMC Chapter 3.27 is amended as follows:

SMC 3.27.030 Designation of residential targeted areas is amended to include *Attachment H* 145th Street Station Subarea and *Attachment I* 185th Street Station Subarea, as shown on Exhibit A and B respectively.

SMC 3.27.040(A) and 3.27.040(D) are amended as follows:

A. Eligibility Requirements.

To be eligible for exemption from property tax under this chapter, the property must satisfy all of the following requirements:

1. The project must be located within one of the residential targeted areas designated in SMC 3.27.030;
2. The project must be multifamily housing consisting of at least four dwelling units within a residential structure or as part of a mixed used development, in which at least 50 percent of the space must provide for permanent residential occupancy;
3. The project must be designed to comply with the city's comprehensive plan, applicable development regulations, and applicable building and housing code requirements;
4. At least 20 percent of the housing units must be affordable housing as defined in SMC 3.27.020, except for housing units within the 145th Street Station Subarea and the 185th Street Station Subarea which must meet the median income requirements of the 20 percent affordability option as set forth in SMC 20.40.235;
5. For the rehabilitation of existing occupied multifamily projects, at least four additional residential units must be added except when the project has been vacant for 12 consecutive months or more;
6. The project must be scheduled for completion within three years from the date of issuance of the conditional certificate;
7. Property proposed to be rehabilitated must fail to comply with one or more standards of the applicable state or local building or housing codes. If the property proposed to be rehabilitated is not vacant, an applicant must provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate;
8. The mix and configuration of housing units used to meet the requirement for affordable units under this chapter shall be substantially proportional to the mix and configuration of the total housing units in the project; and

ATTACHMENT A

9. The applicant must enter into a contract with the city under which the applicant has agreed to the implementation of the project on terms and conditions satisfactory to the city. The contract must be approved by the city council.

D. Residential Targeted Areas – Specific Requirements.

1. No more than 500 total units will be approved under this chapter for areas of the Aurora Square Community Renewal Area (CRA) located within the Aurora Avenue North Corridor. Units will be allocated based on the date the project's application for a conditional certificate is considered complete.

2. Units within the 145th and 185th Street Station Subareas must meet the median income requirements of the 20 percent affordability option as set forth in SMC 20.40.235. ~~Units will be allocated based on the date the project's application for a conditional certificate is considered complete.~~

3. The designation of residential targeted areas with the 145th and 185th Street Station Subareas shall automatically expire on December 31, 2021. Complete applications for exemption filed prior to this date will be considered vested under this chapter.

SMC 3.27.100(B) is amended as follows:

B. Cancellation – Conversion of Use by Property Owner.

1. If the property owner intends to convert the multifamily housing to another use or to discontinue compliance with the affordable housing ~~requires described in RCW 84.14.020~~ requirements described in this chapter, the owner must notify, in writing, the city manager and the county assessor within 60 days of the change in use or intended discontinuance. Upon such change in use or intended discontinuance, the tax exemption shall be cancelled and additional taxes, interest, and penalties imposed pursuant to RCW 84.14.110

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

ATTACHMENT A

Section 4. 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 and shall automatically expire and be of no further effect at 11:59 pm December 31, 2021, unless otherwise extended by the City Council.

PASSED BY THE CITY COUNCIL ON APRIL 10, 2017.

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

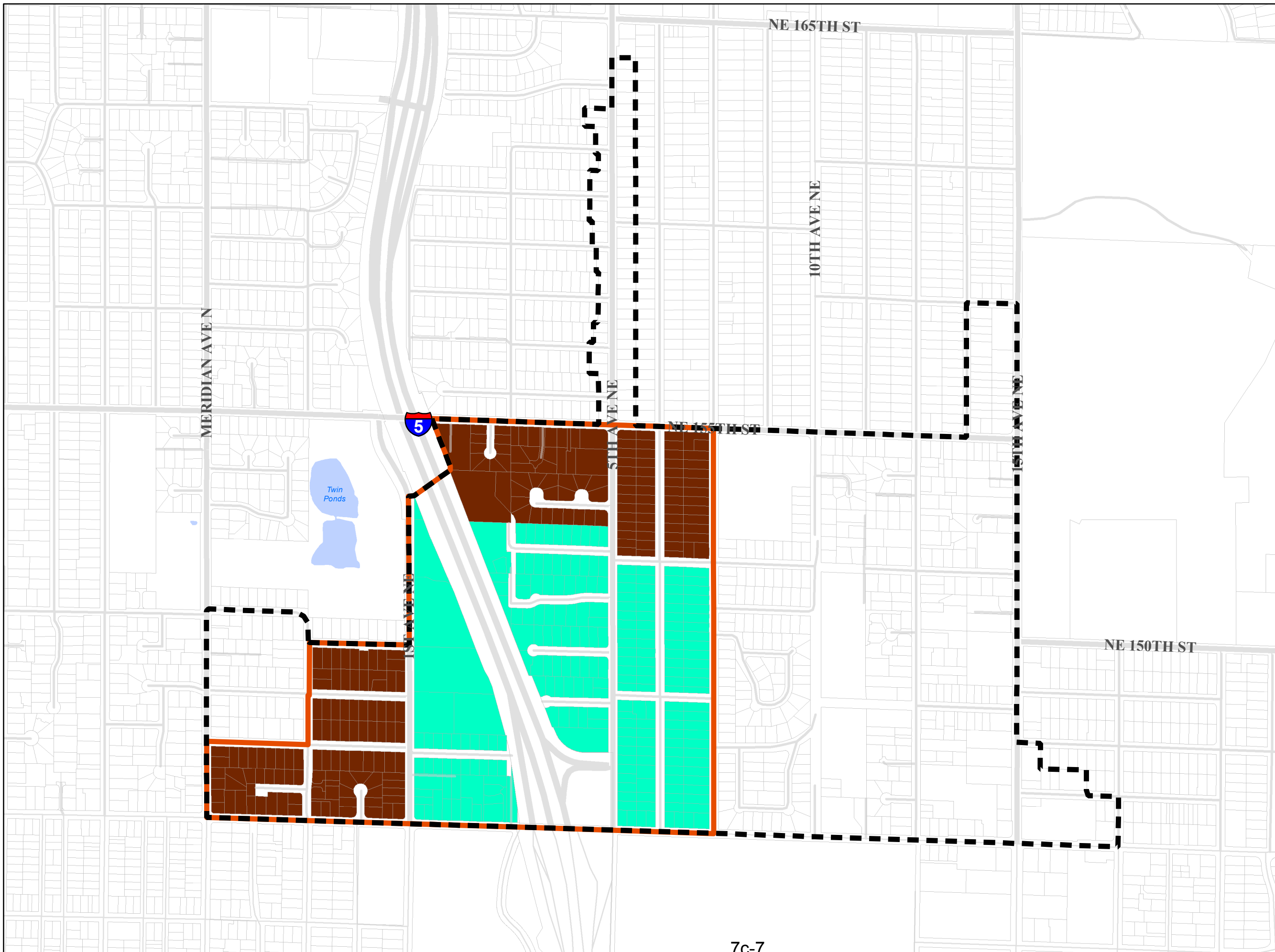
Jessica Simulcik-Smith
City Clerk





Margaret King
City Attorney

Date of Publication: , 2017

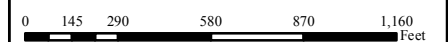
Effective Date: , 2017

145th St Station Sub-Area



-  Multifamily Property Tax Exemption Area
-  MUR-70; Mixed Use Residential (70' height)
-  MUR-45; Mixed Use Residential (45' height)
-  145th St Station Sub-Area

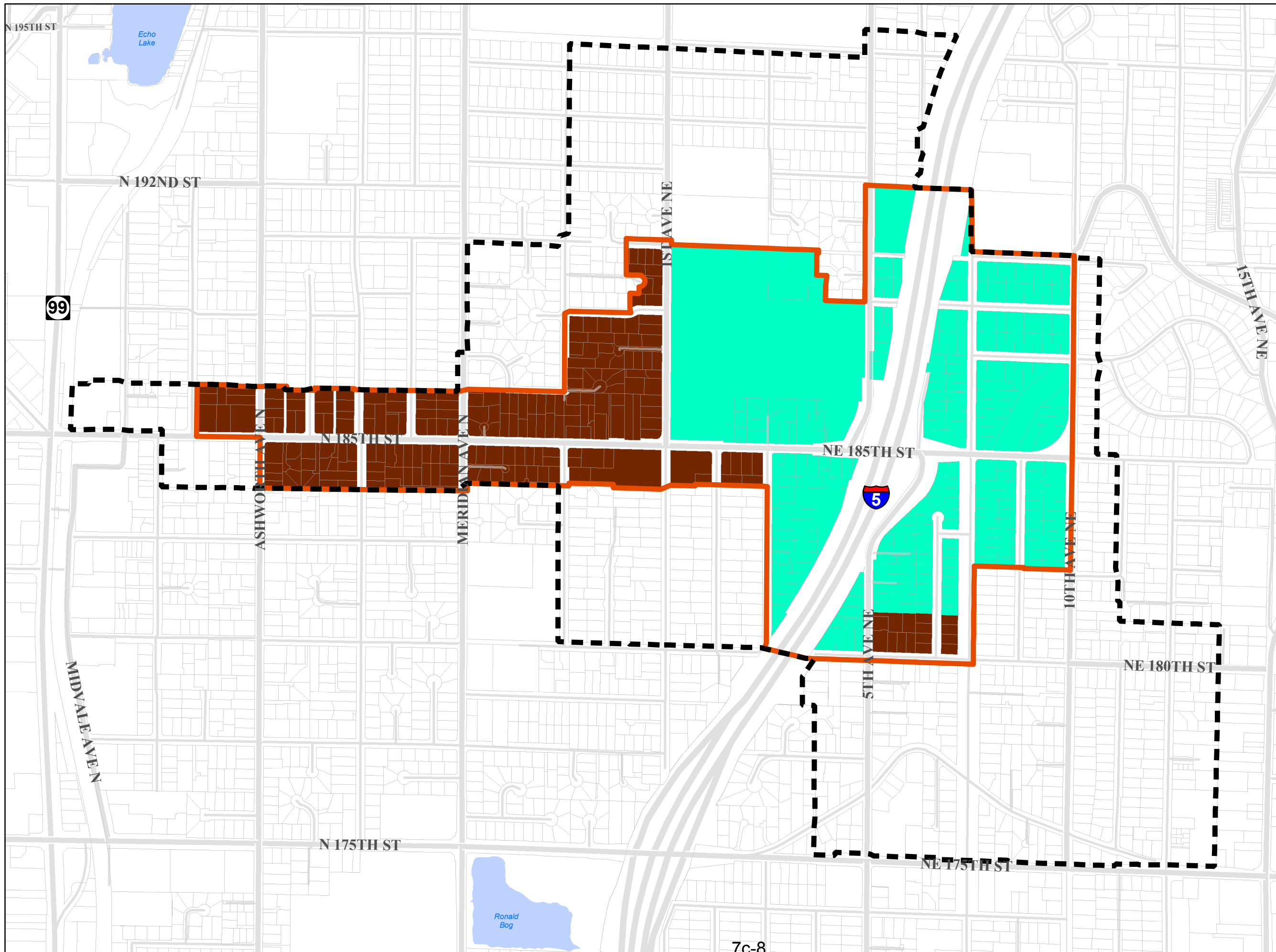
The designations shown on this map terminate 12/31/2021 at 11:59 pm







No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product.

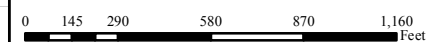


185th St Station Sub-Area



-  Multi Family Property Tax Exemption Area
-  MUR-70; Mixed Use Residential (70' height)
-  MUR-45; Mixed Use Residential (45' height)
-  185th St Station Sub-Area

The designations shown on this map terminate 12/31/2021 at 11:59 pm



No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product.



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting the 2017-2019 City Council Goals and Workplan
DEPARTMENT:	City Manager's Office
PRESENTED BY:	John Norris, Assistant City Manager
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:

At the City Council's annual Strategic Planning Workshop, which was held March 3 and 4, 2017, the Council discussed their proposed 2017-2019 Goals. Council further discussed the proposed 2017-2019 Goals during a Council study session on March 27, 2017. The staff report for this discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport032717-9a.pdf>.

As noted in Attachment A, the proposed 2017-2019 City Council Goals are as follows:

1. Strengthen Shoreline's economic base to maintain the public services that the community expects;
2. Improve Shoreline's infrastructure to continue the delivery of highly-valued public services;
3. Continue preparation for regional mass transit in Shoreline;
4. Expand the City's focus on equity and inclusion to enhance opportunities for community engagement; and
5. Promote and enhance the City's safe community and neighborhood programs and initiatives.

In addition to the Council Goals themselves, the Council also reviewed the Action Steps, or sub-goals, that implement the five Council Goals at their Strategic Planning Workshop. Attachment A to this staff report provides the proposed 2017-2019 Council Goals and Workplan, which include the suggested Action Steps under each goal.

Tonight, staff is requesting that Council adopt the proposed 2017-2019 Council Goals and Action Steps. Council did not provide any concerns regarding the proposed Goals and Action Steps when discussed on March 27, and provided direction to staff to bring the Goals back for adoption on the consent calendar on April 10th.

RESOURCE/FINANCIAL IMPACT:

Resources needed to accomplish the Council's Goals and Workplan are included in the 2017 budget and will be included in the 2018 proposed budget.

RECOMMENDATION

Staff recommends that Council adopt the 2017-2019 Council Goals and Work plan.

ATTACHMENTS:

Attachment A – Proposed 2017-2019 City Council Goals and Workplan

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

2017-2019 City Council Goals and Workplan

The Council is committed to fulfilling the community's long-term vision – Vision 2029 – and being a sustainable city in all respects:

- Sustainable neighborhoods—ensuring they are safe and attractive;
- Sustainable environment—preserving our environmental assets and enhancing our built environment so that it protects our natural resources; and
- Sustainable services—supporting quality services, facilities and infrastructure.

The City Council holds an annual Strategic Planning Workshop to monitor progress and determine priorities and action steps necessary to advance Vision 2029. This workplan, which is aimed at improving the City's ability to fulfill the community's vision, is then reflected in department workplans, the City's budget, capital improvement plan, and through special initiatives.

Goal 1: Strengthen Shoreline's economic base to maintain the public services that the community expects

Shoreline voters approved Proposition No. 1 in November 2016, which will help maintain essential service levels through 2022. While Proposition No. 1 was renewed by Shoreline voters in 2016, it is vital to attract investment in Shoreline businesses and neighborhoods to enhance the local economy, provide jobs, and support the services that make Shoreline a desirable place to live. Investment will strengthen our tax base while providing our residents with greater housing choices, local employment, retail opportunities, and lifestyle amenities.

ACTION STEPS:

1. Implement the Community Renewal Plan for Aurora Square, including developing recommendations for incentives, property acquisition, and capital improvements for a regional stormwater detention/retention system and intersection improvements at N 155th Street and Westminster Way N to encourage Vision 2029 businesses to locate and thrive at Aurora Square
2. Enhance the attractiveness of Shoreline as a place for private investment, including investment by small and medium sized developments, by ensuring that the permit process is predictable, timely and competitive, and by constantly evaluating and improving the quality of regulations for the City and other local permitting organizations
3. Continue to implement the 10-year Financial Sustainability Plan strategies to achieve sufficient fiscal capacity to fund and maintain priority public services, facilities, and infrastructure, with specific focus on Strategy 1 - encouraging a greater level of economic development, Strategy 5 - seeking to replace the General Fund support of the Roads Capital Fund with another dedicated funding source, and Strategy 6 - engaging the business community in a discussion regarding potential implementation of a Business & Occupation Tax
4. Continue to foster innovative, community-supported place-making efforts that help create diverse communities with a mix of residential and commercial uses and promote economic development
5. Measure and maintain the 'Surprised by Shoreline' campaign that promotes Shoreline as a progressive and desirable community to new residents, investors, and businesses
6. Continue to promote the growing media production activities occurring in Shoreline and explore development of a state-of-the-art media campus that makes Shoreline the regional center of the digital media production industry

Goal 2: Improve Shoreline's infrastructure to continue the delivery of highly-valued public services

Shoreline inherited an aging infrastructure system when it incorporated in 1995. The City has identified needed improvements to strengthen its municipal infrastructure to maintain public services the community expects through its 20-year planning documents, including the Comprehensive Plan,

Surface Water Master Plan, Transportation Master Plan and Parks, Recreation and Open Space Master Plan. Improvements are not limited to infrastructure investments. The City is also interested in improving coordination, planning, and overall information sharing among all service providers. As capital improvements are made, it is important to include efforts that will enhance Shoreline's natural environment, ultimately having a positive impact on the Puget Sound region.

ACTION STEPS:

1. Identify funding strategies, including grant opportunities, to implement the City's Transportation Master Plan including construction of new non-motorized improvements
2. Determine a strategy for replacing the Spartan Recreation Center and the Shoreline Pool
3. Implement the Ronald Wastewater District Assumption Transition Plan and formally assume the District in October 2017
4. Continue to Implement the Urban Forest Strategic Plan
5. Implement the 2016-2019 Priority Environmental Strategies, including adoption of incentives for environmentally sustainable buildings, exploration of district energy, update of the City's Forevergreen website, and continued focus on effective stormwater management practices including restoration of salmon habitat
6. Implement a comprehensive asset management system, including asset inventory, condition assessment and lifecycle/risk analysis, for the City's streets, facilities, trees, parks, and utilities
7. Construct the Shoreline Police Station at City Hall to better meet community needs
8. Evaluate alternatives for City maintenance facility needs
9. Update and begin implementation of the Surface Water Master Plan, the Transportation Master Plan, and the Parks, Recreation and Open Space Master Plan, and Wastewater Master Plan
10. Initiate environmental review and design for the N 175th Street Corridor Project from Interstate-5 to Stone Avenue N

Goal 3: Continue preparation for regional mass transit in Shoreline

In 2008, Shoreline voters supported the Sound Transit 2 (ST2) funding package by 61%, and in 2016, Shoreline voters supported the Sound Transit 3 (ST3) package by 59%. Our community looks forward to increasing mobility options and reducing environmental impacts through public transit services. The ST2 light rail extension from Northgate to Lynnwood includes investment in two stations in Shoreline, which are planned to open in 2023. The ST3 package includes funding for corridor improvements and Bus Rapid Transit service along State Route 523 (N 145th Street) from Bothell Way connecting to the 145th Street Light Rail Station. Engaging our community in planning for the two Shoreline light rail stations and improved transportation options and infrastructure along N 145th Street in Shoreline continues to be an important Council priority.

ACTION STEPS:

1. Work with the City of Seattle, King County, Sound Transit, the Washington State Department of Transportation, and federal agencies on a plan that will improve safety and efficiency for all users of 145th Street, including a design for the 145th Street and Interstate-5 interchange, design of the 145th Street corridor from Interstate-5 to Aurora Avenue N, and coordination with Sound Transit for design and construction of 145th Street improvements from Highway 522 to Interstate-5 as part of ST3
2. Negotiate agreements with Sound Transit and pursue other means to obtain any necessary mitigation and improvements related to Sound Transit's light rail projects, including non-motorized access improvements around each station and across the 145th Street and 185th Street bridges, a new non-motorized bridge across Interstate-5 at 148th Street, a new trail along the rail alignment, park impact mitigation, and rights-of-way relocation or replacement
3. Partner with Sound Transit to host local public meetings for the 60% and 90% project design milestones and provide comment on the design of the light rail stations, garages and associated facilities at these milestones in accordance with the Council-adopted Guiding Principles for Light Rail Station Design

4. Work collaboratively with Sound Transit to support the development and review of environmental, architectural, engineering and construction plans for the Lynnwood Link facilities within the City of Shoreline through Sound Transit's Special Use Permit and other permitting reviews
5. Identify anticipated impacts to Shoreline neighborhoods from future construction and operation of the Lynnwood Link Extension and work proactively with Sound Transit to develop plans to minimize, manage, and mitigate these impacts, including construction management planning and neighborhood traffic impact management
6. Conduct the 185th Street Corridor Study between Aurora Avenue N and 10th Avenue NE to identify multi-modal transportation improvements necessary to support growth associated with the 185th Street Station Subarea Plan and the Sound Transit Light Rail Station
7. Finalize and begin implementation of the light rail station subarea parks and open space plan, including adoption of park impact fees
8. Implement the Affordable Housing Program as identified in light rail station subarea plans

Goal 4: Expand the City's focus on equity and inclusion to enhance opportunities for community engagement

The Council values all residents and believes they are an important part of the Shoreline community, including those that have been underrepresented. The Council believes it is important to expand the ways in which the City can develop and implement processes, policies and procedures that increase inclusion and equity in a meaningful and impactful way.

ACTION STEPS:

1. Implement the City's Diversity and Inclusion Program
2. Facilitate the development of affordable housing projects in Shoreline and engage in regional efforts focused on addressing homelessness
3. Explore secured scheduling regulations
4. Ensure continued compliance with federal and state anti-discrimination laws, including Title VI of the Civil Rights Act, the Civil Rights Restoration Act, the American with Disabilities Act, and Washington's Law Against Discrimination, so as to ensure all Shoreline residents benefit from the City's programs and activities
5. Conduct community meetings with residents to discuss current issues, City policy and other changes that may impact the community
6. Implement the Shoreline Citywise Project to help the community build familiarity with the many aspects of Shoreline government and its role in providing services
7. Broaden the Nurturing Trust Program to reach additional underrepresented members of the Shoreline community
8. Continue to use social media to expand reach in the broader community and to solicit input and ideas on City business, events and policy issues

Goal 5: Promote and enhance the City's safe community and neighborhood programs and initiatives

Maintaining a safe community is the City's highest priority. The 2016 Citizen Survey reflected that 93% of respondents felt safe in their neighborhood during the day and 80% had an overall feeling of safety in Shoreline. These results are reflective of statistics from medium-sized cities across the United States, and the former measure was a slight increase from previous citizen surveys conducted by the City. The City is continuing a concentrated workplan to enhance our public safety communication and crime prevention efforts to ensure that our residents and businesses continue to find Shoreline a safe place to live, work, and play.

ACTION STEPS:

1. Use data driven policing to address crime trends and quality of life concerns in a timely manner.
2. Continue quarterly meetings of the City's cross-department safe community team to address public safety problems and implement solutions

Attachment A

3. Continue the partnership between the Parks Department and Police, focusing on park and trail safety through Crime Prevention Through Environmental Design (CPTED), Problem Solving Projects (PSPs) and police emphasis to improve safety and the feeling of safety
4. Continue to partner with Shoreline schools and the Shoreline Fire Department to implement best practice school safety measures
5. Continue to address traffic issues and concerns in school zones and neighborhoods using the City's speed differential map and citizen traffic complaints
6. Continue to coordinate efforts between the Community Outreach Problem Solving (COPS) officer and the City's Neighborhoods Program to work on crime prevention education and outreach
7. Partner with the business community to enhance communication on crime trends and crime prevention efforts
8. Continue to implement the Risk Analysis De-escalation And Referral (RADAR) program to create a systematic policing approach to deal with mental illness in the community

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 773 - Amending the 2017 Budget for Uncompleted 2016 Operating and Capital Projects and Increasing Appropriations in the 2017 Budget
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
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:

Shoreline’s budget is adopted on a calendar year basis. Any appropriations that are not expended lapse at the end of each year. Due to delays and other unanticipated issues, some operating programs and capital projects that were in progress in 2016 will actually be completed in 2017. This results in 2016 expenditures being less than projected and the 2016 ending fund balances being greater than projected. In order to provide adequate budget resources in 2017 to pay expenditures incurred or complete projects initiated in 2016, additional budget authorization is needed. This is accomplished by re-appropriating a portion of the 2016 ending fund balance for expenditures in 2017, commonly referred to as a carryover. In some cases there may be a grant or other dedicated revenue source associated with expenditures. Proposed Ordinance No. 773, which is attached to this staff report as Attachment A, re-appropriates \$3,735,448.

FINANCIAL IMPACT:

In total, proposed Ordinance No. 773 will amend the City’s budget by increasing it \$3,735,448, which will bring the total 2017 budget to \$89,939,144. The amendment includes \$1,678,926 of revenue from grants and other funding sources, the transfer of \$216,302 between funds, and the use of \$1,840,220 in available fund balance. After including the preliminary results of 2016 and the proposed use of fund balance, the City’s available 2017 fund balance for the affected funds is \$2.898 million more than that projected in the 2017 budget book.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance No. 773 is scheduled for April 24, 2017.

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

BACKGROUND

Shoreline's budget is adopted on a calendar year basis. Any appropriations that are not expended lapse at the end of each year. In some cases, projects are initiated in one year, but do not get completed until the following year. This is not always known when planning the next budget cycle and therefore the unexpended funds from one year become part of the fund balance carried into the next year. It is necessary to take the portion of the fund balance actually needed to complete the projects and re-appropriate those dollars for expenditure in the current year.

DISCUSSION

Proposed Ordinance No. 773 would re-appropriate \$3,735,448 from 2016 to 2017 for several operating programs and capital projects. Among other reasons, re-appropriations often happen for very large projects, projects started later in a calendar year, and projects that experience unforeseen delays. Only the amount necessary to complete the project is actually re-appropriated into the succeeding year. Although most projects are capital in nature, some of these expenditures relate to operations. Attachment B to this staff report provides a table that summarizes the re-appropriation requests by fund.

ALTERNATIVES ANALYZED

Alternative 1: Take no action

If the City Council chooses to not approve this amendment either the expenditures incurred or projects initiated in 2016 would not be paid or completed without adversely impacting existing 2017 appropriations, which would need to be redirected toward the completion of projects already in progress. In the case of capital projects, there would not be sufficient budget authority to complete projects in the 2017 Capital Improvement Program.

Alternative 2: Approve Ordinance No. 773 (Recommended)

Approval of proposed Ordinance No. 773 will provide the budget authority for the payment of expenditures incurred or completion of projects initiated in 2016 without adversely impacting existing 2017 appropriations. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's operating and capital funds.

FINANCIAL IMPACT

Proposed Ordinance No. 773 totals \$3,735,448 and increases both revenues and expenditures. Resources for the amendment include \$1,678,926 of revenue from grants and other funding sources, the transfer of \$216,302 between funds, and the use of \$1,840,220 in available fund balance. The following table summarizes the impact of this budget amendment and the resulting 2017 appropriation for each of the affected funds.

Fund	2017 Current Budget (A)	Carryover Amount (B)	Amended 2017 Budget (C) (A + B)
General Fund	\$45,968,252	\$1,830,788	\$47,799,040
Street Fund	1,718,950	5,257	1,724,207
Federal Criminal Forfeiture Fund	785,151	18,069	803,220
General Capital Fund	8,618,743	529,149	9,147,892
Roads Capital Fund	16,880,010	1,017,354	17,897,364
Surface Water Utility Fund	6,097,221	144,431	6,241,652
Equipment Replacement Fund	511,387	190,400	701,787
All Other Funds	5,623,982	0	5,623,982
Total	\$86,203,696	\$3,735,448	\$89,939,144

The table below summarizes the impact on available fund balance in each of the affected funds. The actual 2017 beginning fund balance is \$4.738 million more than that projected in the 2017 budget book. After the effect of these changes, the City's 2017 adjusted fund balance is \$2.898 million more than that projected.

Fund	Proj. 2017 Beg. Fund Balance (A)	Actual 2017 Beg. Fund Balance (B)	Total Carryover Request (C)	Total Resources Adjustment (D)	2017 Adj. Fund Balance (Adj. for Carryover) (E) (B - C + D)	Var. from Proj. 2017 Beg. Fund Balance (F) (E - A)
General Fund	\$10,000,797	\$12,889,875	\$1,830,788	\$917,617	\$11,976,704	\$1,975,907
Street Fund	864,649	1,043,984	5,257	0	1,038,727	174,078
Federal Criminal Forfeiture Fund	818,800	838,818	18,069	0	820,749	1,949
General Capital Fund	2,399,144	3,042,140	529,149	18,069	2,531,060	131,916
Roads Capital Fund	4,112,638	5,940,645	1,017,354	959,542	5,882,833	1,770,195
Surface Water Utility Fund	2,848,599	1,485,774	144,431	0	1,341,343	(1,507,256)
Equipment Replacement Fund	2,232,000	2,773,103	190,400	0	2,582,703	350,703
Total	\$23,276,627	\$28,014,340	\$3,735,448	\$1,895,228	\$26,174,120	\$2,897,493

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance No. 773 is scheduled for April 24, 2017.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 773
- Attachment B: 2017 Re-appropriations by Fund Detail

ORDINANCE NO. 773

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 758 BY INCREASING THE APPROPRIATION IN THE GENERAL FUND, STREET FUND, FEDERAL CRIMINAL FORFEITURE FUND, GENERAL CAPITAL FUND, ROADS CAPITAL FUND, SURFACE WATER UTILITY FUND, AND EQUIPMENT REPLACEMENT FUND

WHEREAS, the 2017 Budget was adopted in Ordinance No. 758; and

WHEREAS, various projects were included in the City's 2016 operating budget and were not completed during 2016; and

WHEREAS, the 2017–2022 Capital Improvement Plan was adopted in Ordinance No. 758; and

WHEREAS, the 2017 Budget has assumed completion of specific capital improvement projects in 2016; and

WHEREAS, some of these capital projects were not completed and need to be continued and completed in 2017; and

WHEREAS, due to these 2016 projects not being completed, the 2016 ending fund balance and the 2017 beginning fund balance for the General Fund, Street Fund, Federal Criminal Forfeiture Fund, General Capital Fund, Roads Capital Fund, Surface Water Utility Fund, and Equipment Replacement Fund is greater than budgeted; and

WHEREAS, the City wishes to appropriate a portion of these greater-than-budgeted beginning fund balances in 2017 to complete 2016 work and to include additional projects that were unknown needs when the 2017 budget was adopted; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.00.075 to include all revenues and expenditures for each fund in the adopted budget; now therefore

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

Section 1. Amendment. The City hereby amends Section 2 of Ordinance No. 758, *Summary of Revenues and Expenditures*, by increasing the appropriation for the General Fund by \$1,830,788; for the Street Fund by \$5,257; for the Federal Criminal Forfeiture Fund by \$18,069; for the General Capital Fund by \$529,149; for the Roads Capital Fund by \$1,017,354; for the Surface Water Utility Fund by \$144,431; for the Equipment Replacement Fund by \$190,400; and, by increasing the Total Funds appropriation to \$89,939,144, as follows:

	Current Appropriation	Revised Appropriation
General Fund	\$45,968,252	\$47,799,040
Street Fund	1,718,950	1,724,207
Code Abatement Fund	100,000	
State Drug Enforcement Forfeiture Fund	214,043	
Public Arts Fund	86,580	
Federal Drug Enforcement Forfeiture Fund	300,397	
Property Tax Equalization Fund	500,799	
Federal Criminal Forfeiture Fund	785,151	803,220
Transportation Impact Fees Fund	221,400	
Revenue Stabilization Fund	0	
Unltd Tax GO Bond 2006	1,710,375	
Limited Tax GO Bond 2009	1,662,817	
Limited Tax GO Bond 2013	260,948	
General Capital Fund	8,618,743	9,147,892
City Facility-Major Maintenance Fund	96,000	
Roads Capital Fund	16,880,010	17,897,364
Surface Water Capital Fund	6,097,221	6,241,652
Vehicle Operations/Maintenance Fund	453,123	
Equipment Replacement Fund	511,387	701,787
Unemployment Fund	17,500	
Total Funds	\$86,203,696	\$89,939,144

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: , 2017
Effective Date: , 2017

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
General Fund					
General Fund Admin Key		Transfer to Roads Capital Fund for 185th Corridor Study	\$141,419		Complete project in 2017.
General Fund Admin Key		Transfer to Roads Capital Fund for Westminster & 155th Improvements	\$56,814		Complete project in 2017.
City Manager's Office		Light Rail Stations (Sound Transit)	\$194,379	\$229,200	Work continues in 2017.
ASD / Finance Operations		B&O Tax Evaluation	\$14,000		Project delayed into 2017.
ASD / IT Strategic Plan & Advrsy Svc		Cityworks Phase III	\$184,126	\$94,664	Complete project in 2017; Ronald Wastewater District is paying for its portion of the implementation.
ASD / IT Strategic Plan & Advrsy Svc		Permit and Customer Service System	\$99,323		Complete project in 2017.
ASD / IT-Operations		SharePoint Phase II	\$18,682		Complete project in 2017.
Citywide / Contingencies		City Hall Furniture for Police CIP Project	\$223,024	\$0	Complete purchase in 2017.
Police / Special Support		RADAR Program	\$521,253	\$521,253	Project continues in 2017.
PRCS / Parks Administration		City Hall Furniture for PRCS Department	\$5,544		Complete purchase in 2017.
PRCS / Parks Administration		Park Impact Fees Development Support	\$24,846		Complete project in 2017.
PRCS / Teen & Youth Development Program		Raikes Foundation Teen Training	\$3,349		Use remainder of funding from the Raikes Foundation.
CMO / Economic Development		Promoting Shoreline	\$2,178		Complete project in 2017.
CMO / Economic Development		Port of Seattle Economic Development Partnership Program Grant	\$48,500	\$48,500	Complete request for expressions of interest prospectus in 2017.
PCD / City Planning		LiDar (Light Detection and Ranging) - Slope failure analysis	\$10,000		Complete the geotechnical analysis for landslide hazard critical areas from LiDar maps.
PCD / City Planning		Establish procedures for administering an Affordable Housing Program	\$30,200		Complete the development of the process, forms, and structure for an Affordable Housing Program.
PCD / City Planning		Draft Vegetation Management Plan Regulations for Critical Areas	\$48,327	\$24,000	Draft vegetation management plan regulations for critical areas; Innis Arden is contributing \$24,000.
PCD / City Planning		Advance the City's Sustainability Initiative	\$49,650		Continue the Sustainable Strategy implementation by preparing the District Energy Feasibility Study.
PW / Administration		Strategic Planning Facilitation	\$4,400		Complete project in 2017.
PW / Environmental Services		Compost Pail, Kitchen Caddy	\$9,745		Complete purchase in 2017.
PW / Environmental Services		Solid Waste Contract Implementation	\$21,704		Consultant support during the process.
PW / Engineering		Development of cost estimating tool	\$4,977		Project delayed into 2017.
PW / Engineering		Support for revisions and updates of Engineering Development Manual and Codes	\$6,917		Complete project in 2017.
PW / Engineering		On-call development review support	\$8,607		Complete project in 2017.
PW / Engineering		ADA Self Evaluation and Transition Plan for Rights-of-Way	\$32,768		Complete project in 2017.
PW / Transportation Services Program		145th Street Station Pedestrian / Bicycle Access Feasibility Analysis	\$6,056		Project delayed into 2017.
PW / Transportation Services Program		Tolling Study	\$30,000		Project delayed into 2017.
PW / Traffic Services		Streetlight Master Plan	\$30,000		Develop a Streetlight Master Plan, including completing an inventory of existing street lighting, evaluation of needs, and creating a protocol for prioritization and implementation of future improvements. Project delayed into 2017.
Total General Fund			\$1,830,788	\$917,617	

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
Street Fund					
	PW / Street Operations	Balance of add'l funds added to 2016 to purchase VN#134 (Heavy Duty multi-purpose vehicle w/ Hook & Go)	\$5,257		Complete purchase in 2017.
Total Street Fund			\$5,257	\$0	
Federal Criminal Forfeiture Fund					
	Federal Criminal Forfeiture	Transfer to General Capital Fund for Police Station	\$18,069		Project continues in 2017.
Total Federal Criminal Forfeiture Fund			\$18,069	\$0	
General Capital Fund					
	CIP	Police Station at City Hall	\$18,069	\$18,069	Project continues in 2017.
	CIP	North Maintenance Facility	\$279,924		Complete project in 2017.
	CIP	Parks Repair & Replacement	\$63,364		Work continues in 2017.
	CIP	King County Parks, Trails and Open Space Replacement Levy	\$67,028		Project continues in 2017.
	CIP	Turf and Lighting Repair Replacement	\$43,736		Project continues in 2017.
	CIP	Pool & Rec Fac Master Planning	\$18,708		Complete project in 2017.
	CIP	PROS Plan Update	\$38,320		Complete project in 2017.
Total General Capital Fund			\$529,149	\$18,069	
Roads Capital Fund					
	CIP	Curb Ramps, Sidewalks, Gutters (Meridian & 15th Overlay projects)	\$136,817		Complete reconstruction of sidewalks and curb ramps on Meridian Ave N & 15th Ave NE Overlay Projects in 2017.
	CIP	Curb Ramps, Sidewalks, Gutters	\$5,000		Project continues in 2017.
	CIP	Traffic Safety Improvements	\$18,699		Develop a Streetlight Master Plan, including completing an inventory of existing street lighting, evaluation of needs, and creating a protocol for prioritization and implementation of future improvements. Project delayed into 2017.
	CIP	Traffic Safety Improvements	\$17,248		Complete King County Work Order SH-624.
	CIP	Einstein Safe Route to School	\$8,745		Complete payment of pending invoices from Shoreline School District and Shoreline Police.
	CIP	Interurban / Burke-Gilman	\$1,992		Complete project in 2017.
	CIP	Bike System Implementation	\$7,298	\$43,682	Complete project in 2017. WSDOT delayed billing; therefore, anticipate reimbursement for 2016 expenditures will be received in 2017.
	CIP	Echo Lake Safe Route to School	\$4,333	\$379,260	Project continues in 2017. Anticipate reimbursement for 2016 expenditures will be received in 2017.
	CIP	Trail Along the Rail	\$40,972		Complete project in 2017.
	CIP	Transportation Master Plan	\$60,000		Project delayed into 2017.
	CIP	Traffic Signal Rehab	\$55,100		Complete King County Work Orders SH-627 and SH-630.
	CIP	145th Street - SR-99 to I-5	\$281,438	\$244,438	Project continues in 2017.
	CIP	185th Corridor Study	\$56,814	\$56,814	Project continues in 2017; wholly funded by contribution from the General Fund.
	CIP	Meridian Ave & N 155th Signal Improvement	\$55,133	\$58,929	Complete project in 2017.
	CIP	Radar Speed Sign Installation	\$24,527	\$25,000	Project delayed into 2017 as grant was awarded in late December 2016.

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
Roads Capital Fund (Continued)					
CIP		Westminster & 155th Improvements	\$141,419	\$141,419	Complete project in 2017; wholly funded by contribution from the General Fund.
CIP		145th & I5 Interchange	\$20,000		Project delayed into 2017.
CIP		Annual Roads Surface Maintenance Program	\$81,819	\$10,000	Complete Meridian Ave N & 15th Ave NE Overlay Projects in 2017.
Total Roads Capital Fund			\$1,017,354	\$959,542	
Surface Water Utility Fund					
PW / Surface Water Mgmt		Vactor Services - On-call and emergency	\$38,784		Work continues in 2017.
CIP		Boeing Creek Restoration Project	\$22,595		Professional Services to complete Phase 1 of the Hidden Lake Dam Removal; complete project in 2017.
CIP		SWM Master Plan	\$3,482		Complete project in 2017.
CIP		25th Ave NE Flood Reduction Project	\$14,861		Project continues in 2017.
CIP		Boeing Creek Regional Stormwater Facility Study	\$45,772		Complete project in 2017.
CIP		Puget Sound Drainages Basin Plan	\$18,937		Complete project in 2017.
Total Surface Water Utility Fund			\$144,431	\$0	
Equipment Replacement Fund					
Equipment Replacement-Vehicles/Heavy Equipment		Balance of add'l funds requested in 2016 to purchase VN#122 (Ford 1/2 Ton Pickup) replacement.	\$28,013		Complete purchase in 2017.
Equipment Replacement-Vehicles/Heavy Equipment		Balance of funds requested in 2016 to purchase VN#119 (Pickup) replacement.	\$50,270		Complete purchase in 2017.
Equipment Replacement-Vehicles/Heavy Equipment		Balance of add'l funds added to 2016 to purchase VN#134 (Heavy Duty multi-purpose vehicle w/ Hook & Go) replacement.	\$112,117		Complete purchase in 2017.
Total Equipment Replacement Fund			\$190,400	\$0	
TOTAL CARRYOVER REQUESTS			\$3,735,448	\$1,895,228	

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance Nos. 774, 777, 778 and 779: 2017 Budget Amendment – Amending the Shoreline Municipal Code Chapter 3.35 Establishing a Wastewater Utility Fund, Amending the 2017 Budget (Ord. Nos. 758 & 773), and Amending the Shoreline Municipal Code Chapter 3.01 Fee Schedule
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
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:

The City's assumption of the Ronald Wastewater District (RWD) on October 23, 2017 requires, in accordance with Governmental Accounting Standards, the City establish a wastewater utility fund, by amending the Shoreline Municipal Code. Proposed Ordinance No. 774 (Attachment A) provides for this amendment. Secondly, during the first quarter of 2017 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2016 at the time the 2017 budget was adopted by the City Council. Staff is requesting that the 2017 budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 777 (Attachment B) provides for this amendment. Thirdly, subsequent to the passage of Ordinance No. 758, staff discovered an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar in Shoreline Municipal Code Chapter 3.01 *Fee Schedule*. Proposed Ordinance No. 778 (Attachment C) provides for this amendment. Fourthly, the City Council adopted amendments to the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments on March 20, 2017 and Shoreline Municipal Code Chapter 3.01 *Fee Schedule* must be amended to implement those regulations. Proposed Ordinance No. 779 (Attachment D) provides for this amendment.

FINANCIAL IMPACT:

Adoption of proposed Ordinance Nos. 774, 778 and 779 will not have a financial impact.

Adoption of proposed Ordinance No. 777 will impact the 2017 Budget, as follows:

- Increase 2017 appropriations for:
 - Various operating programs in the General Fund by \$217,180,
 - Municipal Art Fund by \$9,623, and
 - Wastewater Utility Fund by \$18,109,971.
- Decreases appropriations in the Street Fund by \$2,722.

- Provides revenues of \$123,551 in the General Fund and \$15,728,683 in the Wastewater Utility Fund.
- Provides \$2,722 in fund balance in the Street Fund.
- Uses available fund balance totaling \$93,629 in the General Fund, \$9,623 in the Municipal Art Fund and \$2,381,288 in the Wastewater Utility Fund.

The net impact of Ordinance No. 777 is an increase in 2017 appropriations totaling \$18,334,052 and revenues totaling \$15,852,234. Funding for this amendment will come from the use of \$2,481,818 in available fund balance. The adjusted 2017 fund balance for the affected funds, net of 2016 carryovers and pending calculation of the fund balance for the wastewater utility, is \$2.408 million more than that projected in the 2017 budget book. After the effect of these changes, the City's 2017 adjusted fund balance is \$2.308 million more than that projected.

The following programs in the operating and internal service fund budgets will be impacted by this amendment:

General Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
ASD / Financial Operations	\$0	\$0	+0.37 ^a
ASD / IT Operations	\$0	\$3,403	---
ASD / Facilities	\$5,000	\$7,000	---
Janitorial Services	\$0	\$58,216	---
Citywide / Non-departmental	\$49,557	\$49,557	---
PRCS / Parks Administration	\$0	\$7,763	+0.25 ^b
Public Works / Environmental Services	\$68,994	\$91,241	---
Total	\$123,551	\$217,180	+0.62

Notes:

- Increase of 0.63 FTE Finance Technician to 1.00 FTE.
- Conversion of extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (split 50% General Fund and 50% Municipal Art Fund).

Street Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Janitorial Services	\$0	(\$2,722) ^c	---

Notes:

- Reduces use of fund balance by \$2,722.

Municipal Art Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Public Art Projects	\$0	\$9,623	+0.25 ^d

Notes:

- Conversion of extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (split 50% General Fund and 50% Municipal Art Fund).

The following programs/projects in the utility budget will be impacted by this amendment:

Wastewater Utility:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Wastewater Management	\$15,728,683	\$15,668,171	+14.00 ^e
Wastewater Capital	\$0	\$2,441,800	---
Total	\$15,728,683	\$18,109,971	+14.00

Notes:

- e. Increase of 1.00 FTE WW Utility Administrative Assist I; 1.00 FTE WW Utility Customer Service Rep; 2.00 FTE WW Utility Accounting Technician; 6.00 FTE WW Utility Maintenance Worker; 2.00 FTE WW Utility Specialist; 1.00 FTE WW Utility Maintenance Manager; 1.00 FTE Finance Manager.

Staff has updated the 10 Year Financial Sustainability Model to reflect the impact this budget amendment will have on the current budget and the forecast.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance Nos. 774, 777, 778 and 779 is scheduled for April 24, 2017.

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

INTRODUCTION

The City's assumption of the Ronald Wastewater District (RWD) on October 23, 2017 requires, in accordance with Governmental Accounting Standards, the City establish a wastewater utility fund, by amending the Shoreline Municipal Code. Proposed Ordinance No. 774 (Attachment A) provides for this amendment. Secondly, during the first quarter of 2017 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2016 at the time the 2017 budget was adopted by the City Council. Staff is requesting that the 2017 budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 777 (Attachment B) provides for this amendment. Thirdly, subsequent to the passage of Ordinance No. 758, staff discovered an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar in Shoreline Municipal Code Chapter 3.01 *Fee Schedule*. Proposed Ordinance No. 778 (Attachment C) provides for this amendment. Fourthly, the City Council adopted amendments to the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments on March 20, 2017 and Shoreline Municipal Code Chapter 3.01 *Fee Schedule* must be amended to implement those regulations. Proposed Ordinance No. 779 (Attachment D) provides for this amendment.

BACKGROUND

Proposed Ordinance No. 774: Establishing a Wastewater Utility Fund

As authorized by RCW 35.13A, the City will assume Ronald Wastewater District (RWD), a special purpose utility district providing wastewater (sewer) services, on October 23, 2017. Pursuant to RCW 35A.37.010 and in accordance with Governmental Accounting Standards Board Statement No. 34 the City must establish an Enterprise Fund for the segregation, budgeting, expenditure and accounting for moneys received for special purposes. Proposed Ordinance No. 774 (Attachment A) presents language to amend Shoreline Municipal Code Chapter 3.35 to establish a fund for the purpose of accounting for wastewater utility fees and activities of the City's wastewater utility.

Proposed Ordinance No. 777: 2017 Budget Amendment

The detail of the proposed budget amendments is as follows, and is also outlined in Attachment E to this staff report.

Amendments Impacting Multiple Funds:

Janitorial Services:

Fund	Revenues	Expenditures	FTE Count Change
General Fund	\$0	\$58,216	---
Street Fund	\$0	(\$2,722)	---

The 2017 appropriation for janitorial services will increase by a total of \$55,494. The 2017 budget for janitorial services totals \$228,398, with \$225,676 appropriated in the General Fund and \$2,722 appropriated in the Street Fund. Janitorial services contracts generated from a Request for Proposal process (#8599) were approved by City Council on December 12, 2016 for Clean World Maintenance (CWM), in the amount of \$166,359 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport121216-7e.pdf>), and Varsity Facility Services (VFS), in the amount of \$117,533 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport121216-7f.pdf>). Both janitorial contracts total \$283,892, resulting in a shortfall of \$55,494 in various operating program budgets. Staff indicated in the staff reports that the overall operating budget would be monitored during the first quarter of 2017 to see if there is adequate ability within the 2017 budget to reallocate funds to cover this gap and that in the event existing appropriations prove to be insufficient, staff will include additional appropriations in a budget amendment. The City Manager authorized reductions in the levels of service provided to limit the cost increase to the contract amount authorized by the City Council. This includes fewer days of service at City Hall and Street Operations staff self-performing janitorial duties for their facility. As a result the 2017 appropriation for janitorial services in the Street Fund will be eliminated. Funding for the additional appropriation of \$58,216 within the General Fund will come from the use of available fund balance. Reducing appropriations within the Street Fund by \$2,722 will reduce the use of that fund's fund balance.

Public Art Coordinator:

Fund	Revenues	Expenditures	FTE Count Change
General Fund	\$0	\$7,763	+0.25
Municipal Art Fund	\$0	\$9,623	+0.25

On February 13, 2017, the City Council held a study session on the proposed 2017-2022 Public Art Plan (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport021317-9a.pdf>). This discussion highlighted the contributions of the Public Art Coordinator in managing the public art program, which has evolved from coordinating art projects associated with specific capital projects to developing community-based temporary art such as "Piano Time" and "Artscape" (Temporary sculptures at City Hall and the Park at Town Center). This extra help position was created in 2007.

At its March 6, 2017 meeting, the City Council adopted Resolution No. 404 approving the Public Art Plan for 2017-2022 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport030617-7c.pdf>).

This discussion noted that implementation of the Public Art Plan calls for transitioning the extra help position to a 0.50 FTE position and that this would be brought back as part of tonight’s 2017 Budget Amendment discussion. In 2017, the extra help position is budgeted at \$21,398 with 54% (\$11,629) coming from the General Fund and 46% (\$9,769) coming from the Municipal Art Fund. Transitioning to a regular 0.50 FTE position starting in May 2017 is projected to increase the 2017 cost by \$17,386 to a total of \$38,784. Assuming a 50/50 split between the General and Municipal Art Funds for this position requires an additional General Fund appropriation of \$7,763 and an additional Municipal Art Fund appropriation of \$9,623. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$27,808 for a full annual cost of \$49,206 (See Table 1). The increased appropriation for both funds will come from the use of available fund balance.

Table 1: Cost of new Public Art Coordinator position

	2017 Proj.	2018 Proj.
Public Art Coordinator (0.50 FTE)	\$38,784	\$49,206
General Fund (50% of 0.50 FTE)	\$15,826	\$24,603
Current 2017 Extra Help Budget	\$11,629	\$11,629
0.50 FTE Additional Cost	\$7,763	\$12,974
Municipal Art Fund (50% of 0.50 FTE)	\$15,826	\$24,603
Current 2017 Extra Help Budget	\$9,769	\$9,769
0.50 FTE Additional Cost	\$9,623	\$14,834
0.50 FTE Additional Cost Total	\$17,386	\$27,808

Staff recommends that the City Council continue to have the cost of the Public Art Coordinator split evenly between the General Fund and Municipal Art Fund.

General Fund:

ASD / Financial Operations:

Revenues	Expenditures	FTE Count Change
\$0	\$0	+0.37

The 2017 appropriation for this program will not change as this request will amend the 2017 budget by increasing the number of approved FTEs for the Administrative Services Department by 0.37 in order to bring the 0.63 FTE Finance Technician to 1.00 FTE. The 2017 budget includes funding for extra help backfill for Finance throughout the Financial and Human Resources Software System Replacement project. It has been determined that an increase of the existing 0.63 FTE Finance Technician to 1.00 FTE will be an effective method to provide for a portion of this backfill until the project is fully implemented. While the system implementation is projected to be completed by mid-

2018, the need for backfill may continue into 2019 or 2020 through additional phases of the project to fully implement enhancements provided by the new system. This position will revert back to the current 0.63 FTE at the end of the project.

ASD / IT Operations:

Revenues	Expenditures	FTE Count Change
\$0	\$3,403	---

The 2017 appropriation for this program will increase by a total of \$3,403 due to an increase in the cost of the maintenance contract for the City’s performance evaluation software. Since this amendment is for a year-over-year increase in the cost of providing services, funding will come from the use of available fund balance.

ASD / Facilities:

Revenues	Expenditures	FTE Count Change
\$5,000	\$7,000	---

The 2017 appropriation for this program will increase by a total of \$7,000. Prior to January 2017 rental of City Hall conference rooms was managed by the Facilities / Rentals division of the Parks, Recreation and Cultural Services (PRCS) Department. In January 2017, the Fleet and Facilities Division of the Administrative Services Department (ASD) began providing this service. The scope of program services includes scheduling and supervising extra help staff that monitor and assist groups renting the 3rd floor conference rooms, Council Chambers, and the City Hall lobby. Monitors also open and close main entrance doors to City Hall for the meetings and provide general assistance. The PRCS Facilities/Rentals budget was reduced in 2017 in anticipation of this shift in service provision but the corresponding increase to the ASD Fleet and Facilities budget was not incorporated into its 2017 request. Funding for this amendment will come from \$5,000 of revenue associated with conference room rentals. As this amendment reinstates expenditures budgeted in past years, the balance of \$2,000 will be covered by the use of available fund balance.

Janitorial Services:

Revenues	Expenditures	FTE Count Change
\$0	\$58,216	---

As was noted above, the 2017 appropriation for janitorial services will increase by a total of \$58,216. Since this amendment is for a year-over-year increase in the cost of providing services, funding will come from of the use of available fund balance.

Citywide / Non-departmental:

Revenues	Expenditures	FTE Count Change
\$49,557	\$49,557	---

The 2017 appropriation for this program will increase by a total of \$49,557. The Ronald Wastewater District (RWD) assumption occurs October 23, 2017. A supplemental request was included in the 2017 budget outlining several regulatory, guidance and policy documents that must be created and approved before assumption occurs. Several other items required for the RWD assumption have been identified since the 2017 budget process, and are included in this amendment, as follows:

Item	Amount
Vehicle / Equipment Transition Costs	\$19,866
Workstation Replacement	20,800
Network Switch	1,314
Wi-Fi Access Point	1,052
Telephones and ShoreTel Licenses	8,325
Office Chairs (4)	2,100
Office consumables (keyboard trays, chair mats, misc. supplies)	1,100
4 th Floor ASD Office Re-configuration to accommodate new staff	8,000
Physical move of RWD staff to City Hall	2,000
Subtotal	\$64,557
Less Fiber Optic Connection b/w City Hall and RWD Building	(15,000)
Net Request Total	\$49,557

There was an estimate in the original supplemental request for \$15,000 to connect the current RWD building to the City's network. City staff was able to implement a solution that does not require fiber installation. That line item will be eliminated to offset some of the expenses outlined above. Funding for this amendment will come back to the General Fund in the fourth quarter of 2017 from the Wastewater Utility Fund in the form of an interfund transfer.

Parks, Recreation and Cultural Services / Parks Administration:

Revenues	Expenditures	FTE Count Change
\$0	\$7,763	+0.25

As was noted above, the 2017 appropriation for this program will increase by a total of \$7,763 for the General Fund's 50% portion of the conversion of the extra help Public Art Coordinator to a regular 0.50 FTE position starting in May 2017. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$12,974. Proposed Ordinance No. 777 also adds the position title of Public Art Coordinator to the range 41 of the City's salary table (Attachment F).

Alternative: Some Councilmembers asked that staff consider shifting the full cost for the Public Art Coordinator position to the General Fund. It is important to point out that the City's adopted Art Policy has stated that staffing cost is an allowable use for the Municipal Art Fund and that for a number of years the budget for the Public Art Coordinator has been split between the City's General Fund and Municipal Art Fund. Most recently the City Council adopted a new Art Policy via Resolution No. 405 on

March 6, 2017. In Section 4, Use of the Municipal Art Fund, Section 4.A.9 includes that an allowable use is “Staff personnel to administer the Public Art Program including projects and processes”.

If the City Council chose to fund 100% of the Public Art Coordinator in the City’s General Fund, regardless of the adopted Art Policy, the impact would require an additional General Fund appropriation of \$15,826 in 2017 and \$24,603 in 2018. This is the cost that would have been funded in the Municipal Art Fund shown in Table 1.

Given that this is a significant increase in on-going cost commitment in the General Fund, the City Manager recommends that if the City Council chooses to shift 100% of the cost of the Public Art Coordinator to the General Fund, that the increase related to transferring responsibility from the Municipal Art Fund to the General Fund be paid by making a corresponding reduction to one of the following:

Option 1: The City Council may recall that the City and the Shoreline Community College suspended the Quick Start Program (Business Accelerator Program) effective January 1, 2017. This was a result of transition in the staffing for the program and the need to reevaluate the program and determine what type of program would be most helpful for Shoreline businesses in the future. The City’s 2017 budget includes \$50,000 for this program. Given that it is currently suspended, the Council could redirect \$25,000 of the budgeted funds for the Public Art Coordinator. At some point in the future, if staff recommends a new program, it will either need to be scaled to fit within the remaining \$25,000 or new funding will need to be provided.

Option 2: Eliminate funding for the Celebrate Shoreline late afternoon and evening concert (\$11,000) and beer garden (\$3,750 net of \$2,000 in revenue). The City’s 2017 budget for these items is \$14,750. The City Council may recall that the concert was added two years ago as part of the City’s 20th Birthday Celebration and as another Placemaking effort. The attendance was good the first year and in 2016 we continued the concert with even better success. In addition, the Quick Start Program budget should also be reduced by \$10,250 in order to balance the budget.

Public Works / Environmental Services:

Revenues	Expenditures	FTE Count Change
\$68,994	\$91,241	---

The 2017 appropriation for this program will increase by a total of \$91,241. Funding for a portion of this amendment will come from the 2017/18 King County Waste Reduction and Recycling (WRR) grant, in the amount of \$68,994.

2017/18 King County Waste Reduction and Recycling (WRR) Grant:

King County’s Solid Waste Division manages the collection and disposal of solid waste in suburban cities and unincorporated areas of the county. King County anticipates that when the Cedar Hills landfill closes in 2030, the County will initiate solid waste export, and County residents and businesses will likely see their solid waste collection costs

rise. In order to promote sustainable practices that reduce waste and minimize the cost of waste disposal, King County offers grant funds to cities to implement these waste reduction actions. Shoreline sponsors sustainable practices and waste reduction actions, including a RecycleFest event, two Earth Day events, and the year-round Household Battery Collection Program. Funding for this amendment will come from the 2017/18 King County Waste Reduction and Recycling (WRR) grant, in the amount of \$68,994, which the City Council authorized the City manager to execute during its meeting on March 20, 2017 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport032017-7b.pdf>).

Reinstatement of Environmental Services Expenditures:

A supplemental request was included in the 2017 budget outlining the shift in allocations between expenditure categories totaling \$22,247 to match how the Environmental Services program proposed to program the Solid Waste and Recycling Administrative Fees for 2017. Due to a lack of clarity the proposal was misinterpreted and entered incorrectly into the City’s financial system. This Budget Amendment provides clarity to the supplemental request so the appropriate allocations can be instated. Funding for this amendment, in the form of the Solid Waste and Recycling Administrative Fees, is already budgeted; therefore, funding will come from the use of available fund balance to cover the cost of providing services that were previously considered to be covered by the Solid Waste and Recycling Administrative Fees.

Revenues:

General Fund revenues will be increased by \$123,551, as follows:

- City Hall conference room rentals is estimated to generate \$5,000;
- Upon assumption, the wastewater utility will transfer \$49,557 to the General Fund to reimburse the expenditures incurred during the RWD Transition; and,
- 2017/18 King County Waste Reduction and Recycling (WRR) grant will provide \$68,994 to support Environmental Services programs.

Impact on the General Fund’s Fund Balance:

Ordinance No. 774 proposes using \$93,629 of available fund balance to fund this amendment.

Street Fund:

Janitorial Services:

Revenues	Expenditures	FTE Count Change
\$0	(\$2,722)	---

The 2017 appropriation for janitorial services will be eliminated as the staff is self-performing janitorial duties for their facility, resulting in a decrease of \$2,722.

Impact on the Street Fund’s Fund Balance:

Ordinance No. 774 proposes reducing budgeted fund balance by \$2,722 as this amendment reduces operating expenditures.

Municipal Art Fund:

Public Art Projects:

Revenues	Expenditures	FTE Count Change
\$0	\$9,623	+0.25

As was noted above, the 2017 appropriation for this program will increase by a total of \$9,623 for the Municipal Art Fund's 50% portion of the conversion of the extra help Public Art Coordinator to a regular 0.50 FTE position starting in May 2017. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$14,834.

Alternative: Some Councilmembers asked that staff consider shifting the full cost for the Public Art Coordinator position to the General Fund. If the City Council chose to fund 100% of the Public Art Coordinator in the City's General Fund the 2017 appropriation would be reduced by \$6,489. The full annual cost reduction will be \$9,769 starting in 2018.

Impact on the Municipal Art Fund's Fund Balance:

Ordinance No. 774 proposes using \$9,623 of available fund balance to fund this amendment.

Wastewater Utility Fund:

Assumption of Ronald Wastewater District (RWD):

As was noted above, the City will assume Ronald Wastewater District (RWD) on October 23, 2017. In accordance with Governmental Accounting Standards the City must appropriate a full annual budget for the Wastewater Utility Fund in 2017, and accordingly will report the full year of activity in its annual 2017 Financial Report. Proposed Ordinance No. 774 establishes the City's Wastewater Utility Fund (Fund 405), and Proposed Ordinance No. 777 increases the number of approved FTEs for the City by fourteen (14.00), adds new position titles to the City's salary table (Attachment F), and appropriates the full year of revenues, operating expenditures, and capital expenditures as discussed below.

Wastewater Management:

Revenues	Expenditures	FTE Count Change
\$15,728,683	\$18,109,971	+14.00

The 2017 appropriation includes \$15,668,171 for operating and \$2,441,800 for capital expenditures and reflects an increase of \$322,211 from the RWD adopted budget of \$17,787,760.

City staff analyzed the various impacts the assumption of RWD will have on the 2017 budget for the wastewater utility. Changes in compensation will have a nominal impact for the ten weeks following the assumption date; therefore, there are no proposed changes to the amounts budgeted for salaries and benefits. The amount budgeted for the annual licensing fee for the asset management software (\$15,000) will be increased

\$1,425 and now be reflected as a reimbursement to the General Fund for this cost. In addition, the wastewater utility budget will now reflect the reimbursement to the General Fund for other costs, totaling \$320,786, incurred to cover various transition costs including creation of regulatory, guidance and policy documents required for assumption, as was noted in the City’s 2017 Proposed Budget book and as part of the Citywide / Non-departmental amendment discussed above.

Impact on the Wastewater Utility Fund’s Fund Balance:

Ordinance No. 774 proposes using \$2,381,288 of available fund balance to fund this amendment.

City of Shoreline Regular FTE Count:

As was noted above, the following changes will increase the number of approved FTEs for the City by fourteen as shown in Table 2 below:

- The 0.63 FTE Finance Technician in Administrative Services will be increased by 0.37 FTE to 1.00 FTE in order to provide backfill for staff during the Financial and Human Resources System Replacement project;
- The extra help Public Art Coordinator position will be converted to a 0.50 FTE Public Art Coordinator position in order to implement the Public Art Plan; and,
- Assumption of the Ronald Wastewater District will add 14.00 FTEs, as follows:
 - 1.00 FTE WW Utility Administrative Assist I
 - 1.00 FTE WW Utility Customer Service Rep;
 - 2.00 FTE WW Utility Accounting Technician;
 - 6.00 FTE WW Utility Maintenance Worker;
 - 2.00 FTE WW Utility Specialist;
 - 1.00 FTE WW Utility Maintenance Manager; and,
 - 1.00 FTE Finance Manager.

While some of these positions will be located in the Administrative Services Department and the City Clerk’s Office, the full cost of all transitioned positions is allocated to the Wastewater Utility for the remainder of 2017 in recognition of the focus required for assumption stabilization. Additionally, the Wastewater Utility will not be sharing in overhead allocation during 2017. The City’s FTE count and cost and overhead allocations will be adjusted as appropriate for 2018 and beyond during the annual budget process.

Table 2: City of Shoreline Regular FTE Count

Department	2017 Adopted	2017 Amended	Change
City Manager	13.00	13.00	0.00
Community Services ^a	8.68	8.68	0.00
City Attorney	3.00	3.00	0.00
Administrative Services ^b	21.45	21.82	0.37
Human Resources	3.00	3.00	0.00
Police	0.00	0.00	0.00
Planning & Community Development	22.00	22.00	0.00
Parks, Recreation & Cultural Services	30.80	31.30	0.50
Public Works	46.50	46.50	0.00

Department	2017 Adopted	2017 Amended	Change
Wastewater Utility	0.00	14.00	14.00
Total FTE	148.43	163.30	14.87

Proposed Ordinance No. 778: 2017 Fee Schedule Amendment

Included in the action adopting the 2017 Budget (Ordinance No. 758) was the adoption of Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule*. Subsequent to the passage of Ordinance No. 758, an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar were discovered. The inadvertently omitted fee for residential parking zone permit was presented to the City Council during the discussion of Ordinance No. 758 (staff report available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport111416-9a.pdf>); however, the language proposed in Exhibit A to Ordinance No.

758 presented at the time of adoption was not correctly modified. Action is now required by the City Council to amend SMC Chapter 3.01.010 to include SMC 3.01.010(J)(5) Residential Parking Zone Permit at a rate of \$17.50 and correct a clerical error rounding the fee for SMC 3.01.220(2) to \$3.50, as follows:

SMC 3.01.010 Planning and community development.

J. RIGHT-OF-WAY		2017 Fee Schedule
5.	Residential Parking Zone Permit	\$17.50

SMC 3.01.220 Public records.

		2017 Fee Schedule
2.	Black and white photocopies larger than 11 by 17 inches – city produced	\$4.00 \$3.50 per page

Proposed Ordinance No. 779: 2017 Fee Schedule Amendment

On March 20, 2017, the City Council adopted Ordinance No. 762 amending the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments (staff report available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport032017-8a.pdf>). Included within those regulations is a waiver of the temporary use permit application fee for transitional encampments. Action is required by the City Council to amend SMC Chapter 3.01.010 *Planning and community development* and

3.01.800 *Fee waiver* to implement those regulations, as follows:

SMC 3.01.010 Planning and community development.

G. LAND USE		2017 Fee Schedule
17.	Temporary use permit (TUP) <u>EXCEPT fee is waived as provided in SMC 20.30.295(d)(2) for Transitional Encampment</u>	\$1,500.00
20.	Transitional Encampment	\$0.00

SMC 3.01.800 Fee waiver.

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:
A. Right-of-way permits (SMC 3.01.010)
B. Facility use and meeting room fees (SMC 3.01.300)
C. Concessionaire permits (SMC 3.01.300)
D. Temporary use permit (SMC 3.01.010) for a transitional encampment sponsored by religious or city-recognized nonprofit organizations on property owned/leased by a religious organization.
<u>ED.</u> The city manager is authorized to designate collection points in the City Hall lobby, Shoreline pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

FINANCIAL IMPACT

Adoption of proposed Ordinance Nos. 774, 778 and 779 will not have a financial impact.

Adoption of proposed Ordinance No. 777 impacts expenditures and resources, as follows:

- Increases 2017 appropriations for:
 - Various operating programs in the General Fund by \$217,180,
 - Municipal Art Fund by \$9,623, and
 - Wastewater Utility Fund by \$18,109,971.
- Decreases appropriations in the Street Fund by \$2,722.
- Provides revenues of \$123,551 in the General Fund and \$15,728,683 in the Wastewater Utility Fund.
- Provides \$2,722 in fund balance in the Street Fund.
- Uses available fund balance totaling \$93,629 in the General Fund, \$9,623 in the Municipal Art Fund and \$2,381,288 in the Wastewater Utility Fund.

The net impact of Ordinance No. 777 is an increase in 2017 appropriations totaling \$18,334,052 and revenues totaling \$15,852,234. Funding for this amendment will come from the use of \$2,481,818 in available fund balance. The following table summarizes the impact of this budget amendment and the resulting 2017 appropriation for each of the affected funds.

Fund	2017 Current Budget (A)	Budget Amendment (B)	Amended 2017 Budget (C) (A + B)
General Fund	\$47,799,040	\$217,180	\$48,016,220
Street Fund	1,724,207	(2,722)	1,721,485
Municipal Art Fund	86,580	9,623	96,203
Wastewater Utility Fund	0	18,109,971	18,109,971
All Other Funds	40,329,317	0	40,329,317
Total	\$89,939,144	\$18,334,052	\$108,273,196

The table below summarizes the impact on available fund balance in each of the affected funds. The adjusted 2017 fund balance for the affected funds, net of 2016 carryovers and pending calculation of the fund balance for the wastewater utility, is \$2.408 million more than that projected in the 2017 budget book. After the effect of

these changes, the City's 2017 adjusted fund balance is \$2.308 million more than that projected.

Fund	Proj. 2017 Beg. Fund Balance (A)	Adj. 2017 Fund Balance (Adj. for Carryover) (B)	Total Amendment Request (C)	Total Resources Adjustment (D)	2017 Adj. Fund Balance (Adj. for Amendment) (E) (B - C + D)	Var. from Proj. 2017 Fund Balance (F) (E - A)
General Fund	\$10,000,797	\$11,976,704	\$217,180	\$123,551	\$11,883,075	\$1,882,278
Street Fund	864,649	1,038,727	(2,722)	0	1,041,449	176,800
Municipal Art Fund	99,689	357,872	9,623	0	348,249	248,560
Wastewater Utility Fund	TBD	TBD	18,109,971	15,728,683	TBD	TBD
Total	\$10,965,135	\$13,373,303	\$18,334,052	\$15,852,234	\$13,272,773	\$2,307,638

Impact on the Ten Year Financial Sustainability Model (10 YFSM):

The 10 YFSM has been updated (Attachment G) to include all of the proposed items in the General Fund and Street Fund that will require ongoing funding. This includes the requested increase for: the performance evaluation software, staffing and supplies for City Hall conference room rentals, the janitorial services contract, and instatement of Environmental Services expenditures.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance Nos. 774, 777, 778 and 779 is scheduled for April 24, 2017.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 774
- Attachment B: Proposed Ordinance No. 777
- Attachment C: Proposed Ordinance No. 778
- Attachment D: Proposed Ordinance No. 779
- Attachment E: Budget Amendment Detail
- Attachment F: Salary Table
- Attachment G: 10 Year Financial Sustainability Model – Updated with Proposed Amendment Impacts

ORDINANCE NO. 774

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.35 OF THE SHORELINE MUNICIPAL CODE SO AS TO ESTABLISH THE WASTEWATER UTILITY ENTERPRISE FUND.

WHEREAS, the City of Shoreline is a noncharter code city organized under the provisions of Title 35A of the Revised Code of Washington; and

WHEREAS, pursuant to RCW 35A.37.010, the City has the authority to establish special purpose funds for the segregation, budgeting, expenditure and accounting for moneys received for special purposes and Shoreline Municipal Code Chapter 3.35 sets forth the City's various special purpose funds; and

WHEREAS, as authorized by RCW 35.13A, the City is assuming the Ronald Wastewater District, a special purpose utility district providing wastewater (sewer) services; and

WHEREAS, the assumption will result in the City assuming full management and responsibility of the utility; and

WHEREAS, the Governmental Accounting Standards Board Statement No. 34 states that an Enterprise Fund must be used to account for an activity if the fees or charges of the activity are designed to recover the activities costs, including capital costs, and if the activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; and,

WHEREAS, Chapter 3.35 of the Shoreline Municipal Code should be amended to establish a fund for the purpose of accounting for wastewater utility fees; now therefore

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

Section 1. New Section. A new section 3.35.220 is added to the Shoreline Municipal Code to read as follows:

SMC 3.35. 220 Wastewater Utility Fund

There is created a fund to be known as the "Wastewater Utility Enterprise Fund" to account for the proceeds of the wastewater utility fee and associated revenue sources that need to be tracked separately and are restricted to expenditure for a wastewater utility.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

ORDINANCE NO. 777

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2017 FINAL BUDGET BY INCREASING THE APPROPRIATION IN THE GENERAL FUND, MUNICIPAL ART FUND, AND WASTEWATER UTILITY FUND; DECREASING THE APPROPRIATION IN THE STREET FUND; AND AMENDING THE 2017 SALARY TABLE AND 2017 BUDGETED POSITIONS AND FTE LIST OF THE 2017 FINAL BUDGET.

WHEREAS, the 2017 Final Budget was adopted by Ordinance No. 758 and subsequently amended by Ordinance No. 773; and

WHEREAS, additional needs that were unknown at the time the 2017 Final Budget was adopted have occurred; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget and, therefore, the 2017 Final Budget needs to be amended to reflect the increases and decreases to the City’s funds; and

WHEREAS, as provided in RCW 35.13A, the City is assuming the Ronald Wastewater District, a special purpose district providing wastewater services, and will be adding staff to provide for the operation of these wastewater services; and

WHEREAS, additional staff is needed within the Administrative Services Department and the Parks, Recreation, and Cultural Services Department; and

WHEREAS, the 2017 Final Budget, which includes a salary table and a listing of budgeted employee positions and employee allocations, needs to be amended to reflect the additional full-time equivalent employees and their salaries to fulfill these needs; and

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

Section 1. Amendment. The City hereby amends the 2017 Final Budget, as adopted by Ordinance No. 758 and amended by Ordinance No. 773, by increasing the appropriation for the General Fund by \$217,180; for the Municipal Art Fund by \$9,623; and for the Wastewater Utility Fund by \$18,109,971; by decreasing the appropriation for the Street Fund by \$2,722; and by increasing the Total Funds appropriation to \$108,273,196, as follows:

	Current Appropriation	Revised Appropriation
General Fund	\$47,799,040	\$48,016,220
Street Fund	1,724,207	1,721,485
Code Abatement Fund	100,000	
State Drug Enforcement Forfeiture Fund	214,043	

	Current Appropriation	Revised Appropriation
Municipal Art Fund	86,580	96,203
Federal Drug Enforcement Forfeiture Fund	300,397	
Property Tax Equalization Fund	500,799	
Federal Criminal Forfeiture Fund	803,220	
Transportation Impact Fees Fund	221,400	
Revenue Stabilization Fund	0	
Unltd Tax GO Bond 2006	1,710,375	
Limited Tax GO Bond 2009	1,662,817	
Limited Tax GO Bond 2013	260,948	
General Capital Fund	9,147,892	
City Facility-Major Maintenance Fund	96,000	
Roads Capital Fund	17,897,364	
Surface Water Capital Fund	6,241,652	
Wastewater Utility Fund	0	18,109,971
Vehicle Operations/Maintenance Fund	453,123	
Equipment Replacement Fund	701,787	
Unemployment Fund	17,500	
Total Funds	\$89,939,144	\$108,273,196

Section 2. City of Shoreline Regular FTE Count. The City hereby amends the 2017 Final Budget to increase the number of full-time equivalent employees (FTE) for the Administrative Services Department from 21.45 to 21.82, for the Parks, Recreation and Cultural Services Department from 30.80 to 31.30, for the Wastewater Utility from 0.00 to 14.00, and the total FTEs for the City from 148.43 to 163.30 FTEs. All references to total FTEs for the City shall be amended to reflect this increase.

Section 3. Salary Table. The City hereby amends the 2017 Salary Table by making the following revisions:

The classification “WW Utility Administrative Assistant I” is added to Range 34 of the 2017 Salary Table.

The classification “WW Utility Customer Service Rep” is added to Range 34 of the 2017 Salary Table.

The classification “WW Utility Accounting Technician” is added to Range 37 of the 2017 Salary Table.

The classification “WW Utility Maintenance Worker” is added to Range 40 of the 2017 Salary Table.

The classification “Public Art Coordinator” is added to Range 41 of the 2017 Salary Table.

The classification “Senior WW Utility Maintenance Worker” is added to Range 46 of the 2017 Salary Table.

The classification “WW Utility Specialist” is added to Range 50 of the 2017 Salary Table.

The classification “WW Utility Maintenance Manager” is added to Range 54 of the 2017 Salary Table.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: , 2017
Effective Date: , 2017

ORDINANCE NO. 778

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.01 FEE SCHEDULE OF SHORELINE MUNICIPAL CODE TO CORRECT AN INADVERTENT OMISSION AND CLERICAL ERROR.

WHEREAS, on November 21, 2016, the City Council adopted Ordinance No. 758, approving the 2017 Final Budget; and

WHEREAS, Ordinance No. 758 included the repeal of the existing Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule* and adoption of a new Chapter 3.01 as set forth in Exhibit A to the Ordinance; and

WHEREAS, subsequent to the adoption, it was discovered that SMC 3.01.010(J)(5) Residential Parking Zone Permit was inadvertently omitted from Exhibit A to the Ordinance and SMC 3.01.220(2) incorrectly rounded the 2017 rate to the nearest whole dollar; and

WHEREAS, a correction needs to be made to include the omitted provision and to correct the clerical error; now therefore

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

Section 1. Amendment. Chapter 3.01 *Fee Schedule*. The City hereby amends Shoreline Municipal Code 3.01.010(J) *RIGHT-OF-WAY* and 3.01.220(2) *PUBLIC RECORDS* as set forth below:

3.01.010 Planning and community development.	2016 Fee Schedule Fee Based on \$161.25 Per Hour	2017 Fee Schedule
J. RIGHT-OF-WAY		
1. Right-of-way utility blanket permits		\$187.00
2. Right-of-way use	Hourly rate, 1-hour minimum \$161.25	Hourly rate, 3-hour minimum \$561.00
3. Right-of-way site	Hourly rate, 2-hour minimum \$322.50	Hourly rate, 4-hour minimum \$748.00
4. Right-of-way special events		\$935.00
5. <u>Residential Parking Zone Permit</u>		<u>\$17.50</u>

3.01.220 Public Records.	2016 Fee Schedule	2017 Schedule
2. Black and white photocopies larger than 11 by 17 inches – city produced	\$3.50 per page	\$4.00 <u>\$3.50 per page</u>

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

ORDINANCE NO. 779

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.01 FEE SCHEDULE OF SHORELINE MUNICIPAL CODE IN RELATIONSHIP TO FEE WAIVER FOR TRANSITIONAL ENCAMPMENTS.

WHEREAS, on March 20, 2017, the City Council adopted Ordinance No. 762, amending the Shoreline Municipal Code (SMC), Title 20, to provide regulations relating to transitional encampments; and

WHEREAS, included within these regulations is a waiver of the temporary use permit application fee for transitional encampments; and

WHEREAS, an amendment needs to be made to SMC 3.01.010(G) and 3.01.800 to implement the regulations relating to transitional encampments; now therefore

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

Section 1. Amendment. Chapter 3.01 Fee Schedule. The City hereby amends Shoreline Municipal Code 3.01.010(G) *LAND USE* and 3.01.800 *FEE WAIVER* as set forth below:

3.01.010 Planning and community development.	2016 Fee Schedule Fee Based on \$161.25 Per Hour	2017 Fee Schedule
G. LAND USE		
17. Temporary use permit (TUP) <u>EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments</u>	Hourly rate, 2-hour minimum \$322.50	\$1,500.00
20. Transitional Encampment		\$0.00

3.01.800 Fee waiver.
A. Right-of-way permits (SMC 3.01.010)
B. Facility use and meeting room fees (SMC 3.01.300)
C. Concessionaire permits (SMC 3.01.300)
D. Temporary use permit (SMC 3.01.010) for a transitional encampment sponsored by religious or city recognized nonprofit organizations on property owned/leased by a religious organization.
ED. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

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City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

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Fund	Dept/Program	Project/Item	Budget Amendment Amount	Budget Amendment Revenue
General Fund				
	ASD / Financial Operations	Increase 0.63 FTE Finance Technician to 1.00 FTE	\$0	
	ASD / IT Operations	Performance Evaluation Software annual fee increase	\$3,403	
	ASD / Facilities	City Hall Conference Rentals - Building Monitors	\$7,000	\$5,000
	Various	Janitorial Services	\$58,216	
	Citywide / Non-departmental	RWD Transition Costs	\$49,557	\$49,557
	PRCS / Parks Administration	Convert extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (General Fund's 50%)	\$7,763	
	PW / Environmental Services	2017/18 King County Waste Reduction and Recycling (WRR) Grant	\$68,994	\$68,994
	PW / Environmental Services	Reinstatement of Environmental Services Expenditures	\$22,247	
Total General Fund			\$217,180	\$123,551
Street Fund				
	Street Operations	Janitorial Services	(\$2,722)	
Total Street Fund			(\$2,722)	\$0
Municipal (Public) Arts Fund				
	Public Art Projects	Convert extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (Municipal (Public) Art Fund's 50%)	\$9,623	
Total Street Fund			\$9,623	\$0
Wastewater Utility Fund				
	Wastewater Management	Ronald Wastewater District Adopted Budget	\$15,345,960	\$15,728,683
	Wastewater Management	Reimbursement to City for Transition Costs	\$322,211	
	Wastewater Capital	Ronald Wastewater District Adopted Budget	\$2,441,800	
Total General Capital Fund			\$18,109,971	\$15,728,683
TOTAL BUDGET AMENDMENT REQUESTS			\$18,334,052	\$15,852,234

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.24 23,370	11.68 24,305	12.15 25,277	
2			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.07 23,033	11.52 23,954	11.98 24,912	12.46 25,909	
3			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.35 23,609	11.80 24,553	12.28 25,535	12.77 26,556	
4			n/a due to '17 WA State Min Wage	11.19 23,268	11.63 24,199	12.10 25,167	12.58 26,173	13.09 27,220	
5			11.03 22,932	11.47 23,850	11.92 24,804	12.40 25,796	12.90 26,828	13.41 27,901	
6			11.30 23,506	11.75 24,446	12.22 25,424	12.71 26,441	13.22 27,499	13.75 28,598	
7			11.58 24,094	12.05 25,057	12.53 26,060	13.03 27,102	13.55 28,186	14.09 29,313	
8			11.87 24,696	12.35 25,684	12.84 26,711	13.36 27,779	13.89 28,891	14.45 30,046	
9			12.17 25,313	12.66 26,326	13.16 27,379	13.69 28,474	14.24 29,613	14.81 30,797	
10			12.47 25,946	12.97 26,984	13.49 28,063	14.03 29,186	14.59 30,353	15.18 31,567	
11			12.79 26,595	13.30 27,658	13.83 28,765	14.38 29,915	14.96 31,112	15.56 32,357	
12			13.11 27,260	13.63 28,350	14.17 29,484	14.74 30,663	15.33 31,890	15.94 33,165	
13			13.43 27,941	13.97 29,059	14.53 30,221	15.11 31,430	15.71 32,687	16.34 33,995	
14			13.77 28,640	14.32 29,785	14.89 30,977	15.49 32,216	16.11 33,504	16.75 34,844	
15			14.11 29,356	14.68 30,530	15.26 31,751	15.88 33,021	16.51 34,342	17.17 35,716	
16			14.47 30,089	15.04 31,293	15.65 32,545	16.27 33,847	16.92 35,200	17.60 36,608	
17			14.83 30,842	15.42 32,075	16.04 33,358	16.68 34,693	17.35 36,080	18.04 37,524	
18			15.20 31,613	15.81 32,877	16.44 34,192	17.10 35,560	17.78 36,982	18.49 38,462	
19			15.58 32,403	16.20 33,699	16.85 35,047	17.52 36,449	18.22 37,907	18.95 39,423	
20			15.97 33,213	16.61 34,542	17.27 35,923	17.96 37,360	18.68 38,855	19.43 40,409	
21			16.37 34,044	17.02 35,405	17.70 36,821	18.41 38,294	19.15 39,826	19.91 41,419	

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
22			16.78 34,895	17.45 36,290	18.15 37,742	18.87 39,252	19.63 40,822	20.41 42,455	
23			17.20 35,767	17.88 37,198	18.60 38,686	19.34 40,233	20.12 41,842	20.92 43,516	
24			17.63 36,661	18.33 38,128	19.06 39,653	19.83 41,239	20.62 42,888	21.44 44,604	
25			18.07 37,578	18.79 39,081	19.54 40,644	20.32 42,270	21.13 43,961	21.98 45,719	
26			18.52 38,517	19.26 40,058	20.03 41,660	20.83 43,326	21.66 45,060	22.53 46,862	
27			18.98 39,480	19.74 41,059	20.53 42,702	21.35 44,410	22.20 46,186	23.09 48,033	
28			19.46 40,467	20.23 42,086	21.04 43,769	21.88 45,520	22.76 47,341	23.67 49,234	
29			19.94 41,479	20.74 43,138	21.57 44,863	22.43 46,658	23.33 48,524	24.26 50,465	
30			20.44 42,516	21.26 44,216	22.11 45,985	22.99 47,824	23.91 49,737	24.87 51,727	
31	Senior Lifeguard	Non-Exempt, Hourly	20.95 43,579	21.79 45,322	22.66 47,135	23.57 49,020	24.51 50,981	25.49 53,020	
32			21.48 44,668	22.33 46,455	23.23 48,313	24.16 50,245	25.12 52,255	26.13 54,345	
33			22.01 45,785	22.89 47,616	23.81 49,521	24.76 51,502	25.75 53,562	26.78 55,704	
34	Administrative Assistant I <u>WW Utility Administrative Assist I</u> <u>WW Utility Customer Service Rep</u>	Non-Exempt, Hourly <u>Non-Exempt, Hourly</u> <u>Non-Exempt, Hourly</u>	22.56 46,929	23.46 48,806	24.40 50,759	25.38 52,789	26.39 54,901	27.45 57,097	
35		Non-Exempt, Hourly Non-Exempt, Hourly	23.13 48,103	24.05 50,027	25.01 52,028	26.01 54,109	27.05 56,273	28.14 58,524	
36	Parks Maintenance Worker I PW Maintenance Worker I		23.70 49,305	24.65 51,277	25.64 53,328	26.66 55,462	27.73 57,680	28.84 59,987	
37	Finance Technician Recreation Specialist I <u>WW Utility Accounting Technician</u>	Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u>	24.30 50,538	25.27 52,559	26.28 54,662	27.33 56,848	28.42 59,122	29.56 61,487	
38	Administrative Assistant II Facilities Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	24.90 51,801	25.90 53,873	26.94 56,028	28.01 58,269	29.13 60,600	30.30 63,024	
39		Non-Exempt, Hourly Non-Exempt, Hourly	25.53 53,096	26.55 55,220	27.61 57,429	28.71 59,726	29.86 62,115	31.06 64,600	
40	Parks Maintenance Worker II Permit Technician PW Maintenance Worker II <u>WW Utility Maintenance Worker</u>	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u>	26.17 54,424	27.21 56,601	28.30 58,865	29.43 61,219	30.61 63,668	31.83 66,215	

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

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 Effective: January 1, 2017

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
41	Recreation Specialist II	Non-Exempt, Hourly	26.82	27.89	29.01	30.17	31.37	32.63	
	Senior Finance Technician	Non-Exempt, Hourly	55,784	58,016	60,336	62,750	65,260	67,870	
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	27.49	28.59	29.73	30.92	32.16	33.45	
	Communication Specialist	Non-Exempt, Hourly	57,179	59,466	61,845	64,318	66,891	69,567	
	Environmental Program Specialist	Non-Exempt, Hourly							
	Facilities Maintenance Worker II	Non-Exempt, Hourly							
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
43	Payroll Officer	Non-Exempt, Hourly	28.18	29.30	30.48	31.70	32.96	34.28	
	Purchasing Coordinator	Non-Exempt, Hourly	58,608	60,953	63,391	65,926	68,563	71,306	
44	Assistant Planner	EXEMPT, Annual	28.88	30.04	31.24	32.49	33.79	35.14	
	Engineering Technician	Non-Exempt, Hourly	60,074	62,476	64,976	67,575	70,278	73,089	
45	CRT Representative	Non-Exempt, Hourly	29.60	30.79	32.02	33.30	34.63	36.02	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	61,575	64,038	66,600	69,264	72,034	74,916	
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	30.34	31.56	32.82	34.13	35.50	36.92	
	IT Specialist	Non-Exempt, Hourly	63,115	65,639	68,265	70,996	73,835	76,789	
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Surface Water Quality Specialist	Non-Exempt, Hourly							
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	31.10	32.35	33.64	34.99	36.39	37.84	
	Construction Inspector	Non-Exempt, Hourly	64,693	67,280	69,972	72,770	75,681	78,708	
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	31.88	33.15	34.48	35.86	37.29	38.79	
			66,310	68,962	71,721	74,590	77,573	80,676	
49	PRCS Supervisor I - Recreation	EXEMPT, Annual	32.68	33.98	35.34	36.76	38.23	39.76	
			67,968	70,686	73,514	76,454	79,513	82,693	
50	Budget Analyst	EXEMPT, Annual	33.49	34.83	36.23	37.68	39.18	40.75	
	Combination Inspector	Non-Exempt, Hourly	69,667	72,454	75,352	78,366	81,500	84,760	
	Community Diversity Coordinator	EXEMPT, Annual							
	Community Diversity Coordinator	Non-Exempt, Hourly							
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Analyst	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
	Utility Operations Specialist	Non-Exempt, Hourly							
WW Utility Specialist	Non-Exempt, Hourly								
51			34.33	35.70	37.13	38.62	40.16	41.77	
			71,409	74,265	77,235	80,325	83,538	86,879	
52	Senior Human Resources Analyst	EXEMPT, Annual	35.19	36.60	38.06	39.58	41.17	42.81	
	Web Developer	EXEMPT, Annual	73,194	76,122	79,166	82,333	85,626	89,051	

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

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Mkt Adj: 1.60%
 Effective: January 1, 2017

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
53	Communications Program Manager	EXEMPT, Annual	36.07	37.51	39.01	40.57	42.20	43.88	
	Construction Inspection Supervisor	EXEMPT, Annual	75,024	78,025	81,146	84,391	87,767	91,278	
	CRT Supervisor	EXEMPT, Annual							
	Parks Project Coordinator	EXEMPT, Annual							
	PRCS Supervisor II - Aquatics	EXEMPT, Annual							
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	36.97	38.45	39.99	41.59	43.25	44.98	
	Grants Administrator	EXEMPT, Annual	76,899	79,975	83,174	86,501	89,961	93,560	
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
	<u>WW Utility Maintenance Manager</u>	<u>EXEMPT, Annual</u>							
55	Engineer I - Capital Projects	EXEMPT, Annual	37.90	39.41	40.99	42.63	44.33	46.11	
	Engineer I - Development Review	EXEMPT, Annual	78,822	81,975	85,254	88,664	92,210	95,899	
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	Budget Supervisor	EXEMPT, Annual	38.84	40.40	42.01	43.69	45.44	47.26	
	City Clerk	EXEMPT, Annual	80,792	84,024	87,385	90,880	94,515	98,296	
	Parks Superintendent	EXEMPT, Annual							
57	GIS Specialist	EXEMPT, Annual	39.81	41.41	43.06	44.78	46.58	48.44	
	Network Administrator	EXEMPT, Annual	82,812	86,125	89,570	93,152	96,878	100,754	
	IT Projects Manager	EXEMPT, Annual							
58			40.81	42.44	44.14	45.90	47.74	49.65	
			84,882	88,278	91,809	95,481	99,300	103,272	
59	Engineer II - Capital Projects	EXEMPT, Annual	41.83	43.50	45.24	47.05	48.93	50.89	
	Engineer II - Development Review	EXEMPT, Annual	87,004	90,485	94,104	97,868	101,783	105,854	
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	IT Systems Analyst	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
60	Limited Term Sound Transit Project Manager								
	Central Services Manager	EXEMPT, Annual	42.87	44.59	46.37	48.23	50.16	52.16	
	Community Services Manager	EXEMPT, Annual	89,179	92,747	96,457	100,315	104,327	108,501	
	Permit Services Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
61			43.95	45.70	47.53	49.43	51.41	53.47	
			91,409	95,065	98,868	102,823	106,936	111,213	
62			45.05	46.85	48.72	50.67	52.70	54.80	
			93,694	97,442	101,340	105,393	109,609	113,993	
63	Building Official	EXEMPT, Annual	46.17	48.02	49.94	51.94	54.01	56.17	
	City Traffic Engineer	EXEMPT, Annual	96,037	99,878	103,873	108,028	112,349	116,843	
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental Program Manager	EXEMPT, Annual							
	SW Utility & Environmental Svcs Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	47.33	49.22	51.19	53.24	55.36	57.58	
			98,438	102,375	106,470	110,729	115,158	119,764	
65	Assistant City Attorney	EXEMPT, Annual	48.51	50.45	52.47	54.57	56.75	59.02	
	Engineering Manager	EXEMPT, Annual	100,898	104,934	109,132	113,497	118,037	122,758	
	Transportation Services Manager	EXEMPT, Annual							

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

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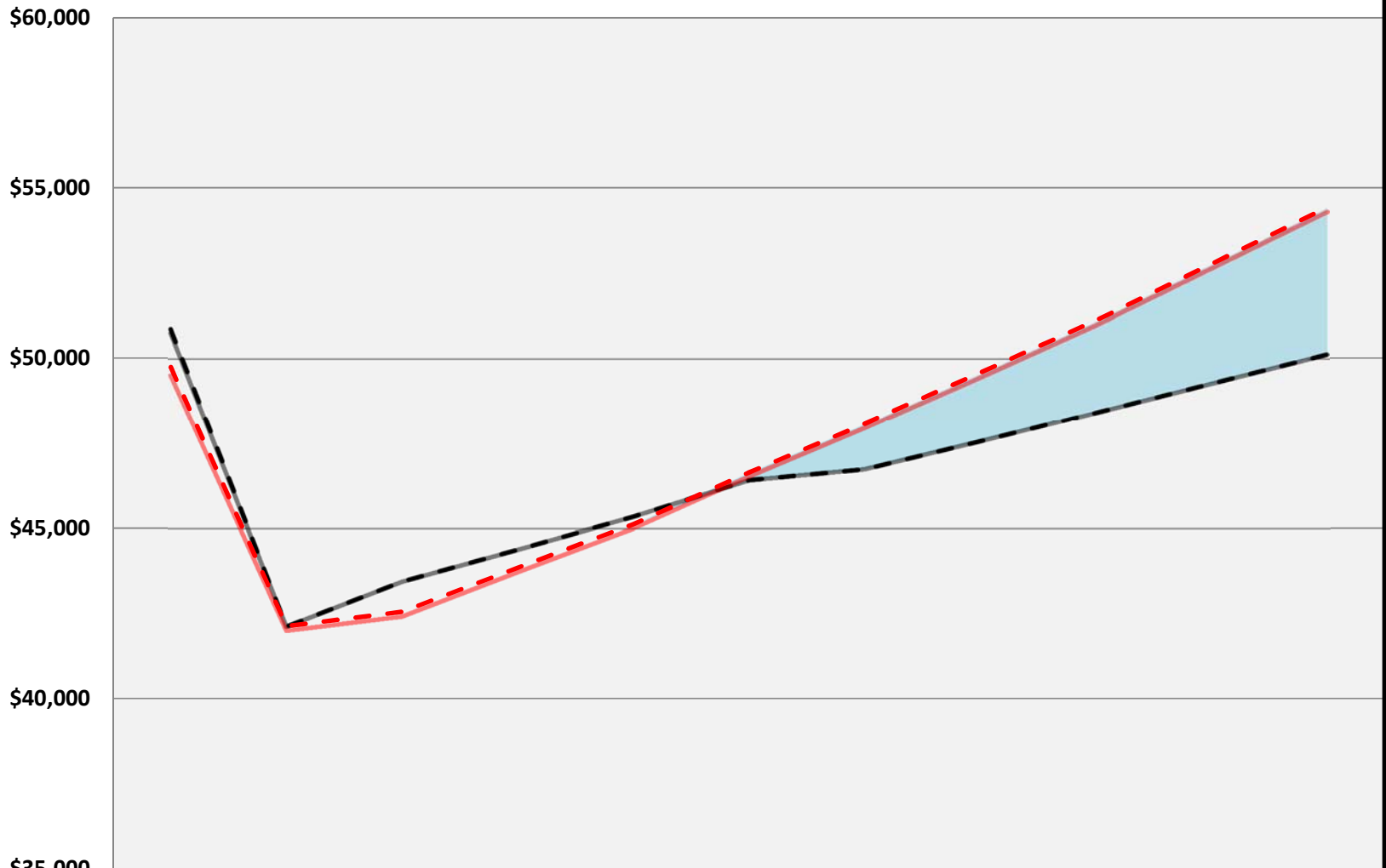
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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
66	Information Technology Manager	EXEMPT, Annual	49.72 103,421	51.71 107,558	53.78 111,860	55.93 116,335	58.17 120,988	60.49 125,827	
67	Utility & Operations Manager	EXEMPT, Annual	50.96 106,006	53.00 110,247	55.12 114,657	57.33 119,243	59.62 124,013	62.01 128,973	
68			52.24 108,657	54.33 113,003	56.50 117,523	58.76 122,224	61.11 127,113	63.56 132,197	
69	City Engineer	EXEMPT, Annual	53.54 111,373	55.69 115,828	57.91 120,461	60.23 125,280	62.64 130,291	65.15 135,502	
70			54.88 114,157	57.08 118,724	59.36 123,473	61.74 128,412	64.21 133,548	66.77 138,890	
71			56.26 117,011	58.51 121,692	60.85 126,559	63.28 131,622	65.81 136,887	68.44 142,362	
72			57.66 119,937	59.97 124,734	62.37 129,723	64.86 134,912	67.46 140,309	70.15 145,921	
73	Human Resource Director	EXEMPT, Annual	59.10 122,935	61.47 127,852	63.93 132,967	66.48 138,285	69.14 143,817	71.91 149,569	
74			60.58 126,008	63.00 131,049	65.52 136,291	68.15 141,742	70.87 147,412	73.71 153,309	
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director Public Works Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	62.10 129,159	64.58 134,325	67.16 139,698	69.85 145,286	72.64 151,097	75.55 157,141	
76	Assistant City Manager City Attorney	EXEMPT, Annual EXEMPT, Annual	63.65 132,388	66.19 137,683	68.84 143,190	71.60 148,918	74.46 154,875	77.44 161,070	

OPERATING BUDGET TEN YEAR FORECAST (\$ IN '000'S)

Attachment G



	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ANNUAL SURP/(GAP)	1,144	19	924	559	240	(210)	(1,108)	(675)	(688)	(798)	(805)
CUMULATIVE (GAP)	-	-	-	-	-	(210)	(1,319)	(1,994)	(2,682)	(3,480)	(4,285)
VARIANCE BASE	49,732	42,123	42,540	43,840	45,116	46,633	48,064	49,566	51,099	52,760	54,420
CURRENT RESOURCES	50,753	42,138	43,458	44,394	45,351	46,417	46,740	47,567	48,412	49,276	50,130
SCENARIO RESOURCES	50,877	42,143	43,463	44,399	45,356	46,422	46,745	47,572	48,417	49,281	50,135
CURRENT EXPENDITURES	49,518	42,021	42,437	43,735	45,009	46,524	47,954	49,453	50,985	52,643	54,301
SCENARIO EXPENDITURES	49,732	42,123	42,540	43,840	45,116	46,633	48,064	49,566	51,099	52,760	54,420