



# AGENDA

## SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, September 11, 2017  
5:15 p.m.

Meet in Lobby · Shoreline City Hall  
17500 Midvale Avenue North

**TOPIC/GUESTS:** Maintenance Facility Tour

## SHORELINE CITY COUNCIL REGULAR MEETING

Monday, September 11, 2017  
7:00 p.m.

Council Chamber · Shoreline City Hall  
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>		7:00
<b>2. FLAG SALUTE/ROLL CALL</b>		
<b>3. REPORT OF THE CITY MANAGER</b>		
<b>4. COUNCIL REPORTS</b>		
<b>5. PUBLIC COMMENT</b>		
<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>		
<b>6. APPROVAL OF THE AGENDA</b>		7:20
<b>7. CONSENT CALENDAR</b>		7:20
(a) Approving Minutes of Special Meeting of July 24, 2017	<u>7a1-1</u>	
Approving Minutes of Regular Meeting of July 24, 2017	<u>7a2-1</u>	
Approving Minutes of Special Meeting of August 14, 2017	<u>7a3-1</u>	
(b) Approving Expenses and Payroll as of August 25, 2017 in the Amount of \$4,690,385.68	<u>7b-1</u>	
(c) Adopting Ordinance No. 787- Amending the City's Commute Trip Reduction Plan	<u>7c-1</u>	
(d) Adopting Ordinance No. 794 – Budget Amendment for 2017 to Include Additional Personnel for the Light Rail Stations, City Planning, Building & Inspections and Engineering Programs	<u>7d-1</u>	
(e) Adopting Ordinance No. 796 – Amending the 2017 Salary Classification Table with the Removal of the Construction Inspection Supervisor Classification and the Addition of a Development and Construction Manager Classification	<u>7e-1</u>	

- (f) Authorizing the City Manager to Execute an Interagency Agreement No. C1800027 with the Washington State Department of Ecology for Participation in the 2017-2019 Local Source Control Partnership 7f-1

**8. STUDY ITEMS**

- (a) Presentation on the King County Veterans, Seniors and Human Services Levy 8a-1 7:20
- (b) Discussing the King County Conservation Land Initiative 8b-1 7:50
- (c) Discussing Ordinance No. 797 – SMC 13.12 Floodplain Management Code Update for FEMA Requirement 8c-1 8:20
- (d) Discussing Ordinance No. 782 – FCC Rule Amendments for Eligible Wireless Facilities 8d-1 8:40

**9. ADJOURNMENT**

8:50

*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](http://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 SPECIAL MEETING**

Monday, July 24, 2017  
5:15 p.m.

Lobby-Tour - 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; Eric Friedli, Parks, Recreation and Cultural Services (PRCS) Director; Mary Reidy, Recreation Superintendent; Susana Villamarin, PRCS Senior Management Analyst; Lynn Gabreili, PRCS Administrative Assistant; Kirk Peterson, Parks Superintendent; Randy Witt, Public Works Director; and Bonita Roznos, Deputy City Clerk

GUESTS: Park Recreation and Cultural Services/Tree Board: Chair Betsy Robertson, Boardmembers Katie Schielke, Cindy Dittbrenner, Bill Franklin, Christine Southwick, and Youth Boardmembers Natalia Ablao Sandico and Erik Estsgaard

At 5:15 p.m., the meeting was called to order by Mayor Roberts.

City Councilmembers, PRCS Boardmembers, and City staff boarded a bus, and toured the following destinations and discuss opportunities for improvements to: a vacant property at 185<sup>th</sup> and Ashworth; 3rd Avenue, a potential connection to the DNR Property; Rotary Park Expansion; Brugger's Bog Park, 25<sup>th</sup> Street Drainage, and the North Maintenance Facility; the North City Adventure Park in Hamlin; Briarcrest Community Park; 148<sup>th</sup> Pocket Park opportunities; Twin Ponds Park; Meridian and 160<sup>th</sup> recreation amenities gap; and James Keough Park.

Mr. Friedli pointed out opportunities to grow the City's park system in the 145<sup>th</sup> Street and 185<sup>th</sup> Street Station Subareas, and addressed neighborhood park and recreational needs. Mr. Witt shared about the practicality of having a joint project for Brugger's Bog Park, the 25<sup>th</sup> Street Drainage, and the North Maintenance Facility improvements.

At 6:42 p.m. the tour bus arrived back at City Hall and the meeting was adjourned.

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Bonita Roznos, Deputy City Clerk

# **CITY OF SHORELINE**

## **SHORELINE CITY COUNCIL SUMMARY MINUTES OF REGULAR MEETING**

Monday, July 24, 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

Councilmember Salomon reported that due to the Legislature's failure to pass a budget, projects proposed by the Water Resource Inventory Areas (WRIA) 8 to protect salmon will suffer, and noted it has also negatively impacted stormwater projects in Shoreline.

Councilmember McConnell reported attending a SeaShore Transportation Forum Meeting and stated the Bylaws are currently under review. She said the Port of Seattle provided a presentation demonstrating the importance of Ports to the region and shared that she learned cruise ships provide \$2.7 million in revenue annually. She said a report on ride sharing solutions for North King County was also presented.

Mayor Roberts thanked the members of the Parks, Recreation, and Cultural Services Board for joining the City Council on a tour of the Shoreline Park System. He acknowledged the Boardmembers seated in the audience and thanked them for coming to the meeting.

### 5. PUBLIC COMMENT

Alan Charnley, Shoreline resident, thanked Council for installing bike lanes on 8th Avenue NW. He talked about pedestrian safety issues on 6th Avenue NW and 175<sup>th</sup> Street, and asked if a traffic speed bump could be installed at that intersection to make it safer.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

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

**(a) Approving Minutes of Special Meeting of June 12, 2017 and Regular Meeting of June 12, 2017**

**(b) Approving Expenses and Payroll as of July 7, 2017 in the Amount of \$9,155,711.03**

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
5/7/17-5/20/17	5/24/2017	72209-72433	14927-14952	66948-66955	\$714,370.12
5/21/17-6/3/17	6/9/2017	72434-72661	14953-14977	67093-67098	\$543,839.43
6/4/17-6/17/17	6/23/2017	72662-72889	14978-15006	67210-67217	\$718,768.89
					<b>\$1,976,978.44</b>

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
6/27/2017	1122	\$5,329.88
		<b>\$5,329.88</b>

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
6/1/2017	66911	66918	\$31,405.91
6/1/2017	66919	66926	\$11,817.58
6/1/2017	66927	66945	\$136,396.61
6/1/2017	59117	59117	(\$190.36)
6/1/2017	61962	61962	(\$96.00)
6/1/2017	66946	66947	\$286.36
6/8/2017	66956	66972	\$129,198.04
6/8/2017	66973	66979	\$9,192.34
6/8/2017	66980	67005	\$17,171.93
6/8/2017	67006	67009	\$369.09
6/14/2017	67010	67011	\$61,143.69
6/14/2017	67012	67012	\$2,730.27
6/15/2017	67013	67032	\$283,091.13
6/15/2017	67033	67051	\$422,814.08

6/15/2017	67052	67059	\$48,651.98
6/15/2017	67060	67085	\$206,043.92
6/15/2017	67086	67091	\$37,337.18
6/15/2017	63815	63815	(\$54.08)
6/15/2017	67092	67092	\$54.08
6/22/2017	67099	67111	\$55,948.93
6/22/2017	67112	67130	\$18,185.87
6/29/2017	67131	67146	\$213,351.78
6/29/2017	67147	67163	\$639,682.88
6/29/2017	67164	67178	\$4,419,134.62
6/29/2017	67179	67198	\$68,740.36
6/29/2017	67199	67209	\$4,802.07
7/6/2017	67218	67235	\$337,777.05
7/6/2017	67236	67256	\$483.00
7/6/2017	67257	67263	\$9,695.38
7/6/2017	67264	67271	\$8,237.02
			\$7,173,402.71

8. ACTION ITEMS

- (a) Discussing and Appointment of the Parks, Recreation and Cultural Services/Tree Board Youth Position

Eric Friedli, Parks, Recreation and Cultural Services (PRCS) Director, introduced Erik Ertsgaard, and said he was one of seven applicants that applied for the PRCS/Tree Board Youth position. He shared that Mayor Roberts and Deputy Mayor Winstead conducted interviews and have recommended Mr. Ertsgaard as the best candidate to fill the position.

**Deputy Mayor Winstead moved to appoint Erik Ertsgaard as a youth member to the Shoreline Parks, Recreation, and Cultural Services/Tree Board effective September 1, 2017 through June 30, 2018, with the option to renew three additional one-year terms for a maximum of four years of service. The motion was seconded by Councilmember McConnell.**

Deputy Mayor Winstead said the City Council Subcommittee interviewed a number of qualified youth and were very impressed with Mr. Ertsgaard's background.

**The motion passed unanimously, 7-0.**

Mayor Roberts welcome Mr. Ertsgaard to the PRCS/Tree Board.

9. STUDY ITEMS

- (a) Discussing Fee in Lieu Program for Affordable Housing

Rob Beem, Community Services Manager, introduced Mike Stanger, Social Impact Workshop Consultant. Mr. Beem pointed out the term "affordable housing" for this discussion represents the workforce population. He reviewed implementation steps include developing a Fee in Lieu Program, a Housing Trust Fund, Administrative and Permitting Procedures, and determining

how the Program would interact with the Property Tax Exemption (PTE) Program. He recalled that the City Council adopted a PTE in the Station Subareas for projects that make 20% of their units affordable at 70% AMI for a period of 99 years. He said PTE provides the best financial option for developers, but noted it is set to expire in 2021. He reviewed components of the Fee in Lieu Program, and said it needs to be equal to or better than the cost of housing, and that fee calculations should take into consideration affordability gaps and production costs. He said Staff is recommending the use of the affordability gap calculation. He then requested Council's direction on calculation of the fee, the PTE Interplay, Housing Trust Fund, and clarification of the preferred income verification method.

Councilmember Salomon asked what the process is and rules are for allocating Fee in Lieu funds when there is not enough money to build a full low income housing development. Mr. Beem responded that the Housing Trust Fund that Council sets up would dictate where the housing would be built. Councilmember Salomon said he wants to ensure affordable units get built and that he is open to allowing them to be outside of the Station Areas. He also said there is a need for stricter income verification to ensure that those in need of assistance are receiving it. He said he wants to make sure the Fee in Lieu Program is done right, and he supports it applying to fractional units, but not as a replacement for the PTE Program.

Councilmember Hall agreed with Councilmember Salomon about income verification, and asked for data on compliance of existing developments to determine if the current system is working. Mr. Beem replied that properties taking advantage of PTE certify annually, and explained that the City does not audit tenant records. Councilmember Hall said he thinks a stricter income verification system is needed but wants to test the current system to verify if it is working. He said he would be more willing to support self-certification if it could be proven that it is working. He requested the PTE Program be brought back to Council a year prior to its expiration to review how it working.

Councilmember Scully commented that the Fee in Lieu is a necessary safety valve for when building affordable units does not work out or make sense, however, he wants to discourage developers from using it because he wants to see affordable units within each new development. He recommended the Fee in Lieu apply only to fractional units. Councilmember Scully also said he does not understand why there cannot be both PTE and the Fee in Lieu Programs, and that he is not concerned about income verification.

Deputy Mayor Winstead said she is not in favor of a Fee in Lieu Program and prefers that affordable housing units be built within developments to support integration, and not as a large project building. She supports auditing income verification to ensure people are not taking advantage of the system, and to make sure people who really need the units are the ones that get them. She supports the idea of keeping people in their units as they climb the income ladder, making future vacant units the affordable ones, and having a policy to prevent displacing tenants.

Councilmember McGlashan asked if the Housing Trust Fund could support incomes lower than the workforce income, and if the funds can be used for the Minor Home Repair Program. He said he prefers having income verification. Mr. Beem responded the Fund is controlled at the local level and can be set up how Council desires.

Councilmember McConnell clarified that PTE is the preferred option for developers and said she has not heard from staff that the annual income verification is necessary. Mr. Beem confirmed that PTE is the preferred options for developers. Mr. Stanger reviewed the income verification process that the Regional Coalition for Housing (ARCH) uses and explained that an audit has not been conducted because they have not had any indication that it was necessary. He shared if a tenant's income exceeds the maximum allowed, the tenant is offered another market rate unit or allowed to remain in their unit, and when another unit becomes available it is made into an affordable unit, which maintains the same mix of affordable housing. Councilmember McGlashan agreed that some level of income verification should be required.

Mayor Roberts shared that he is not sure a Fee in Lieu Program is required at this time due to the PTE Program. He stated if Council wants to move forward with the Program, he is not concerned with income verification. He asked what other cities have Fee in Lieu Programs, and said he believes the production cost is a better way to get at the true cost of the unit.

Mr. Beem stated that the development of the Housing Trust Fund will be placed on the City's Workplan for 2018. Miranda Redinger, Senior Planner, explained the importance of developing a framework for the Fee in Lieu Program so people know their options, and she explained the next steps in the process.

Councilmember Hall reiterated he wants to check income verification compliance for the City's current PTE Projects. Councilmember Salomon stated the income verification process could be delegated to staff for administration or could be detailed in the Municipal Code. Ms. Tarry stated that the City will verify compliance on some of the PTE properties this year, and will report back to Council. She clarified she heard Council wants to move forward with the Program.

(b) Discussing the Implementation of the Light Rail Subarea Projects and Policies

Miranda Redinger, Senior Planner, provided an update on the 185<sup>th</sup> Street Station and the 145<sup>th</sup> Street Station Subarea Plan projects. She said the Departments of Transportation, Surface Water, Community Services, Parks, City Manager, and Planning & Community Development are involved in the projects. She reported on the progress of the 57 policies for the 145<sup>th</sup> Street Station Subarea Plan.

Councilmember Hall thanked Staff for the report, and said he is thrilled that the City is tracking the implementation policies.

Mayor Roberts asked about residential parking zones and if a baseline analysis will be completed before construction starts on the Stations. Ms. Redinger replied that a parking utilization analysis was completed by Sound Transit in the Final Environmental Impact Study and by the City in the Station Subarea planning process.

(c) Discussing District Energy Feasibility Study



Miranda Redinger, Senior Planner, introduced Thomas Puttman and Joseph Paine of Puttman Infrastructure Consultants. Ms. Redinger explained that the District Energy Feasibility Study was limited to the 185<sup>th</sup> Street Station Subarea but can also apply to other areas in Shoreline.

Mr. Puttman explained how District Energy (DE) works through centralized heating and cooling, distribution piping, and building connections, to lower cost and reduce greenhouse gas (GHG) emissions by using scale to drive efficiency. He explained how DE benefits high density areas, like the 185<sup>th</sup> Street Subarea Station, and how to determine its value. He identified potential locations for DE areas in Shoreline include 185<sup>th</sup> Street and 145<sup>th</sup> Light Rail Station Subareas, Town Center, North City, the Aurora Square Community Renewal Area, and the Southeast Neighborhood.

Mr. Paine reviewed the details and modeling of DE potential in the 185<sup>th</sup> Street Station Subarea based on development and population distributions, how DE can help achieve City of Shoreline Climate Action Goals, and compared gas versus no gas GHG reductions.

Mr. Puttman reviewed the five key action recommendations to achieve Shoreline's Climate Action Plan are: no use of combustion or natural gas heating in new buildings; increased energy efficiency in new buildings; retrofit of existing buildings for greater energy efficiency and fuel-switch from combustion heating; utilization of onsite renewable energy; and develop District Energy and combined heat and power systems. Mr. Puttman noted that the City's population is expected to triple and at the same time the City's goal is to reduce GHG emission by 80% by 2050.

At 8:25 p.m. Deputy Mayor Winstead left the dais.

Councilmember McConnell asked if other cities prohibit the use of combustion or natural gas heating in new buildings. Mr. Puttman responded that it is a newer concept that is primarily discussed in larger development projects.

Councilmember Scully pointed out that the City is not a utility provider or a developer. He stated this type of energy is usually done for a school district or a complex providing energy for its own use, and that he does not see the City forming a DE for one neighborhood. He said he prefers to focus on development regulations within the Light Rail Station Areas to achieve more energy efficiency. Ms. Redinger responded that the City has options in how to model DE ownership, and noted the need for the City to create policy for new developments. Councilmember Scully said he would like to begin by establishing broad policy statements instead of coming up with a plug in system to wait for someone to use it.

Councilmember Hall shared it is a Council policy to pursue DE as an option for the future. He said energy is not as clean as people think, and electricity generated by hydropower could be used and sold elsewhere. He said reducing all energy consumption is a good thing but before we ban natural gas, a focus should be placed on preventing oil and wood burning. He shared he is not sure about retrofits in the Station Area.

Councilmember Salomon said the ambitious carbon reduction goal of 80% is worthless unless it is backed up with action, and any energy decrease will eventually be offset by population growth. He said he believes people will not voluntarily decrease their energy consumption, and stressed the need to look at available energy technology. He asked about the mining process for natural gas and its impact on the environment. Ms. Redinger clarified that while natural gas emits less carbon than other fossil fuels, the extraction process releases a significant amount of methane, which is a more potent greenhouse gas.

Councilmember Salomon pointed out competing goals of affordable housing, access to transit, and energy and carbon use reduction, and asked if the implementation of development code regulations around carbon reductions would deter developers from building in Shoreline. Mr. Puttman explained it is a mixture of using the “carrot and the stick” approach. He said the City has provided incentives to encourage green development, and there should be some requirements that are non-negotiable, but he also cautioned against overburdening developers with too much. Ms. Redinger provided an example of a green energy partnership for the property at the Denny Triangle. Councilmember Salomon said he appreciates the direction this is going in and asked for more concrete examples, and for examples of where renewables can come from.

Councilmember Hall suggested looking at what heating systems, gas or electric, are in developments today to help determine needed regulations.

Mayor Roberts said he would like to know what percentage of multi-unit buildings are using electric versus natural gas to help with the decision making about regulations. He asked what the sources of fuel are for some of the DE examples shown today and if buildings can be retrofitted to connect to DE. Mr. Puttman responded that traditional DE is gas fired, and some are biomass or sewer heat energy. He said a building can be retrofitted to connect to a DE System but it may not be as efficient as it would have been being connected from the beginning.

Mayor Roberts confirmed Council’s desire to continue the discussion around the Climate Action Goals and apply these policies citywide.

#### 10. ADJOURNMENT

At 9:08 p.m., Mayor Roberts declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Monday, August 14, 2017  
5:45 p.m.

Conference Room 222 - Shoreline City Hall  
17500 Midvale Avenue North

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

ABSENT: None

STAFF: John Norris, Acting City Manager; Rob Beem, Community Services Manager; and Bonita Roznos, Deputy City Clerk

GUESTS: Hopelink Representatives Tamarah Lee, Shoreline Center Manager and Ellen Greene, Associate Director for Financial and Emergency Assistance; and Beratta Gomillion, Executive Director, Center for Human Services

At 5:47 p.m., the meeting was called to order by Mayor Roberts.

Tamarah Lee, Hopelink Shoreline Center Manager, said she has been in her position for two months. She provided a brief introduction of her background and noted that she has been in the Shoreline Community for twenty years. She thanked Councilmembers for their ongoing support of Hopelink, and identified programs the City's contributions help support. She shared that Hopelink opened in their new location, at Ronald Commons, on February 7, 2017, and that they offer a holistic approach to serving clients. She said they served approximately 2,700 Shoreline residents and 300 Lake Forest Park residents last year.

Deputy Mayor Winstead asked if Compass Housing is exclusively for veterans and if it offers temporary housing only. Ms. Greene responded that of the 60 units available, 12 units are reserved for veterans, 12 units for people moving out of homelessness, 6 units for the disabled, the remaining units for people earning 50% of King Area Median Income, and said housing is permanent.

Ms. Lee shared 1,566 people participated in the food program, an increase of 27% from last year. Mayor Roberts asked what caused the increase in clients. Ms. Lee responded that they are seeing an increase in homeless clients, the new location is more visible and easier to get to, and they are in close proximity to other service providers. Mr. Norris asked if they are seeing an increase in clients from Mary's Place Shelter. Ms. Lee responded that information is not tracked.

Ms. Lee reported that Hopelink's Heating Program participants increased by 10% and said she is anticipating it to be higher next year. She said they are looking for ways to help Shoreline's immigrant and refugee populations. She talked about the great community support they are

receiving and expressed gratitude to the Shoreline Fire and Police Departments for their quick and respectful response to their clients.

Ms. Greene said challenges they are facing include the lack of affordable and low income housing in the area, a need for safe overnight parking, immediate emergency shelters, and more east to west transit connections. She invited the City Council to participate in National Welcome Week in September supporting immigrants and refugees. Deputy Mayor Winstead recommended that she reach out to the International Community Health Services. Mr. Norris shared that the City Council adopted Resolution No. 401 in January 2017, declaring Shoreline to be an inviting, equitable, and safe community for all.

Councilmember McGlashan inquired about neighborhood relationships. Ms. Lee responded that they are reaching out to their neighbors and have not had any complaints since the building was completed. Mayor Roberts recommended that they reach out to the Richmond Highlands Neighborhood Association.

Beratta Gomillion, Executive Director, Center Human Services, shared the Center is experiencing a time of growth and uncertainty, and talked about the difficulty of conducting business in King County. She said they recently acquired a new business in Everett, and are looking for a Lynnwood location and a space to lease in Shoreline. She said they served 742 Shoreline residents, provided 22,496 staff hours, and anticipate hiring 35 new staff members by year's end. Councilmembers asked why it is more difficult to conduct business in King County, and what can be done differently. Ms. Gomillion explained that it costs more to conduct business in an urban environment, that King County does not pay for the actual cost of services, and noted the increasing Behavioral Services licensure fees is problematic. She shared they are preparing for a contracting services change and that no funds are being provided to support the transition.

Ms. Gomillion shared the Center provides same day services, and said all services are supported by evidence-based practices. She said behavioral/mental health services are now being tied to physical health outcomes. Councilmember Salomon asked why the change. Ms. Gomillion replied that behavioral health is often tied to physical health issues which are better tracked.

Ms. Gomillion described the increasing diversity of clients and staff, and said the uncertainty of the Affordable Care Act and immigrant regulations are the biggest challenges. She shared behavioral services trends include teen suicides, anxiety, and depression, the opiate epidemic, and an increase in child protective services referrals. She talked about the impact of the loss of United Way funding, and said two programs in Shoreline will have to be cut. Mr. Norris shared that the Shoreline Teen Program has engaged in teen suicide discussions to help address this issue.

Deputy Mayor Winstead asked what specifically the Center does to help people and about the computer tablets the City donated to the Ballinger Homes Afterschool Program. Ms. Gomillion responded that the Center provides individualized holistic treatment, including therapy, case management, housing, food, and provided an example of the clients they serve. She said the tablets are invaluable in assisting the students. Mayor Roberts asked where their referrals come from. Ms. Gomillion responded by word of mouth, dentists, doctors, and religious institutions,

and said referrals rarely come from the schools. Councilmember Scully asked if the Center could accommodate more referrals. Ms. Gomillion responded yes they could and would just add more staff to meet the need.

A discussion ensued about the opiate epidemic, and Mayor Roberts asked how Shoreline is affected by it, and what the City can do to further support the Center. Ms. Gomillion responded that opiate abuse is higher in Snohomish County than King County, followed by downtown Seattle, then the South, North, and East regions. She said the City can continue to lobby with King County Councilmember Rod Dembowski and for Best Start for Kids grant funding, and educate people that recovery is possible to help remove the stigma that impedes people seeking the help they need.

Councilmembers thanked Ms. Gomillion for the report and the valuable services the Center provides to Shoreline residents.

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

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Bonita Roznos, Deputy City Clerk

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Approval of Expenses and Payroll as of August 25, 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 \$4,690,385.68 specified in the following detail:

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
7/16/17-7/29/17	8/7/2017	73395-73663	15101-15142	67690-67695	\$611,770.06
7/30/17-8/12/17	8/18/2017	73664-73920	15143-15184	67809-67816	\$772,756.52
					<b>\$1,384,526.58</b>

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
8/3/2017	67509	67523	\$332,475.60
8/3/2017	67524	67550	\$6,053.76
8/3/2017	67551	67561	\$16,167.76
8/3/2017	67562	67562	\$1,669.69
8/8/2017	60020	60020	(\$60.00)
8/8/2017	67563	67563	\$60.00
8/10/2017	67564	67580	\$71,833.94
8/10/2017	67581	67597	\$467,370.34
8/10/2017	67598	67616	\$59,617.44
8/10/2017	67617	67635	\$36,760.91
8/10/2017	67636	67661	\$18,598.52

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
8/10/2017	67662	67684	\$25,310.63
8/10/2017	67685	67689	\$739.58
8/17/2017	67696	67719	\$244,314.05
8/17/2017	67720	67756	\$4,832.74
8/17/2017	67757	67775	\$79,025.28
8/17/2017	67776	67789	\$93,612.54
8/17/2017	67790	67803	\$14,054.00
8/18/2017	67804	67804	\$44,381.03
8/22/2017	67805	67806	\$4,000.00
8/22/2017	67805	67806	(\$4,000.00)
8/22/2017	67807	67808	\$4,000.00
8/24/2017	67817	67840	\$787,281.38
8/24/2017	67841	67861	\$7,364.84
8/24/2017	67862	67877	\$990,395.07
			<u>\$3,305,859.10</u>

Approved By: City Manager **DT**

City Attorney **JAT**

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 787 - Amending the City's Commute Trip Reduction Plan
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Nytasha Sowers, Transportation Services Manager
<b>ACTION:</b>	<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:**

In 2006, the Washington State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act updating the 1991 Commute Trip Reduction Law, which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single occupant vehicle trips. The City of Shoreline is located within the affected urban growth area and is required to prepare a CTR Plan. In 2008, the City adopted its CTR plan which responded to the CTR Efficiency Act (Attachment B).

Per State law, local CTR plans must be updated at least once every four years in order to establish any new four-year targets and program strategies. The City updates its CTR Plan by adoption of an ordinance which enables the City to amend and update its CTR Plan. The Puget Sound Regional Council and the Washington State CTR Board have reviewed and approved the City's 2015-2019 CTR Implementation Plan Update for consistency with their updated regional plan (Attachment C).

A public hearing was held on August 7, 2017 for Ordinance No. 787 which would amend the City's CTR Plan with the approved 2015-2019 updates. No public comments were received. Council agreed with updates with Council indicating that the City should continue to do as much as possible toward these goals in future years. The public hearing staff report can be found at the following link:  
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport080717-8a.pdf>.

Tonight's action is to adopt Ordinance No. 787 (Attachment A) which amends the City's CTR Plan by adding the 2015-2019 CTR Implementation Plan Update (Exhibit A).

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact associated with tonight's action.



## **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 787 which amends the 2008 CTR Plan with the 2015-2019 CTR Implementation Plan Update.

## **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 787  
Exhibit A: 2015-2019 CRT Implementation Plan Update  
Attachment B: City of Shoreline 2008 CTR Plan  
Attachment C: WSDOT CTR Board approval of Plan

Approved By:       City Manager ***DT***   City Attorney ***JA-T***

**ORDINANCE NO. 787**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,  
AMENDING THE CITY OF SHORELINE COMMUTE TRIP  
REDUCTION PLAN, AS SET FORTH IN SECTION 14.10.020 OF THE  
SHORELINE MUNICIPAL CODE**

WHEREAS, RCW 70.94.527 requires the City of Shoreline to adopt a commute trip reduction plan; and

WHEREAS, with the adoption of Ordinance 516, the City adopted a commute trip reduction plan and Shoreline Municipal Code (SMC) Chapter 14.10 Commute Trip Reduction Plan which, at SMC 14.10.020, incorporates by reference the City of Shoreline's Commute Trip Reduction Plan (CTR Plan), dated August 25, 2008, which was approved by the Washington State Commute Trip Reduction Board, to satisfy RCW 70.94.527's mandate for the 2007-2011 planning period; and

WHEREAS, with the adoption of Ordinance 526 and Ordinance 658, the CTR Plan planning period was subsequently extended for the 2011-2015 planning period and additional language was added to specific sections of the CTR Plan; and

WHEREAS, on June 26, 2015 the Washington State Commute Trip Reduction Board approved an update to the CTR Plan, extending it for the 2015-2019 planning period and providing for additional language; and

WHEREAS, the CTR Plan currently incorporated by reference within SMC 14.10.020 provides for a planning period ending 2015; and

WHEREAS, an amendment is needed to incorporate the amendments as set forth in the 2015-2019 CTR plan as approved by the Washington State Commute Trip Reduction Board;

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

**Section 1. Amendment to SMC 14.10.020.** SMC 14.10.020 City of Shoreline CTR Plan, dated August 25, 2008, as amended by Ordinance No. 526 and Ordinance No. 658, is amended as set forth in Exhibit A to this Ordinance and is to cover the 2015-2019 planning period.

**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, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER 11, 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

## Commute Trip Reduction Implementation Plan Update: 2015-2019

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### Jurisdiction: Shoreline

#### ***Goals, targets and other performance measures***

See Goal and Target Worksheet (attached).

#### ***Strategies***

What specific steps and strategies will you implement to meet your goal? Please include (a) policies and regulations, (b) services and facilities, and (c) marketing and incentives.

The City of Shoreline will continue their TDM strategies through 2019 as outlined in the city's Commute Trip Reduction Plan (CTR), adopted on August 25, 2008. These strategies have proven to be effective in the reduction of drive alone trips and vehicle miles traveled into and out of the city. We will focus our energy on strategies that include elements such as:

- ◆ Employer Outreach to CTR employers to provide assistance in the development of TDM programs and promotions that encourage HOV and non-motorized commute modes and to provide personal assistance for employees.
- ◆ Provide turn-key promotions to employers for various local and regional trip reduction campaigns such as: Wheel Options, Bike-To-Work Day.
- ◆ Encourage employers to offer employees commute benefits such as: transit pass discounts, carpool or vanpool subsidies, preferential parking, pre-tax, flexible work schedules and teleworking as an option to making a commute trip.
- ◆ Continue to require CTR affected employers to offer comprehensive commute options benefits to their employees designate employee transportation coordinators, distribute information on commute options regularly to employees; and, submit regular program reports and conduct biennial survey's as required.
- ◆ Encourage Shoreline CTR employers to attend the biannual network meeting for information sharing, increase ETC knowledge, training and growth in providing strong TDM programs for their employees.

## ***Comprehensive planning & community goals***

Governor's Executive Order 14-04 Washington Carbon Reduction and Clean Energy Action directs state agencies to assist local governments to update their comprehensive plans to produce travel and land-use patterns that maximize efficiency in movement of goods and people, and reduce greenhouse gas emissions.

How does trip reduction support the goals of your community and comprehensive plan, and vice versa? How will you further integrate trip reduction through the updating of your comprehensive plan (e.g., parking, land use)?

In 2016, the City of Shoreline plans to develop a Transit Service Integration Plan (TSIP). Through development of the TSIP, the City will identify policies addressing future transit needs throughout Shoreline once light rail service begins (2023) and as the city's population and employment base grow. This process will identify service levels and areas the City wants to see served when future service changes are implemented. This will be a coordinated process with Metro, Community Transit and Sound Transit that looks at their current policies for service distribution and redistribution of service hours in conjunction with commencement of light rail service.

The City of Shoreline has begun a study to analyze and ultimately to determine the future design of the 145<sup>th</sup> Street/SR 523 corridor. The corridor study will include development of a master plan for improving pedestrian and bicycle mobility, safety and operations and transit speed and reliability. The corridor study will take one year, concluding in December 2015. Upon completion of the study, the City of Shoreline will proceed with design, right-of-way acquisition and construction, contingent upon available funding.

In 2016, the City will implement the majority of the its adopted Bicycle System Plan through the installation of bicycle lanes, sharrows and route signage. Wayfinding signage that helps guide nonmotorized travelers to destinations throughout Shoreline and in neighboring jurisdictions will accompany the installation of facilities. Implementation will include the design of facilities, procurement of materials, construction and project management.

The City will use CTR survey results from affected worksites as a measurement tool to determine progress in meeting the identified goals.

## **Land use and transportation conditions**

How do existing and future anticipated land-use and transportation conditions affect CTR worksites?

The *City of Shoreline Comprehensive Plan (2012)* is built on framework goals originally developed in 1996–1998 and updated in 2008–2009. In both cases, an extensive public process was used to reach out to the citizens of Shoreline. The goals speak to a city of neighborhoods, with diverse and affordable housing, a variety of transportation options, a business-friendly environment that expands jobs and the tax base, and protection of the environment.

The land use element includes the following goals:

- “Establish land use patterns that promote walking, biking, and using transit”
- Achieve “two light-rail stations in Shoreline”
- Connect “all areas of the city to high-capacity transit”

## **Financial plan**

What are the anticipated funding sources and amounts for local trip reduction, including grants and local funding?

NA

## **GTEC report (if your jurisdiction has a designated GTEC)**

Are you continuing to implement?

**Optional:** Describe the (a) strategies, (b) land use and transportation conditions, (c) population and employment demographics, and (d) financial plan, and how they differ from those in the CTR plan.

NA

What specific policy, service changes and land-use steps will be accomplished during this period for the GTEC area?

NA

## **Regional transportation planning organization CTR plan review**

- Recommended
- Not recommended

RTPO comments:



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**CITY OF SHORELINE  
COMMUTE TRIP REDUCTION  
PLAN**

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**Adopted:  
August 25, 2008**

**Amended:  
November 3, 2008**

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## INTRODUCTION

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### CITY OF SHORELINE COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. The City of Shoreline is located within the affected urban growth area and is required to prepare a Commute Trip Reduction Plan. This plan has been prepared in accordance with RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of city-adopted goals and policies, facility and service improvements and marketing strategies about how the City will help make progress for reducing drive alone trip and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the City of Shoreline strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

This Plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the City of Shoreline, King County and Snohomish County who helped identify strategies and methods for successful achievement of the goals. This plan helps to support the achievement of the City of Shoreline's vision and the goals of its comprehensive plan.

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**Agency:** City of Shoreline

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**Department:** Planning and Development Services

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**Contact Person** Alicia McIntire  
(Person Preparing CTR Plan):

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**Address 1:** 17544 Midvale Avenue North

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**Jurisdiction:** Shoreline

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**State:** WA

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**Zip Code:** 98133

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**Phone #:** 206/801-2483

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**Fax #:** 206/546-2008

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**Email Address:** amcintire@ci.shoreline.wa.us

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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The City of Shoreline is located in north King County, just north of the City of Seattle and south of Snohomish County. The City is predominantly residential, with established business and commercial areas adjacent to major state highways and arterials. The City was incorporated in 1995 and grew to a population of 52,730 in 2003. As the population in King County increases, it is estimated that the City's population and number of jobs will continue to grow during the Commute Trip Reduction Planning period from 2007-2011

The Commute Trip Reduction (CTR) Efficiency Act uses partnerships among employers, local jurisdictions, planning organizations, transit systems, and the state to encourage employees to ride the bus, vanpool, carpool, walk, bike, work from home, or compress their workweek. The major goals for the CTR program are to:

- Improve transportation system efficiency
- Conserve energy
- Improve air quality

The CTR Efficiency Act requires that all employers that have one hundred or more employees arriving at the work site between the hours of 6 a.m. and 9 a.m. implement a program to reduce single occupancy vehicle trips. This program must be consistent with the jurisdiction's adopted CTR ordinance and programs and policies therein. The City of Shoreline currently has six work sites that are required to implement commute trip reduction strategies under RCW 70.94.527. These are:

- The City of Shoreline
- CRISTA Ministries
- Washington State Public Health Lab
- Washington State Department of Transportation
- Washington State Department of Social and Health Services (DSHS) Fircrest School
- Shoreline Community College

Attachment A identifies the locations of these CTR work sites.

### **Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites or Work Site Cluster.**

The six CTR works sites in the City of Shoreline are currently designated by the City's Comprehensive Plan as follows:

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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EMPLOYER	COMPREHENSIVE PLAN LAND USE DESIGNATION
City of Shoreline	Public Facilities
CRISTA Ministries	Single Family Institution
Washington State Public Health Lab	Public Facilities
Washington State Department of Transportation	Public Facilities
Washington State DSHS Fircrest School	Single Family Institution
Shoreline Community College	Single Family Institution

The majority of these facilities are located in or adjacent to areas designated as low density residential areas. The City of Shoreline City Hall and the Washington State Department of Transportation are also bordered by areas designated as Community Business. With the exception of the City of Shoreline, all of the sites are located in predominantly single family residential neighborhoods. These neighborhoods are significantly built-out, with little vacant land. At this time, the existing zoning is consistent with the planned future land uses for these sites. Sites designated as Single Family Institution must develop specific plans for Conditional Use permits, Special Use permits or Master Plans to expand or modify their uses. It is anticipated that residential growth may occur in the location of these facilities, especially if specific permits or plans listed above call for additional residential growth. The City is experiencing some high density residential development on Aurora Avenue North, which is in close proximity to the City of Shoreline City Hall, the Washington State Department of Transportation and Shoreline Community College. There are currently no planned high density residential developments in the immediate vicinity of these work sites. High density residential development is currently present near the Washington State Public Health Lab and the Washington State DSHS Fircrest School. The entire City is located within the King County Urban Growth Area and it is anticipated that residential and employment growth will continue throughout the City during the planning period.

The six existing CTR works sites are all located on designated collector, minor or principal arterial streets, as designated in the City's Transportation Master Plan. Each site is served by public transit, with varying degrees of frequency and levels of service. All sites have access to public transit within a quarter mile of the facility, and are served by 1 – 4 bus routes. Metro is the only public transit provider directly to the sites. Community Transit provides bus service to the City of Shoreline, however, a transfer to any sites within the City is required at the Aurora Village Transit Center. Sound Transit provides limited service to the City of Shoreline via I-5 and Bothell Way NE (SR 522). The Shoreline Park and Ride lot at North 192<sup>nd</sup> Street and Aurora Avenue North is located near CRISTA Ministries and has regular service during the a.m. peak time. Two park and ride lots are located approximately ¼ - 1/3 of a mile from the Washington State DSHS Fircrest School and Washington State Public Health Lab and are well served during the a.m. peak time. Transit service to Shoreline CTR employers connects with downtown Seattle, Northgate, Aurora Village and other northend neighborhoods such as Jackson Park and Richmond Beach. There are also connections with Lake Forest Park and the SR 522 corridor. The Aurora Village transit center has many routes feeding into it, including Metro routes 301, 303, 331, 342, 346, 358, 373, and Community Transit routes 100, 101, 118, 130, 131. The Shoreline Park and Ride lot is served by

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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Metro routes 301, 303, 342, 358, 373. There is no Community Transit or Sound Transit service at this Park and Ride lot.

Transit service from southend locations such as Renton, Auburn and Kent or eastside such as Bellevue, Redmond and Kirkland is lacking. Employees commuting from these areas including the westside of Seattle such as Ballard, West Seattle, and Queen Anne have to transfer in downtown Seattle.

At this time, Metro has no plans to expand transit service to the existing CTR work sites. Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. The City of Shoreline is in the process of planning for and constructing business access – transit lanes on Aurora Avenue North. Bus Rapid Transit (BRT) service is planned for this corridor, but it will not begin until approximately 2013. Community Transit and Sound Transit have indicated that they are not interested in providing additional service within the City of Shoreline within the CTR planning timeline.

Vanpool service is provided by Metro Transit, Kitsap Transit and Community Transit to Shoreline employment sites. Eleven vanpool groups serve Washington State Department of Transportation and one vanpool serves Fircrest. Metro also has one vanshare group from the Edmonds ferry terminal serving WSDOT.

Sidewalks and bicycle facilities are located sporadically around the CTR work sites. Some sidewalk access is available to all sites, although not for all access points of each facility. Pedestrian access is supported with sidewalks that link some work sites. Bicycle lanes are only present at the Washington State DSHS Fircrest School and Washington State Public Health Lab and are not well connected to other bicycle facilities. Cycling amenities are offered at each worksite and bicycle access is supported on major arterials which link to the Aurora Village Transit Center and the Shoreline Park & Ride.

The City's municipal code contains established parking requirements based upon land uses. Allowances for reduction in parking requirements, such as proximity to transit routes, commuter trip reduction programs, supplementary on-site nonmotorized and high occupancy vehicle facilities, are permitted subject to approval by the City's Planning Director. All of the existing CTR work sites have free on-site parking and three include designated parking for HOVs.

### **Potential Actions for the Jurisdiction to Eliminate Barriers**

In order for the City to remove barriers to the success of its CTR plan, the land use and transportation policies must be carefully evaluated. The location of these facilities in low density residential areas is likely to continue to restrict increased transit service to them. Higher density housing adjacent to these employers is not currently identified in the City's Comprehensive Plan, further reducing the likelihood for additional transit service. As Community Transit and Sound Transit are not interested in providing service within the City of Shoreline, the need for transfers at the Aurora Village Transit Center or in downtown Seattle may continue to prove discouraging for

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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those employees traveling from north, east or south of the city that would otherwise use transit. The CTR employers have all identified that transit service is available at their sites, however, they often require transfers, making transit unappealing or inconvenient.

As part of the Transit Now package passed by King County voters in November 2006, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs. All six CTR employers have identified that their sites are more suited toward ridesharing, biking or walking. As the City continues to evaluate tools for improving CTR participation, efforts to improve ridesharing, biking and walking should be continuously examined. These tools should be considered at the City updates its Comprehensive Plan, Transportation Master Plan and development regulations.

### Review of Comprehensive Plan Policies

The City's Comprehensive Plan has several goals and policies supporting transportation methods other than single occupancy vehicles, including the following:

- **Goal LU I:** Ensure that the land use pattern of the City encourages needed, diverse, and creative development, protects existing uses, safeguards the environment, reduces sprawl, promotes efficient use of land, encourages alternative modes of transportation and helps to maintain Shoreline's sense of community.
- **LU61:** Require large commercial or residential projects to include transit stop improvements such as bus pullouts or shelters when supported by the transit agency. Transit agencies should be notified of major developments and have the opportunity to suggest improvements that will improve transit operations or attractiveness.
- **LU62:** Ensure that the transit agencies maintain park and ride lots and bus zones so that they are clean, safe, secure and do not negatively impact surrounding land uses.
- **LU63:** Develop guidelines that ensure adequate parking supply. Parking requirements should be designed for average need, not full capacity.
- **Goal T II:** Work with transportation providers to develop a safe, efficient and effective multimodal transportation system to address overall mobility and accessibility. Maximize the people carrying capacity of the surface transportation system.
- **Goal T III:** Support increased transit coverage and service that connects local and regional destinations to improve mobility options for all Shoreline residents.
- **Goal T IV:** Provide a pedestrian system that is safe, connects to destinations, accesses transit, and is accessible by all.
- **Goal T V:** Develop a bicycle system that is connective and safe and encourages bicycling as a viable alternative method of transportation.
- **Goal T VII:** Encourage alternative modes of transportation to reduce the number of automobiles on the road.
- **Goal T X:** Coordinate the implementation and development of Shoreline's transportation system with our neighbors and regional partners.

# I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- **T22:** Develop a detailed transit plan in coordination with transit providers to identify level of service targets, facilities and implementation measures to increase Shoreline residents' and students' transit ridership.
- **T23:** Work with transit service providers to provide safe, lighted, and weather protected passenger waiting areas at stops with high ridership, transfer points, Park and Ride, and park and pool lots.
- **T24:** Work with all transit providers to support "seamless" service into Shoreline across the county lines and through to major destinations.
- **T27:** Place high priority on sidewalk projects that abut or provide connections to schools, parks, transit, shopping, or large places of employment.
- **T29:** Provide sidewalks on arterial streets and neighborhood collectors.
- **T36:** Develop an off-street trail system that serves a recreational and transportation function. Preserve rights-of-way for future non-motorized trail connections, and utilize utility easements for trails when feasible.
- **T42:** Accommodate bicycles in future roadway or intersection improvement projects.
- **T44:** Reduce barriers to bicycle travel and reduce bicycle safety problems.
- **T48:** Work with major employers, developers, schools, and conference facilities to provide incentives to employees, tenants, students, and visitors to utilize alternatives other than the single occupant vehicle.
- **T49:** Support educational programs for children and residents that communicate transportation costs, safety, and travel choices.
- **T50:** Support state and federal tax policies that promote transit and ridesharing.
- **T51:** Develop parking system management and regulations to support alternatives to the single occupant vehicle.
- **T52:** Analyze alternatives by which employers and/or developers not subject to the Commute Trip Reduction Act can encourage their employees and tenants to pursue alternative transportation choices.
- **T53:** Work with Shoreline Community College and King County Metro to reduce employee and student use of single occupant vehicles and promote transit and carpooling.
- **T65:** Advocate the City's strategic interest in high capacity transit, local and express bus service and other transit technologies. Work with local and regional agencies to obtain a fair share of transit service and facilities.

## E. Planning Coordination

The City of Shoreline's plan has been coordinated with the following agencies:

Agency	Date	Issues
Metro – Ted Day	April 30, 2007	<ul style="list-style-type: none"> <li>• Increase in transit services during the a.m. peak period to CTR work sites during the planning period</li> <li>• Lack of interest in providing service to Snohomish County</li> </ul>

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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Community Transit – Carol Thompson	May 23, 2007	<ul style="list-style-type: none"><li>• Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center</li><li>• Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning time frame</li></ul>
Sound Transit – Matt Shelden	May 30, 2007	<ul style="list-style-type: none"><li>• No plans for major expansion of express bus service planned during the planning period.</li><li>• Minor changes to existing express bus service may be implemented during the planning period.</li></ul>

## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

According to the CTR Efficiency Act, local jurisdictions are required to set goals and targets for their entire jurisdiction and for their CTR work sites, or work site cluster. The minimum target that each jurisdiction is required to establish for its urban growth area is a 10 percent reduction in drive alone commute trips by CTR commuters and a 13 percent reduction in vehicle miles traveled (VMT) per CTR commuter. Table 1 identifies the current and target rates for SOV use and vehicle miles traveled (VMT) for all of the City of Shoreline CTR employers combined. Table 2 identifies the current and target rates for the individual six CTR affected worksites. The 2011 target rates for SOV use represent a reduction of ten percent from 2007 and the 2011 target rates for VMTs represent a reduction of thirteen percent from 2007.

**Table 1**  
**Current and Target Rates for SOV Use and VMT for all City of Shoreline CTR Employers**

Area of Jurisdiction	2007 SOV Rate	2011 SOV Target Rate	2007 VMT	2011 Target VMT
Overall jurisdiction	69.2%	62.3%	8.3	7.2

**Table 2**  
**Current and Target Rates for SOV Use and VMT for individual City of Shoreline CTR Employers**

Employer	2007 SOV Rate	2011 SOV Target Rate	2007 VMT	2011 Target VMT
City of Shoreline	69.0%	62.1%	9.6	8.3
CRISTA Ministries	73.7%	66.3%	7.3	6.4
Washington State Department of Transportation	57.7%	51.9%	8.7	7.5
Washington State DSHS Fircrest School	76.6%	69.0%	11.2	9.8
Washington State Public Health Lab	68.4%	61.6%	11.1	9.7
Shoreline Community College	62.7%	56.4%	6.2	5.4



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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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The City of Shoreline proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies as appropriate. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

### A. Policies and Regulations

1. Comprehensive plan policies ( N/A)

At this time, the City has no plans to modify its existing policies and regulations as part of its Commute Trip Reduction plan. As identified previously, the City's Comprehensive Plan addresses this issue and provides support for the City's Commute Trip Reduction program.

2. Land use regulations ( N/A)

At this time, the City has no plans to modify its existing land use regulations as part of its Commute Trip Reduction plan. The City's current land use regulations include requirements for specified development to construct sidewalks and bicycle facilities, and allows for reduced parking when located near transit routes.

3. Zoning code regulations ( N/A)

At this time, the City has no plans to modify its existing zoning regulations as part of its Commute Trip Reduction plan. The City's current zoning regulations include requirements for specified development to construct sidewalks and bicycle facilities, and allows for reduced parking when located near transit routes.

4. Street design standards ( N/A)

The City's current Comprehensive Plan and Transportation Master Plan, both adopted in 2005, include recommended improvements to the City's bicycle and pedestrian facilities and prioritize projects. The City's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle improvements including:

- a. Improvements to the Aurora Avenue North Corridor
- b. Sidewalks – Priority Routes

5. Concurrency regulations ( N/A)

### B. Services and Facilities

As part of its capital improvement program, the City of Shoreline is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the

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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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City's investments, the City of Shoreline is working with Metro, Community Transit and Sound Transit to improve transit services and facilities.

Elements that are being planned and/or being implemented include:

1. High occupancy vehicle lanes ( N/A)
  - There are currently high occupancy vehicle lanes in the City of Shoreline only on Interstate 5. The City has no plans to construct high occupancy vehicle lanes on any of its streets at this time.
  
2. Transit services ( N/A)
  - As part of the Transit Now package, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs.
  - Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. These services are planned as part of improvements to transit services associated with the Transit Now package.
  - Bus Rapid Transit (BRT) service is planned for Aurora Avenue North corridor, but it will not begin until approximately 2013.
  - The Transit Now package was passed by King County voters in November 2006 and implementation is still being planned. At this time, Metro does not have defined schedules for implementation of the services listed.
  
3. Vanpool services and vehicles ( N/A)
  - The City of Shoreline does not provide direct vanpool services and vehicles. Inquiries about the availability of vanpool services and vehicles are directed to King County Metro and/or Community Transit.
  
4. Ride matching services ( N/A)
  - The City of Shoreline does not provide direct ride matching services. Inquiries about the availability of ride matching services are directed to King County Metro and/or Community Transit.
  
5. Car sharing services ( N/A)
  - The City of Shoreline does not provide direct car sharing services. Inquiries about the availability of car sharing services are directed to Zipcar.
  
6. Transit facilities ( N/A)
  - The City of Shoreline is in the process of planning for and constructing business access – transit (BAT) lanes on Aurora Avenue North. When complete, BAT lanes in Shoreline will extend the entire three mile length of the Aurora Corridor in Shoreline. They will provide continuous lanes dedicated to

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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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providing service primarily to transit, which will improve speed and reliability for buses. The Aurora Corridor improvement project will also construct sidewalks along both sides of Aurora Avenue North along the entire three mile stretch. In conjunction with Metro, the City will install new bus shelters, including improved lighting. These improvements will create a safer environment for transit users. Improvements to Aurora Avenue North from North 145<sup>th</sup> Street – North 165<sup>th</sup> Street are complete and improvements from North 165<sup>th</sup> Street – North 205<sup>th</sup> Street are currently in the environmental and design stage, with construction scheduled to begin in mid 2009.

7. Bicycle and sidewalk facilities ( N/A)
- The City's current Comprehensive Plan and Transportation Master Plan, both adopted in 2005, include recommended improvements to the City's bicycle and pedestrian facilities and prioritize projects. The City's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle improvements including:
    - Improvements to the Aurora Avenue North Corridor
    - Sidewalks – Priority Routes
  - The City of Shoreline Transportation Master Plan has adopted sidewalk priority routes. Attachment B shows the location and prioritization of these routes. In 2007, the City constructed walkways on Dayton Avenue North and 25<sup>th</sup> Avenue NE. In 2008, the City is scheduled to construct walkways on Fremont Avenue North and North 192<sup>nd</sup> Street.
8. Other ( N/A)

### C. Marketing and Incentives

The City plans to implement the following programs that will help reduce drive alone trips and vehicle miles traveled.

- Employer outreach ( N/A)
- As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), employer outreach to employees is identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Employer outreach can include transportation fairs, commuter information center, ridematching services, bicycle training program, or a guaranteed ride home program.
- Area wide promotions ( N/A)
- As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), area wide promotions are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Examples are turnkey campaigns such as Wheel Options, Bike to Work, and rideshare promotions.

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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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- ☒ Transit pass discounts ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), transit pass discounts are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Parking cash-out programs ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking cash-out programs, such as discounted HOV parking prices are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Carpool subsidies ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), carpool subsidies are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Parking charges and discounts ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking charges and discounts programs, such as discounted HOV parking prices and increase or institution of SOV parking prices, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Preferential parking ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), preferential parking programs are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Flexible work schedules ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), flexible work schedules, such as compressed work week, alternative work schedules and telecommuting programs, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
  
- ☒ Program to allow employees to work at home or a closer worksite ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), programs that permit employees to work at home are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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- Individualized marketing programs ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), individualized marketing programs may be approved as an alternative measure approved by the City Manager designed to facilitate the use of high-occupancy vehicles as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
- Neighborhood social marketing programs ( N/A)
- Other ( N/A)
  - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), a variety of measures are provided to allow employers to create a program that works best for them to assist them in reaching the employer's and City's Commute Trip Reduction goals.

### D. Special Programs for Mitigation of Construction Activities ( N/A)

The City of Shoreline does not expect to use the CTR program to mitigate the impacts of any construction activities, as planned construction projects are not anticipated to significantly impact CTR affected worksites. Where significant impacts occur, CTR employers will be given notice (i.e. such as sidewalk construction at employer sites and bus stops) by a King County representative.

### E. Schedule for Implementing Program Strategies and Services

The City of Shoreline has identified the following schedule for implementing the CTR program strategies and services. The agencies responsible for implementing the strategy or service are also listed.

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#### IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations • CTR Ordinance	City of Shoreline	Present through 2011 August 2008
Services and Facilities	City of Shoreline	Present through 2011
Marketing and Incentive Programs	City of Shoreline CTR affected employers King County Metro	Present through 2011
Construction Mitigation Programs	N/A	N/A

## V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the City of Shoreline's required contributions from major employers.

Required Element	Description
Designate Employee Transportation Coordinator	<p>The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements.</p> <p>Affected employers will be responsible for providing adequate training for the ETC, allow them to attend networking meetings, and provide them with the necessary time to administer the program.</p>
Regular Distribution of Information to Employees	<p>A written summary of employer's commute program plus information about commute alternatives will be distributed annually to all employees and at the time of hire to new employees. Examples of other information that will be distributed throughout the year in print and/or electronically will include:</p> <ul style="list-style-type: none"> <li>• Description of the employer's commute options program</li> <li>• Transit system maps and schedules</li> <li>• Vanpool rider alerts</li> <li>• Traffic alerts</li> <li>• Wheel Options and other campaign promotional materials</li> </ul>
Regular Review of Employee Commuting and Reporting of Progress	<p>The employer is required to regularly complete the Employer Report and Program Description Form and submit to the local jurisdiction.</p> <p>Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.</p>
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using some or all of the following modes:</p> <ul style="list-style-type: none"> <li>• Transit</li> <li>• Vanpool</li> <li>• Carpool</li> <li>• Bicycle or walking</li> <li>• Telework</li> <li>• Other non-single occupant vehicle modes</li> </ul>

## V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>If neither SOV nor VMT goals are met, the employer must propose modifications designed to make progress toward the applicable goal in the coming year.</p> <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Promotional events</li> <li>• Transportation fairs</li> <li>• Commuter information center</li> <li>• Bicycle training program</li> <li>• Provision of preferential parking for carpools and vanpools</li> <li>• Guaranteed ride home program</li> <li>• Telecommuting programs</li> <li>• Pedestrian facilities or improvements</li> <li>• Signage for residential parking zones</li> <li>• Reduction of single-occupancy vehicle parking spaces</li> <li>• Discounted parking charges for high-occupancy vehicles</li> <li>• Provision of commuter ride matching services</li> <li>• Provision of subsidies for transit fares</li> <li>• Transportation vouchers or allowance</li> <li>• Rideshare bonuses</li> <li>• Carpool fuel incentives</li> <li>• Provisions of subsidies for carpooling or vanpooling</li> <li>• Secure bicycle parking facilities, lockers, changing areas, and showers</li> <li>• Establishment of a program of alternative work schedules such as compressed work week schedules</li> <li>• Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and shuttle services</li> </ul>
<b>Optional Elements</b>	<b>Description</b>
N/A	N/A



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## VI. DOCUMENTATION OF CONSULTATION

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This section describes the consultation process that was used to develop the City's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

- A. Local or County Jurisdiction ( N/A)
1. Department of Planning and Community Development ( N/A)  
Contact: Alicia McIntire  
Issues: The Planning and Development Services Department prepared the plan.
  2. Department of Public Works ( N/A)  
Contact: Mark Relph, Public Works Director  
Issues:
  3. Department of Finance ( N/A)  
Contact: Debbie Tarry  
Issues:
  4. Planning Commission ( N/A)  
Contact: Joe Tovar/Steve Cohn  
Issues: The Planning Commission will review the plan at the time of the City's Comprehensive Plan update.
  5. City or County Council ( N/A)  
Contact:  
Issues: The Shoreline City Council will authorize final approval of the plan.
- B. WSDOT ( N/A)  
Contact:  
Issues:
- C. Regional Planning Organization ( N/A)  
Contact: Puget Sound Regional Council  
Issues:
- D. Neighboring Local Jurisdictions ( N/A)  
Contact: City of Edmonds, City of Seattle  
Issues:
- E. Major Employers ( N/A)  
Contact: Network meeting 1-18-06; network meeting 11-8-06; network e-mail 4-24-07  
Issues: Transit service; rideshare
- F. Business Groups ( N/A)  
Contact:  
Issues:

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## VI. DOCUMENTATION OF CONSULTATION

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G. Transit Agencies ( N/A)

Contact: Metro Transit, Community Transit

Issues: Metro: Increase in transit services during the a.m. peak period to CTR work sites during the planning period; Lack of interest in providing service to Snohomish County. Community Transit: Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center; Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning timeframe.

H. Transportation Management Associations ( N/A)

Contact:

Issues:

I. Community Groups ( N/A)

Contact:

Issues:

J. Special Interest Groups ( N/A)

Contact:

Issues:

I. Individuals ( N/A)

Contact:

Issues:

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## VII. A SUSTAINABLE FINANCIAL PLAN

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The City of Shoreline has prepared a financial analysis to identify revenues and expenses that are associated with its Commute Trip Reduction Plan. The following is a description of the available funding sources that the City of Shoreline may use to implement its CTR Plan. After identifying the available funding sources, the City has identified the expenses which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

### A. Funding Sources

1. WSDOT CTR grant ( N/A)

The WSDOT CTR Grant is the annual allocation that is given to the City of Shoreline to help administer the CTR program. The City has an interlocal agreement with King County Metro to administer its program. Therefore, the funds are directed to King County.

2. Local jurisdiction operating funds and capital investment program funds ( N/A)

The City's capital improvement program includes money for several programs that will help the City achieve its CTR goals. Capital improvement projects that will help the City reach its CTR goals include the Interurban Trail, Sidewalks – Priority Routes, Curb Ramp, Gutter & Sidewalk program and Aurora Avenue North.

3. Federal funds ( N/A)

Federal funds have been secured for the Aurora Corridor Improvement Project, including Federal STP (C) funds, Federal STP (U) funds, and Federal SAFETEA-LU funds.

4. Employer contributions ( N/A)  
Affected employers contribute through administration of their individual programs. However, no funds are directly submitted to the City for CTR program development or administration.

5. Other state funding sources ( N/A)

State funds have been secured for the Aurora Corridor Improvement Project, including Nickel Gas Tax funding and New Gas Tax funding.

6. Construction TDM funds ( N/A)

## VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Other State Funds	WSDOT, CTED	\$3 million*	\$9.1 million*	\$50,000	\$50,000	\$12.2 million*
CMAQ Funds	RTPO	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Local Funds from Operating Budgets	Local Jurisdiction	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Capital Investment Program	City of Shoreline	\$2.5 million*	\$3.8 million*	\$342,500*	\$3.7 million*	\$10.3 million*
Transit Revenue	Transit Agency	\$ .00	\$1 million*	\$ .00	\$ .00	\$1 million*
Employer Contributions	TMA or Local Jurisdiction	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Developer Contributions	Local Jurisdiction	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
<b>TOTAL</b>		\$12,097.	\$12,097	\$12,097	\$12,097	\$48,388

\* Funds listed include those for the entire Aurora Corridor Improvement project 165<sup>th</sup> – 205<sup>th</sup>. Revenues associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

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## VII. A SUSTAINABLE FINANCIAL PLAN

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### B. Program Expenses

1. Administration ( N/A)

The City of Shoreline currently has an interlocal agreement with King County Metro to administer its CTR Program. Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.

Agency: City of Shoreline/King County Metro

Responsibility: Administration of CTR Program

2. Facilities ( N/A)

Facilities include capital elements that help to reduce the number of drive alone trips. Elements include bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.

Agency: City of Shoreline/King County Metro/WSDOT

Responsibility: Roadways, bicycle lanes, sidewalks/Bus shelters, transit signal priority improvements/Roadways

3. Services ( N/A)

Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.

Agency: City of Shoreline/King County Metro

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

4. Marketing ( N/A)

Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

Agency: City of Shoreline/King County Metro

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

5. Incentives ( N/A)

Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.

Agency: City of Shoreline/King County Metro

## VII. A SUSTAINABLE FINANCIAL PLAN

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

6. Training ( N/A)

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR, attendance at conferences and other training opportunities that will help improve program performance.

Agency: City of Shoreline/King County Metro/Affected Employers

Responsibility: Coordination of training opportunities for affected workplace ETCs and attendance at training sessions by affected workplace ETCs.

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance	City of Shoreline	\$2,600	\$ .00	\$ .00	\$ .00	\$2,600
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	City of Shoreline /King County Metro	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Training	King County Metro	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.
Conduct employer outreach	N/A	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Implement supporting transit services	King County Metro/ Community Transit/Sound Transit	unavailable on individual jurisdiction basis	\$ .00	\$ .00	\$ .00	\$ .00
Implement supporting transit facilities	City of Shoreline /King County Metro	\$2.7 million*	\$2.5 million*	\$19.9 million*	\$16.6 million*	\$41.7 million*
Implement supporting vanpool services	King County Metro/ Community Transit	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00

## VII. A SUSTAINABLE FINANCIAL PLAN

Implement bicycle and pedestrian facilities	City of Shoreline	\$1.1 million	\$1.1 million	\$1.1 million	\$1.1 million	\$4.4 million
Offer program incentives	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car sharing services	Referred to FlexCar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conduct special area wide promotions e.g. Wheel Options; vanpool	King County Metro, Washington State Rideshare Organization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prepare updates to Comprehensive Plans	City of Shoreline	\$5,200	\$0.00	\$0.00	\$0.00	\$5,200
<b>Total</b>		<b>\$ 19,897</b>	<b>\$12,097</b>	<b>\$12,097</b>	<b>\$12,097</b>	<b>\$56,188</b>

\* Funds listed include those for the entire Aurora Corridor Improvement project 165<sup>th</sup> – 205<sup>th</sup>. Expenditures associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

### C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
N/A			\$0.00	

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## VIII. IMPLEMENTATION STRUCTURE

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As part of its strategic plan for implementing the Commute Trip Reduction program, the City of Shoreline plans to work in partnership with the transit agencies and neighboring jurisdictions.

Listed below are the organizations that will be involved with the implementation of the City's CTR Plan. Their roles and responsibilities are described as follows:

### A. Local Jurisdiction ( N/A)

The City of Shoreline is responsible for developing and implementing its CTR plan. The City is responsible for ensuring that its CTR plan is consistent with its comprehensive plans. As part of the CTR plan, the City will set the goals and targets for the affected employers. For CTR program administration, the City will maintain its existing interlocal agreement with King County Metro, who will provide services including employer outreach, program review and annual reporting of employer progress. The City is responsible for ensuring that affected employers are in compliance with the CTR law. Where non-compliance occurs, King County Metro will recommend compliance actions to the City.

#### Roles

- Act as the City of Shoreline's overall Commute Trip Reduction coordinator

#### Responsibilities

- Development of the City's CTR plan
- Implementation of the City's CTR plan
- Set goals and targets for affected employers
- Ensure affected employers are in compliance with CTR law (administered through King County)

### B. Contractor ( N/A)

### C. Transit Agency ( N/A)

Metro, Community Transit and Sound Transit will be responsible for providing transit and ridesharing services to the major employers. In some cases, they will also conduct employer outreach and be responsible for tracking employer progress.

#### Roles

- Provide safe, clean, efficient transit service and alternatives to SOV travel for employees traveling to the City of Shoreline.

#### Responsibilities

- Ensure transit routes provide efficient, reliable service to transit riders.
- Develop and administer a ridesharing program that allows employees to find rides in carpools or vanpools.
- Perform outreach to CTR affected work sites.

### D. Transportation Management Association ( N/A)



## VIII. IMPLEMENTATION STRUCTURE

### E. Employer ( N/A)

CTR affected employers are responsible for complying with the requirements of the State CTR Law, as well as the City's adopted CTR program. These requirements include designating an employee transportation coordinator, regular distribution of information to employees, regular review of employee commuting and reporting of progress to the City of Shoreline, and implementing a set of measures that will help achieve progress toward meeting goals.

#### Roles

- Comply with the requirements of the State CTR law and the City's adopted CTR program

#### Responsibilities

- Designate an employee transportation coordinator
- Regularly distribute information to employees about commuting options
- Perform regular review of employee commuting patterns and report progress to the City of Shoreline
- Implement measures to help achieve progress toward meeting CTR goals.

Based on the strategies and services that were identified in Section IV, the City has identified the different tasks that are part of the CTR program and assigned responsibility to the respective agency that will be performing the tasks. The following table identifies the tasks, assigns responsibility for completing the various tasks and indicates when the task will be completed.

#### CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations	City of Shoreline/King County Metro	December 2007
Services and Facilities	City of Shoreline	Present through 2011 (on-going)
Marketing and Incentive Programs	City of Shoreline/King County Metro/Affected Employers	Present through 2011 (on-going)
Construction Mitigation Programs	N/A	N/A

**Email documenting CTR Board adoption of the City of Shoreline's CTR Plan for 2015 to 2019**

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**From:** Ward-Ryan, Anne [<mailto:Anne.Ward-Ryan@kingcounty.gov>]

**Sent:** Thursday, July 20, 2017 10:55 AM

**To:** Catherine Lander <[clander@shorelinewa.gov](mailto:clander@shorelinewa.gov)>

**Cc:** Nytasha Sowers <[nsowers@shorelinewa.gov](mailto:nsowers@shorelinewa.gov)>

**Subject:** [EXTERNAL] 2015-2019 CTR Plan

Hi Catherine and Nytasha. Please see what Kathy Johnston from the WSDOT sent below regarding approval for the CTR plans for 2015-2019 and let me know if this will work. Thank you, Anne Ward-Ryan

**From:** Johnston, Kathy

**Sent:** Monday, June 29, 2015 5:07 PM

**Subject:** 2015-2017 Contracts

Hello,

I know that you are anxiously awaiting the contracts for the next biennium which begins on July 1. I am working on sending contract details to our contract people so they can put those documents together. I don't have a timeline because I am not sure where I am in the queue, but I am trying to be in the front of the line. As a reminder, the amount of funding will remain the same for the next biennium.

Note for those of you who submitted the **CTR Plan Update Drafts:** Last Friday, the CTR Board approved all the plan updates contingent on final numbers and drafts. Although the substance of your plan was approved, we will continue to work on finalizing the goals and targets in the aggregate report. Once you get notice from us that the aggregate report has been finalized, you will need to submit a pdf document of your plan with those numbers and any other changes to the draft you submitted previously. We will keep you updated on timeline changes as needed.

Please let me know if you have any questions or concerns.

Thanks,

Kathy

360-705-7925

Kathy Johnston from the WSDOT: CTR Board Minutes

**MOTION:**

Matt: I move to approve the plans, contingent upon expected funding approval by the Legislature.

Jamie seconds. All in favor, the motion passes.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adopting Ordinance No. 794 - Budget Amendment for 2017 to Include Additional Personnel for the Light Rail Stations, City Planning, Building & Inspections, and Engineering Programs
<b>DEPARTMENT:</b>	CMO/PCD/PW/ASD
<b>PRESENTED BY:</b>	Juniper Nammi, Sound Transit Project Manager Rachael Markle, Planning and Community Development Director Tricia Juhnke, City Engineer Rick Kirkwood, Budget Supervisor
<b>ACTION:</b>	<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:**

Sound Transit (ST) currently plans to submit building permit applications for the Lynnwood Link Extension (LLE) in the fourth quarter of 2017. Permitting for Shoreline School District's (SSD) bond projects will occur between 2017 and 2019. The SSD has already submitted two school remodel applications and plans to submit permit applications for three new schools and another major remodel between 2017 and 2019. The SSD is interested in expedited review of all permit applications. Shoreline Community College has stated it will be submitting permit applications for a campus dormitory in October 2017. And, developers of the North City Post Office site redevelopment are targeting for permit application submittal in November 2017. Existing and planned permitting levels exceed staff capacity to meet customer expectations.

**RESOURCE/FINANCIAL IMPACT:**

Additional personnel requires that the 2017 budget be amended by increasing the General Fund by \$174,139 and the total FTE count by 3.25 in order to perform the required permit application reviews and inspections.

This proposed budget amendment also has the effect of recognizing the receipt of development revenues related to non-light rail station projects in the General Fund in 2017 totaling over \$700,000. The following table summarizes the impact of this budget amendment and the resulting 2017 appropriation for the General Fund:

Fund	2017 Current Budget (A)	Budget Amendment (B)	Amended 2017 Budget (C) (A + B)
General Fund	\$48,016,220	\$174,139	\$48,190,359
All Other Funds	60,256,976	0	60,256,976

<b>Fund</b>	<b>2017 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2017 Budget (C) (A + B)</b>
<b>Total</b>	<b>\$108,273,196</b>	<b>\$174,139</b>	<b>\$108,447,335</b>

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 794.

Approved By:           City Manager ***DT***   City Attorney ***JA-T***

## **INTRODUCTION**

The City is expecting a large number of significant public and private development projects to be submitted for permit application review in late 2017, in addition to the already known review requirements for the ST LLE project. In an effort to most effectively meet the expedited permit application review services requested for these projects, City staff recommends amending the budget for an additional 3.25 FTE across three departments.

## **BACKGROUND**

### **Sound Transit Lynnwood Link Extension**

ST began final design of the LLE project in April 2016 and recently passed 60 percent design for the project. ST currently plans to complete 90 percent design by Fall 2017 and to submit land use and building permit applications between now and early 2018. The City through 3.50 currently staffed ST funded positions, other regular City personnel, and consultant services has been providing over-the-shoulder and milestone reviews of the Final Design submittals, and is now preparing to provide expedited permit application processing.

ST and City staff negotiated an Expedited Permitting and Reimbursement Agreement (ST Staffing Agreement) and Sound Transit will reimburse the City for \$2,000,000 worth of staffing and permit cost required for the expedited review and permitting. The ST Staffing Agreement was approved by Council on July 25, 2016. The staff report for this item is available at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport072516-7e.pdf>).

Approximately \$500,000 of the ST Staffing Agreement amount has been expended to date.

### **Remodel and Construction Permit Applications**

The City is facing a period of increasing new development resulting in a greater volume and complexity of permit applications received annually. On February 14, 2017, SSD received approval for a school construction bond measure that includes funding for rebuilding three schools and three significant remodel projects to be submitted for permit application approvals between 2017 and 2019. The permits for North City Elementary were issued on July 25, 2017 and a portion of the Aldercrest Annex remodel is currently under permit application review. The SSD has requested that permit applications for the Meridian Park Early Learning Center, which is to be submitted in September 2017, be issued within eight (8) weeks of submittal. This expected turn-around time is shorter than typical expedited review timeframe.

In addition, Shoreline Community College is planning a dormitory project to be submitted for permit application review later this year and at least one significant private development project is expected for application review before the end of the year. Attachment B to this staff report provides a list of the SSD projects and other planned

development projects projected for application submittal in 2017 and 2018, including high level schedule and cost information.

To effectively provide for staff based on the expected increase, on August 7, 2017, staff presented proposed Ordinance No. 794 (Attachment A) to the City Council. The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport080717-9c.pdf>.

The City Council provided direction to staff to bring Ordinance No. 794 back for Council adoption on September 11, 2017. The Council was generally supportive of proposed Ordinance No. 794 with an assurance from staff that quarterly updates be provided and are to include permit related financial and performance data. Staff reported that they are able to provide accurate data on permit application counts and revenue and that they are still working to configure the City's new permit tracking system (TRAKiT) to more precisely track permit application processing times by permit type. This information will allow City Council and management to make timely staffing decisions in concert with local development activity levels.

## **DISCUSSION**

### **Expenditures:**

Proposed Ordinance No. 794 (Attachment A) provides for a budget amendment that increases the number of approved FTEs by 3.25 and appropriations by \$174,139, comprised of salaries and benefits totaling \$93,952, operating budget support totaling \$4,509, position start-up costs (i.e., computer, phone, etc.) totaling \$8,678, and consultant support totaling \$67,000, across three departments to support the one-time expedited permit application review services anticipated starting in the fourth quarter of 2017 through 2019, as follows:

- Authorization to increase the existing 0.50 FTE to 0.75 FTE for the Administrative Assistant II for the Light Rail Stations program in the City Manager's Office (no appropriation increase needed, as this is just a line-item transfer between professional services and salaries/benefits);
- Authorization to fill and increase appropriations for a 1.00 FTE Senior Planner (Term-Limited (2017-2019)) for the City Planning program in the Planning & Community Development Department (0.50 FTE) and Light Rail Stations program in the City Manager's Office (0.50 FTE);
- Authorization to fill and increase appropriations for a 1.00 FTE Plans Examiner II for the Building & Inspections program in the Planning & Community Development Department; and,
- Authorization to fill and increase appropriations for a 1.00 FTE Development Review Engineer II for engineering review in the Public Works Department.
- Increase appropriations by \$67,000 for professional services to provide consulting support for the Planning & Community Development Department (\$50,000) and Public Works Department (\$17,000).

This budget amendment is presented in order to meet the requested permitting timelines and to maintain the existing level of service provided by existing staff in the Light Rail Stations, City Planning, Building & Inspections, and Engineering Review programs by increasing the staffing capacity to address these ST, SSD, and Community College requests. ST and the City have already entered into a staff agreement and, SSD has similarly agreed to fund the review of permit applications through an agreement with the City. Other anticipated permitting applications would provide revenue to fund the PCD and PW positions through permit fees.

**Resources:** Proposed Ordinance No. 794 includes the receipt of one time and significant permit development revenues in the General Fund in 2017 totaling \$700,000. The net effect is the provision of fund balance in the amount of \$525,861, which will be used to fund the positions supporting non-light rail station projects in 2018 in addition to additional development revenue projected to be received in 2018.

**2017 One Time Revenue Estimates**

<b>Project</b>	<b>Estimated Permit Fee</b>
North City Elementary School Remodel	\$49,934.80
Aldercrest Annex Remodel	\$83,902.15
Meridian Park Early Learning Center Remodel	\$187,860.00 <sup>1</sup>
Shoreline Community College Dormitory	\$208,600.00 <sup>2</sup>
North City Post Office Redevelopment	\$208,600.00 <sup>2</sup>

**Total Estimated One Time 2017 Revenue \$738,896.95**

<sup>1</sup> Includes fee for expedited review.

<sup>2</sup> Valuations have not yet been provided to the City. Therefore the permit fees cannot be precisely estimated. The estimates are based on valuations of \$31,000,000.

**RESOURCE/FINANCIAL IMPACT**

Additional personnel requires that the 2017 budget be amended by increasing the General Fund by \$174,139 and the total FTE count by 3.25 in order to perform the required permit application reviews and inspections.

This proposed budget amendment also has the effect of recognizing the receipt of development revenues related to non-light rail station projects in the General Fund in 2017 totaling over \$700,000. The following table summarizes the impact of this budget amendment and the resulting 2017 appropriation for the General Fund:

<b>Fund</b>	<b>2017 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2017 Budget (C) (A + B)</b>
General Fund	\$48,016,220	\$174,139	\$48,190,359
All Other Funds	60,256,976	0	60,256,976
<b>Total</b>	<b>\$108,273,196</b>	<b>\$174,139</b>	<b>\$108,447,335</b>

## **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 794.

## **ATTACHMENTS**

Attachment A: Ordinance No. 794

Attachment B: Shoreline School District and Other Anticipated Projects



**ORDINANCE NO. 794**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2017 FINAL BUDGET, INCLUDING GENERAL FUND AND THE 2017 BUDGETED POSITIONS AND FTE LIST OF THE 2017 FINAL BUDGET.**

WHEREAS, the 2017 Final Budget for the City of Shoreline was adopted by Ordinance No. 758 and subsequently amended by Ordinance Nos. 773, 774, 777, 778, 779, and 783; and

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

WHEREAS, additional staff is needed within the City Manager’s Office, the Planning and Community Development Department, and the Public Works Department to accommodate increased development activity, including Sound Transit’s Lynnwood Link Extension and the Shoreline School District’s remodel and new construction projects; and

WHEREAS, additional staff would include a combined plans examiner/inspector, a senior planner, a development review engineer, and an administrative assistant; and

WHEREAS, the 2017 Final Budget, which includes the appropriations from the General Fund and a listing of budgeted employee positions and employee allocation by department, needs to be amended to reflect the additional full-time equivalent employees, as well as their salary and benefit costs and operating budget support to fulfill these needs;

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

**Section 1. Amendment – 2017 Final Budget.** The City of Shoreline hereby amends the 2017 Final Budget, as adopted by Ordinance No. 758 and amended by Ordinance Nos. 773, 774, 777, 778, 779, and 783 by increasing the appropriations for the General Fund by \$174,139 and by increasing the Total Funds appropriation to \$108,447,335, as follows:

	Current Appropriation	Revised Appropriation
General Fund	\$48,016,220	\$48,190,359
Street Fund	1,721,485	
Code Abatement Fund	100,000	
State Drug Enforcement Forfeiture Fund	214,043	
Municipal Art Fund	96,203	
Federal Drug Enforcement Forfeiture Fund	300,397	
Property Tax Equalization Fund	500,799	

	Current Appropriation	Revised Appropriation
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	18,109,971	
Vehicle Operations/Maintenance Fund	453,123	
Equipment Replacement Fund	701,787	
Unemployment Fund	17,500	
Total Funds	<b>\$108,273,196</b>	<b>\$108,447,335</b>

**Section 2. Amendment – City of Shoreline Regular FTE Count.** The City of Shoreline hereby amends the 2017 Final Budget to increase the number of full-time equivalent employees (FTE) for the City Manager’s Office by 0.75 FTEs; the Planning and Community Development Developer by 1.50 FTEs; and the Public Works Department by 1.0 FTE; resulting in a total increase of 3.25 FTEs for the City. All reference to total FTEs for the City and the FTEs by department shall be amended to reflect these increases.

**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, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 5. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER 11, 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

<b>School District &amp; Other Anticipated Permit Submittals for 2017/2018</b>			
<b>Project</b>	<b>Valuation</b>	<b>Project Phase</b>	<b>Projected Permit Submittal Date</b>
North City Elementary	6,600,000	Building Permit/Inspection	Issued 7/25/17
Aldercrest Elementary 2800 NE 200 <sup>th</sup> Street Permit No. 127275	11,000,000	Building Permit	2/15/2017
Meridian Park Early Learning Center		Early Work	8/1/2017
	18,400,000	Building Permit	9/1/2017
Parkwood Elementary 1815 N 155 <sup>th</sup> Street		Conditional Use Permit	10/1/2017
		Early Work	8/1/2018
	21,300,000	Building Permit	2/1/2018
Einstein Middle School 19343 3 <sup>rd</sup> Avenue NW		Conditional Use Permit	1/1/2018
	52,400,000	Early Work	5/1/2018
		Building Permit	8/1/2018
Kellogg Middle School 16045 25 <sup>th</sup> Avenue NE		Conditional Use Permit	1/1/2017
	52,400,000	Early Work	5/1/2018
		Building Permit	8/1/2018
North City Water District Maintenance Yard		Special Use Permit	Public Hearing 8/1/2018
		Early Work	2/1/2018
	5,300,000	Building Permit	4/1/2018
Shoreline Community College Dormitory	Not yet reported	Building Permit	10/1/2018

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 796 – Amending the 2017 Salary Classification Table with the Removal of the Construction Inspection Supervisor Classification and the Addition of a Development and Construction Manager Classification
<b>DEPARTMENT:</b>	Public Works Administrative Services
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer Lance Newkirk, Utility and Operations Manager Rick Kirkwood, Budget Supervisor
<b>ACTION:</b>	<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:**

Staff is requesting that the 2017 budget be amended by adding two new job classifications to the salary table, Development Review and Construction Manager (Range 65) and Wastewater Manager (Range 59); and removing two job classifications, Construction Inspection Supervisor (Range 53) and Wastewater (WW) Utility Maintenance Manager (Range 54). Ordinance No. 796 provides for this budget amendment.

Council discussed the proposed ordinance and changes to the 2017 Classification Table at the August 14, 2017 Council meeting. The staff report for this meeting can be found at:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport081417-8a.pdf>

Based on this discussion, Ordinance No 796 (Attachment A) provides for the budget amendment and the amended salary table is provided in Attachment B. As part of the discussion on August 14, Council supported staff beginning recruitment of these positions in advance of the adoption of Ordinance No 796. Staff has posted these recruitments with first review of applicants scheduled for September 13, 2017, for the Development Review and Construction Manager position and September 15, 2017, for the Wastewater Manager.

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact associated with this action this year. The total appropriations in the 2017 budget do not need to be increased as the current vacancy of the Construction Inspection Supervisor classification will provide sufficient savings to cover any additional cost of filling the position as a Development Review and Construction Manager. Nor is a budget increase required for the Wastewater Manager

position for 2017 as the incumbent RWD Wastewater (WW) Utility Maintenance Manager is a “Y-rated” position with salary set above Range 54 and just slightly under step 6 of Range 59, as well as appropriations for the higher level of salary, as adopted in Ordinance No. 777.

However, there is a future ongoing financial impact due to the salary differences for both positions. The Construction Inspection Supervisor classification is in salary Range 53, and the Development Review and Construction Manager classification is proposed for salary Range 65, which is a \$31,480, or 35%, salary increase between the top step of each range. The Wastewater (WW) Utility Maintenance Manager is in salary Range 54 and if the incumbent were to remain in the employ of the City, the Y-rated salary would continue until the salary for Range 54 meets or exceeds that amount. However, staff is anticipating that the incumbent will separate from District employment upon merger of the District with the City. Placing the Wastewater Manager classification in salary Range 59 will result in an annual salary increase of \$10,637, or 13%, from the top step of Range 54. Both of these increases will be addressed as part of the 2018 budget process.

### **RECOMMENDATION**

Staff recommends that City Council adopt Ordinance No. 796 to amend the 2017 Salary Table with the removal of the Construction Inspection Supervisor, the addition of the Development and Construction Manager, the removal of the Wastewater Utility Maintenance Manager and the addition of the Wastewater Manager.

### **ATTACHMENTS**

Attachment A: Ordinance No. 796  
Attachment B: Amended 2017 Salary Table

Approved By:           City Manager ***DT***   City Attorney ***JA-T***

**ORDINANCE NO. 796**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY OF SHORELINE FOR THE YEAR 2017 TO RECLASSIFY TWO EMPLOYEE POSITIONS FOR THE PUBLIC WORKS DEPARTMENT AND TO AMEND THE SALARY TABLE AND BUDGETED POSITIONS TO REFLECT THIS RECLASSIFICATION.**

WHEREAS, the 2017 Final Budget was adopted by Ordinance No. 758 and subsequently amended by Ordinance Nos. 773, 774, 777, 778, 779, 783 and 794; and

WHEREAS, City staff have determined that it is appropriate to reclassify an existing, vacant Construction and Inspection Supervisor position as a new classification specification, Development Review and Construction Manager; and

WHEREAS, City staff have determined that it is appropriate to reclassify an existing, vacant Wastewater Utility Maintenance Manager position as a new classification specification, Wastewater Manager; and

WHEREAS, the 2017 Final Budget, as amended, which includes a salary table and a listing of budgeted employee positions and employee allocations, needs to be amended to reflect the new classifications and their salaries to fulfill this need; now therefore

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

**Section 1. Amendment.** The City hereby amends the current 2017 Budget, specifically the 2017 Exempt and Non-Exempt Salary Table (2017 Salary Table) and the current 2017 Budgeted Positions and FTE (2017 Budget Positions) by making the following revisions:

All references to the position of “Construction Inspection Supervisor” (also referred to as Construction and Inspection Supervisor) within the Public Works Department is deleted from the 2017 Budget, including the Salary Table at Range 53 and the 2017 Budgeted Positions.

All references to the position of “WW Utility Maintenance Manager” within the Public Works Department is deleted from the 2017 Budget, including from the 2017 Salary Table at Range 54 and the 2017 Budgeted Positions.

The new position of “Development Review and Construction Manager” within the Public Works Department is added to the 2017 Budget, including the 2017 Salary Table at Range 65 and the 2017 Budgeted Positions.

The new position of “Wastewater Manager” within the Public Works Department is added to the 2017 Budget, including the 2017 Salary Table at Range 59 and the 2017 Budgeted Positions.

**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 SEPTEMBER 11, 2017**

\_\_\_\_\_  
Mayor Christopher Roberts

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Publication Date: \_\_\_\_\_, 2017  
Effective Date: \_\_\_\_\_, 2017



# Attachment B

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.

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	

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City of Shoreline  
 Range Placement Table  
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 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.

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 WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	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 WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	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 WW Utility Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.17 54,424	27.21 56,601	28.30 58,865	29.43 61,219	30.61 63,668	31.83 66,215	

# Attachment B

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

June '15 cpi-U 251.622  
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 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

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	

# Attachment B

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

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							
	WW Utility Maintenance Manager	EXEMPT, Annual							
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							
	Limited Term Sound Transit Project Manager								
	<u>Wastewater Manager</u>	EXEMPT, Annual							
60	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							
	Recreation Superintendent	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	
	<u>Development Review and Construction Manager</u>	<u>EXEMPT, Annual</u>	100,898	104,934	109,132	113,497	118,037	122,758	
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							

# Attachment B

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

Range	Title	FLSA Status	Min						Max
			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	

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute Interagency Agreement No. C1800027 with the Washington State Department of Ecology for Participation in the 2017-2019 Local Source Control Partnership
<b>DEPARTMENT:</b>	Public Works – Surface Water Utility
<b>PRESENTED BY:</b>	Uki Dele, Surface Water and Environmental Services Manager Cameron Reed, Environmental Programs Specialist
<b>ACTION:</b>	<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:**

Public Works Staff is requesting that the City Council authorize the City Manager to sign an interagency agreement with the Washington State Department of Ecology, allowing the City to participate in the new biennium of the Local Source Control Partnership (LSC), see Attachment A. The City's past interagency agreement with Ecology for participation in the Local Source Control Partnership ended on June 30, 2017. The new biennium of the Local Source Control program began on July 1, 2017. The City's participation in this program provides significant service benefits to residents, protects the City's environment, and fulfills a portion of the City's requirements under its NPDES permit.

**RESOURCE/FINANCIAL IMPACT:**

Participation in the LSC program allows the City to receive \$49,900 in grant funding from Ecology for the July 2017- June 2019 Biennium. These funds have been used to hire a contracted Pollution Prevention Specialist to conduct outreach to small-quantity pollution generators in the City; staff proposes to continue to use these funds for this work. There are no City funds allocated to continue this service without participation in the LSC program.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an interagency agreement between the City of Shoreline and the Washington State Department of Ecology so as to continue the City's participation in Ecology's Local Source Control Partnership. Participation in this partnership will allow the City to receive grant funds and conduct outreach to small-quantity pollution generators in the City.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **INTRODUCTION**

The Washington State Department of Ecology (Ecology) Local Source Control Partnership (LSC) provides significant grant funding to municipalities throughout the state in order to provide pollution prevention advice and regulatory assistance to businesses and other organizations that generate small quantities of hazardous waste. This outreach helps reduce pollution of local water ways at the source and provides educational assistance to small businesses for the best management of hazardous waste and stormwater. The partnership operates by administering biennial grants to the partner municipalities. The City has used these grant funds to hire a Pollution Prevention Specialist who conducts outreach visits to small quantity generators (SQGs).

## **DISCUSSION**

The City is required under its National Pollutant Discharge Elimination System permit (NPDES permit) to conduct targeted pollution prevention outreach to businesses. To meet this requirement, the City has participated in the LSC program. The City has participated in the LSC partnership for the past three biennial programs (since 2011). During that six year time, the City received a total of \$146,000 in grant funds, which it has used to conduct hundreds of pollution prevention assistance visits to local businesses and Small Quantity Generators (SQGs). Many of these SQGs have received assistance in developing spill response plans and implementing best management practices for hazardous waste such as proper marking and disposal, covered outdoor material storage bins, secondary containment areas, and the removal of illicit connections to the storm water drainage system. Continuing this targeted pollution prevention outreach to businesses through the LSC program is part of the City's 2017 Stormwater Management Program plan.

Interagency Agreement No 1800027 would allow the City to receive \$49,900 in grant funding from Ecology to conduct this outreach during the biennium term as stipulated in the agreement document (Attachment A). The scope of work section of the agreement outlines the relevant activities, targeted businesses and desired outcomes of the grant funding.

## **COUNCIL GOAL ADDRESSED**

Participation in the Local Source Control Partnership supports Council Goal 2: "Improve Shoreline's utility, transportation, and environmental infrastructure" from the 2016-2018 work plan by enhancing Shoreline's natural environment by reducing pollution of the City's surface water drainage system and the waters of the state to which the system discharges. This program also supports Council's Goal 2: "Improve Shoreline's infrastructure to continue the delivery of highly-valued public services," from the 2017-2019 work plan which includes a "continued focus on effective stormwater management practices." Participation in the LSC program helps prevent pollution of the City's surface water system and natural waterbodies.

### **RESOURCE/FINANCIAL IMPACT**

Participation in the LSC program allows the City to receive \$49,900 in grant funding from Ecology for the July 2017- June 2019 biennium. These funds have been used to hire a contracted Pollution Prevention Specialist to conduct outreach to small-quantity pollution generators in the City; staff proposes to continue to use these funds for this work. There are no City funds allocated to continue this service without participation in the LSC program.

### **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an interagency agreement between the City of Shoreline and the Washington State Department of Ecology to continue the City's participation in Ecology's Local Source Control Partnership allowing the City to receive the according grant funding and conduct outreach to small-quantity pollution generators in the City.

### **ATTACHMENTS**

Attachment A - Interagency Agreement No. C1800027





**IAA No. C1800027**

**INTERAGENCY AGREEMENT (IAA)**

**BETWEEN**

**THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY**

**AND**

**CITY OF SHORELINE**

**THIS INTERAGENCY AGREEMENT** (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and the CITY OF SHORELINE hereinafter referred to as the "CONTRACTOR," pursuant to the authority granted by Chapter 39.34 RCW.

**THE PURPOSE OF THIS AGREEMENT** is for the CONTRACTOR to provide Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state as part of the Local Source Control Partnership. The PPA Specialists will make referrals to ECOLOGY as needed and report results.

**WHEREAS,** ECOLOGY has legal authority (RCW 70.95C and RCW 70.105) and the CONTRACTOR has legal authority (RCW 39.34.080 and Shoreline Municipal Code 13.10) that allows each party to undertake the actions in this Agreement.

**WHEREAS,** ECOLOGY will coordinate this Local Source Control (LSC) Partnership supporting collaborative efforts to protect and restore Puget Sound, the Spokane River Watershed, and the Columbia River Basin.

**1) THEREFORE, IT IS MUTUALLY AGREED THAT: SCOPE OF WORK**

The **CONTRACTOR** shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, Statement of Work and Appendix B, Invoice and Budget detail, attached hereto and incorporated herein.

**2) PERIOD OF PERFORMANCE**

The period of performance of this IAA shall commence on **July 1, 2017** and be completed by **June 30, 2019** unless terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of  
ECOLOGY.

**3) COMPENSATION**

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, in which payment is based on the successful completion of expected deliverables.

State of Washington, Department of Ecology

IAA No. C1800027

City of Shoreline

The source of funds for this IAA is the Environmental Legacy Stewardship Account (Fund 19G).

The parties have determined that the cost of accomplishing the work identified herein will not exceed \$49,900.

Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, Statement of Work and Appendix B, Invoice and Budget. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

Travel expenses (meals, lodging, mileage) will be reimbursed according to current state rates at the time of travel, not to exceed the budget (see Appendix B, Invoice and Budget).

Purchase of source control tools (e.g. spill kits, plastic drum covers) and promotional items for distribution to businesses under this contract must be included in the CONTRACTOR's Goods and Services budget and pre-approved by ECOLOGY. Any purchases of equipment or goods and services over \$1,000.00 must be pre-approved by ECOLOGY. When the agreement expires, or when the equipment is no longer needed for the originally authorized purpose (whichever comes first) the disposition of equipment shall be at Ecology's sole discretion.

Indirect rates will be paid as indicated in Appendix B. Any change to the indirect rate will require an amendment.

The budget referenced in Appendix B may be adjusted between categories with Ecology's preapproval, and as long as the total cost is not exceeded.

#### **4) BILLING AND PAYMENT PROCEDURE**

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs. Each invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Send invoices to:

State of Washington Department of Ecology Attn: Peggy Morgan, HWTR Program P.O. Box 47600 Olympia, WA 98504-7600
--

Payment requests shall be submitted on a quarterly basis (or monthly if preapproved by Ecology). For quarterly billing, invoices must be submitted as outlined in Section VIII. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be issued through Washington State's Department of Enterprise Services Statewide Payee Desk. To receive payment you must be registered as a state-wide vendor. To register submit a state-wide vendor registration form and an IRS W-9 form at website,

<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. If you have questions about the vendor registration process you can contact DES at the Payee Help Desk at (360) 407-8180 or email [payeehelpdesk@des.wa.gov](mailto:payeehelpdesk@des.wa.gov).

#### **5) ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### **6) ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

#### **7) ASSURANCES**

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

#### **8) CONFORMANCE**

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

#### **9) DISPUTES**

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

#### **10) FUNDING AVAILABILITY**

ECOLOGYS ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGYs reimbursement exceed ECOLOGYs total responsibility under the agreement and any amendments.

#### **11) GOVERNING LAW AND VENUE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

#### **12) INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

#### **13) ORDER OF PRECEDENCE**

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.

- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C 1800027.
- d. Appendix A, Statement of Work.
- e. Appendix B, Invoice and Budget.
- f. Any other provisions of this Agreement, including materials incorporated by reference.

#### **14) RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties subject to state public disclosure laws.

#### **15) RESPONSIBILITIES OF THE PARTIES**

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

#### **16) RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

#### **17) SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

#### **18) SUBCONTRACTORS**

The CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Provide such information to ECOLOGY's agreement manager.

#### **19) TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business

days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

**20) TERMINATION FOR CONVENIENCE**

Either party may terminate this Agreement without cause upon thirty (30) calendar day prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**21) WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

**22) AGREEMENT MANAGEMENT**

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement. The parties agree that if there is a change in representatives that they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:	The CONTRACTOR Representative is:
Name: Peggy Morgan Address: P. O. Box 47600 Olympia, WA 98504-7600 Phone: (360) 407-6739 Email: peggy.morgan@ecy.wa.gov Fax: (360) 407-6715	Name: Uki Dele Address: 17500 Midvale Ave N Shoreline, WA 98133 Phone: (206) 801-2451 Email: udele@shorelinewa.gov Fax: (206) 801-2785

**23) ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties below, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

**State of Washington  
Department of Ecology**

**CONTRACTOR  
City of Shoreline**

By: \_\_\_\_\_  
Signature Date

By: \_\_\_\_\_  
Signature Date

Print Name: \_\_\_\_\_

Print Name: Debbie Tarry

Title: \_\_\_\_\_

Title: City Manager

State of Washington, Department of Ecology  
IAA No. C1800027  
City of Shoreline

Approved as to form: Attorney General's Office

**2017-2019 Biennial Interagency Agreement**

**Appendix A, Statement of Work  
 City of Shoreline**

**Section I. Introduction**

This appendix provides the ‘Statement of Work’ in support of the 2017-2019 biennial Interagency Agreement for the Local Source Control (LSC) Partnership which is overseen by the Washington Department of Ecology (ECOLOGY) Hazardous Waste and Toxics Reduction Program.

The CONTRACTOR, through their Pollution Prevention Assistance (PPA) program, will conduct multimedia source control site visits and pollution prevention activities to Small Quantity Generators (SQGs) of dangerous waste and other businesses and organizations that may have potential to pollute stormwater. The site visits along with other pollution prevention activities conducted by the CONTRACTOR will be designed to reduce or eliminate hazardous waste and pollutants at the source.

The LSC work is expected to fall within these general proportions:	
Technical Assistance visits (see Section III)	65-70%
Unique Program Elements (see Section II)	15-20%
Training (see Section VI)	10%
Other (admin, staff meetings etc.)	5%

Key staff, estimated FTE and their roles are identified in Table 1.

**Table 1: Key Staff**

Staff Name	Estimated FTE	Role
Melissa Ivancevich	Negligible	Billing
Melissa Ivancevich	Negligible	Manager/Supervisor
Carol Worthen	0.5	Sub-contractor

**Section II. Unique Program Elements**

The CONTRACTOR will conduct the unique elements for their PPA program, outlined in Table 2.

**Table 2: Unique Program Elements**

Program Element	Deliverable(s)
EnviroStars	Flyer to 45 initial visit businesses
Safer Alternatives Pilot	Flyer; website update
SharePoint site	Attend meetings; provide resources for SharePoint site

When unique outreach or educational materials are developed by the CONTRACTOR using Local Source Control (LSC) funds, a copy of the materials must be provided to ECOLOGY before use.

**Section III. Technical Assistance Visits**

The CONTRACTOR will conduct technical assistance visits to small quantity generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater. Approximately 60% of the visits will be Initial Visits. The balance of the visits will be Screening Visits and Follow-up Visits.

- An **Initial Visit** occurs at the actual site and results in a completed ‘checklist’ (or enough data gathered to complete data entry into the LSC database). It will either be the first complete visit to a site OR the first visit in two or more years.
- A **Screening Visit** is an attempted visit to the site, but the business declined or put off the visit, OR you were interrupted during the visit and were unable to gather complete data, OR you discover that the facility does not exist anymore OR you discover that the business does not qualify for a visit under the LSC program.
- A **Follow-Up Visit** should occur within 90 days of the Initial Visit. Follow-up should generally be done through an on-site visit. However a phone conversation, mail or email exchange may count as a Follow-Up Visit if it includes confirmation that the issues that were identified in the initial visit were resolved.

**Table 3: Number of Technical Assistance Visits**

Number of Total Visits	75
<i>Target for Initial Visits</i>	45

Business sectors, organizations, waste streams, and/or geographical area that will provide a focus for the 2017-2019 technical assistance visits are listed in Table 4.

**Table 4: Technical Assistance Targets**

<b>Target</b>	<b>Rationale for selecting</b>
Food-related businesses	Known small quantity generators (SQGs)
Auto repair shops	Known SQGs
Multi-family properties and health care facilities	Known SQGs

ECOLOGY may direct a portion of technical assistance visits toward specific priority sources or contaminants.

**High Priority Environmental Issues**

The below list are ECOLOGY’s high priority environmental issues because they have the potential to directly impact human health and/or the environment. If one or more of these issues are found during a site visit, a Follow-up visit is justified (although not required). The severity of the issue will help determine if a Follow-up visit is necessary. A Follow-up visit to a business for other (non-high priority) issues is at the discretion of the CONTRACTOR. When unable to resolve high priority environmental issues, the Pollution Prevention Specialist will refer the issue to ECOLOGY or other appropriate agency.

- Hazardous waste being improperly designated
- Hazardous waste being improperly disposed
- Hazardous products/wastes being improperly stored
- Compromised dangerous waste containers need to be repaired or replaced
- Illegal plumbing connection
- Illicit discharge of wastewater to storm drain
- Improperly stored containerized materials
- Improperly stored non-containerized materials
- Leaks and spills in dangerous waste storage areas



**Visit Guidance**

The following guidance applies to technical assistance visits, unless otherwise discussed with ECOLOGY:

1. Prior to the visit:
  - Check the TurboWaste list that is provided on an annual basis to try and ensure that the business is not a Medium or Large Quantity Dangerous Waste Generator
  - Check with Urban Waters staff (where applicable) to ensure that business is not currently being visited by Urban Waters staff
  - Research site and issues prior to the visit using a combination of data sources
2. During the visit:
  - Provide technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use (when applicable)
  - If appropriate, encourage businesses to participate in local green business programs, such as the EnviroStars business certification program
3. At the end of the visit or after the visit:
  - Provide written follow-up to document the results of the visit. This can be done by leaving a copy of the ‘checklist’ or other documentation with the business at the end of the visit, by using the Commitment Postcard, by sending a follow-up letter/email, or alternatively by sending a ‘thank you’ postcard if no issues were identified
  - If necessary, coordinate with other agencies (e.g. the fire marshal, code enforcement, stormwater, wastewater treatment, and/or moderate risk waste staff) to ensure that the information you are providing is consistent with the other agency’s regulations and/or best management practices.

**Section IV.**

**Table 5: Timeline**

<b>Time Period</b>	<b>Goal for number of Site Visits</b>	<b>Unique Program Element activities</b>	<b>Technical Assistance Target activities</b>
<b>July 1, 2017 – December 31, 2017</b>	15	<ul style="list-style-type: none"> <li>• EnviroStars</li> <li>• Safer Alternatives Pilot</li> <li>• SharePoint site</li> </ul>	Pre-visit letters; initial visit; follow-up visit as needed
<b>January 1, 2018 – June 30, 2018</b>	20	<ul style="list-style-type: none"> <li>• EnviroStars</li> <li>• Safer Alternatives Pilot</li> </ul>	Pre-visit letters; initial visit; follow-up visit as needed
<b>July 1, 2018 – December 31, 2018</b>	20	<ul style="list-style-type: none"> <li>• EnviroStars</li> <li>• Safer Alternatives</li> </ul>	Pre-visit letters; initial visit; follow-up visit as needed

		Pilot	
<b>January 1, 2019 – June 30, 2019</b>	20	<ul style="list-style-type: none"> <li>• EnviroStars</li> <li>• Safer Alternatives Pilot</li> </ul>	Pre-visit letters; initial visit; follow-up visit as needed

**Section V. LSC Database**

Information gathered during technical assistance visits must include all of the elements that are listed in the LSC checklist v. 5.0., dated 11/1/2016 ([link](#)) and be entered into the LSC database, which is managed and maintained by ECOLOGY. The following guidance applies to all technical assistance visits, unless otherwise discussed with ECOLOGY:

- Collect enough information to complete all of the applicable fields in ECOLOGY’s LSC database and enter it into the database within 15 work days of the visit
- If you make a referral to a regulatory agency enter the information about the referral into the database within 15 work days of the referral
- Ensure that data entry is complete and accurate
- Refer to the LSC database instructions, or contact ECOLOGY support staff, for assistance with database entry
- If using paper checklists or equivalent documentation, maintain originals in accordance with your local public disclosure laws

**Section VI. Training**

ECOLOGY expects that the CONTRACTOR will provide basic training to the Pollution Prevention Specialists on topics relevant to their position. ECOLOGY will provide additional training to ensure that CONTRACTOR's staff are properly trained and supported to conduct PPA activities, and that experienced staff are exposed to new information, and have opportunities to share their expertise for the benefit of the LSC Partnership. The following types of training are provided. Table 6 contains a tentative training schedule.

**New Staff Mentoring and Training**

ECOLOGY staff and experienced PPA Specialists will provide a variety of training support to new PPA staff.

**1. Field Mentoring & Training Review**

If internal expertise is not available, ECOLOGY will assign an experienced PPA Specialist from another LSC partner as a mentor to provide field training and support to a new hire; this will be set-up within two weeks of notification to Ecology.

Field mentoring will involve a series of accompanied field visits designed by the mentor and ECOLOGY staff to support the needs of the new hire. When the mentor and new hire determine they are ready, an ECOLOGY staff will accompany the new hire on a few technical assistance visits, to ensure that they are providing accurate information on proper waste management, spill prevention, storm water pollution prevention, and toxics reduction opportunities.

**2. In-person New Staff Training**

A New Staff in-person training will be offered once or twice a year depending on need. This training will be planned and conducted by ECOLOGY staff and experienced PPA Specialists.

**In-person Trainings for all PPA Specialists**

These In-person Trainings will be planned and conducted by teams of PPA Specialists from two to three LSC partners for each training. Training topics are intended to help new staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. ECOLOGY staff will determine the teams, provide initial guidance, review agendas, and provide support for planning and logistics.

Schedule: Typically these trainings are held the second Wednesday in September and March. They are usually scheduled between 8:30 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions that need extra time to be able to attend the trainings. ECOLOGY must pre-approve overnight travel if it is being charged to the LSC budget.

Attendance Requirement: Unless prior approval has been given by ECOLOGY, it is mandatory for at least one PPA specialist per jurisdiction to attend the in-person trainings. This person is responsible for disseminating information back to the PPA specialists from that jurisdiction. Managers are welcome but not required to attend. Generally, training substitutions are not allowed for the In-person Trainings. However, exceptions may apply. ECOLOGY staff must approve non-emergency absences or training substitutions at least two weeks prior to the training.

**Webinar Trainings**

ECOLOGY will plan and conduct Webinars during most of the months that do not have In-person Trainings. These sessions are intended to expose PPA Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from PPA partners.

Schedule: These are one and a half hour sessions, held on the second Wednesday of the month. Up to eight Webinars will be scheduled each year.

Attendance Requirement: Mandatory for each PPA Specialist to attend at least six of the eight Webinars each year.

Another type of training that is relevant to PPA Specialists’ work may be substituted for up to two of the eight Webinars. Notification of the substitution must be provided to ECOLOGY at least two weeks in advance of the Webinar.

**Table 6: Tentative Training Schedule (subject to change)**

July, 2017	No training
August 9, 2017	Webinar
September 13, 2017	Webinar
October 16-17, 2017	In-person training in conjunction with Regional NAHMMA Conference in Troutdale, OR
November 7-8, 2017	New Specialists’ Training at Ecology Northwest Regional Office in Bellevue
December 13, 2017	Webinar
January 10, 2018	Webinar
February 14, 2018	Webinar
March 14, 2018	In-person training Location: TBD
April 11, 2018	Webinar
May 9, 2018	Webinar
June 13, 2018	Webinar
July, 2018	No training

August 8, 2018	Webinar
September 12, 2018	In-person training Location: TBD
October 10, 2018	Webinar
November, 2018	New Specialists' Training at Ecology Northwest Regional Office in Bellevue
December 12, 2018	Webinar
January 9, 2019	Webinar
February 13, 2019	Webinar
March 13, 2019	In-person training Location: TBD
April, 2019	Webinar
May, 2019	Webinar
June, 2019	Webinar

**Section VII. Reporting and Contract Changes**

Annual reports, briefly summarizing contract status including: number of site visits performed, Unique Program Element activities conducted, Technical Assistance Target activities conducted and budget status shall be provided to ECOLOGY by July 31, 2018 and June 30, 2019. The report shall include two to three 'case studies' of a business or organization that benefitted from a PPA site visit, with if possible a few photos of the business (preferably before and after the visit).

Any of the following changes shall be reported to the ECOLOGY LSC Partnership Coordinator within 10 business days:

- Key personnel changes (staff or manager leaving, new hires, etc.)
- Initiation of or changes to a subcontract (see Section 18 of the Interagency Agreement for specific information that is required regarding subcontractors)

**Section VIII. Invoicing**

Invoice (billing) procedures are outlined in the Interagency Agreement (IAA), (see IAA Section 4). In addition to directions in the IAA, Section 4, the following information is provided:

- Support documents may be submitted via email rather than as a paper copy.
- Quarterly invoicing will follow the schedule in Table 7.

**Table 7: Invoicing Schedule**

Quarter	Months	Due Date
1	July, August, September 2017	November 10, 2017
2	October, November, December 2017	February 10, 2018
3	January, February, March 2018	May 10, 2018
4	April, May, June 2018	July 31, 2018 (earlier Due Date due to end of fiscal year requirements)
5	July, August, September 2018	November 10, 2018
6	October, November, December 2018	February 10, 2019
7	January, February, March 2019	May 10, 2019
8	April, May, June 2019	July 31, 2019 (earlier Due Date due to end of biennium requirements)



**APPENDIX B  
 INVOICE & BUDGET DETAIL**

**Department of Ecology - Local Source Control Partnership (updated 07/2017)**

Contractor:	City of Shoreline		IAA No:	C1800027	
Current Invoice Period: Qtr/YR:			Invoice No:		
	Current Invoice	Total Cumulative Invoices to-date*	Budget 2017-19	Remaining Budget	notes
Salaries		0.00	\$2,487.00	\$2,487.00	
Benefits		0.00	\$1,213.00	\$1,213.00	
Subcontracts		0.00	\$43,900.00	\$43,900.00	
Goods & Services		0.00	\$1,000.00	\$1,000.00	
Equipment		0.00	\$1,300.00	\$1,300.00	
Travel / Training		0.00	\$0.00	\$0.00	
Subtotal Direct Costs	0.00	0.00	\$49,900.00	\$49,900.00	
Indirect Costs (@ Rate 0%)			\$0.00	\$0.00	
<b>Total Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$49,900.00</b>	<b>\$49,900.00</b>	

\*Total Cumulative includes current invoice amounts

Staff Name / Expense Description (attach copy of internal record reflecting all staff paid through contract & copy of each invoice paid)	Salaries	Benefits	Subcontracts	Goods & Services	Equipment	Travel / Training	Indirect Costs
Subtotals	0	0	0	0	0	0	0
<b>Total = Current Invoice</b>	<b>\$ -</b>						



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Presentation of the King County Veterans, Seniors and Human Services Levy		
<b>DEPARTMENT:</b>	CMO		
<b>PRESENTED BY:</b>	Scott MacColl, Intergovernmental Relations		
<b>ACTION:</b>	<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 King County Council voted on July 20, 2017, to submit the renewal of the Veterans and Human Services Levy for an additional six years, from 2018 through 2023, for the November 7, 2017 ballot.

The ballot measure will ask voters to approve a property tax at \$.10 per \$1,000 assessed value for approximately \$51 million per year. The proposal dedicates about 33% of the funds to veteran services, with 33% for human services and 33% for senior services. Half of the senior service’s portion will be dedicated to serving seniors who are veterans until either 75% of homeless senior veterans are housed or \$24 million is spent to house homeless senior veterans. The levy also addresses homelessness for all levy populations, with half the first year’s revenue and about one-quarter of subsequent years’ revenue dedicated to housing stability and construction of affordable units across King County.

Staff from King County will attend the Council meeting tonight to provide an informational presentation on the proposal and for discussion with Council. This presentation and discussion are informational only.

**RESOURCE/FINANCIAL IMPACT:**

This six-year levy has a lid lift rate of \$.10 per \$1,000 assessed value in 2018, and would raise approximately \$343 million over the six year period. The levy is estimated to cost the average homeowner in King County about \$45 per year. The owner of a median priced home in Shoreline would pay approximately \$40 in 2018. The measure raises an average of \$51 million per year countywide through 2023, with approximately \$1.1 million per year in Shoreline.

**RECOMMENDATION**

No action is required; this item is for discussion purposes only.

Approved By: City Manager **DT** City Attorney **JA-T**



## **INTRODUCTION**

King County placed a six year property tax levy lid lift on the November 2017 ballot to renew the existing Veterans and Human Services Levy, but at a higher rate than is currently assessed.

The expiring levy has a rate of \$.05 per thousand and raises about \$18 million per year, corresponding to a cost of approximately \$17 per year for an average homeowner. Revenues are split - half for veterans and half for others in need.

The renewal on November's ballot asks voters to double the size of the existing levy to \$.10 per \$1,000 assessed value, raising approximately \$51 million per year, for a cost of approximately \$45 per year for an average homeowner in King County.

The new proposal dedicates about 33% of the funds to veteran services, with 33% for human services and 33% for senior services. Half of the senior service's portion will be dedicated to serving seniors who are veterans until either 75% of homeless senior veterans are housed or \$24 million is spent to house homeless senior veterans. The levy also addresses homelessness for all levy populations, with half the first year's revenue and about one-quarter of subsequent years' revenue dedicated to housing stability and construction of affordable units across King County.

## **BACKGROUND**

King County first passed the Veterans and Human Services Levy in November 2005 to assist veterans, military personnel and their families and individuals, and families in need. The levy was renewed in August 2011 for an additional six years through the end of 2017. That levy is set to expire unless reauthorized by the voters in November 2017.

The current levy created two oversight boards for each funding group to direct how the funds are spent – Veterans Citizen's Oversight Board and the Regional Human Services Citizen Oversight Board. The Levy's progress is measured by meeting its three goals:

- Prevent and Reduce Homelessness;
- Reduce unnecessary criminal justice and emergency medical system involvement; and
- Increase self-sufficiency of veterans and vulnerable populations.

The current levy has funded services in Shoreline including Veterans levy dollars at the Shoreline Community College Vets Corp; Compass at Ronald Commons – Permanent housing with support services; and Compass Housing Alliance – Shoreline Career Connections/KCVP Outreach. Human Services levy funding includes funding at FCC Community Housing VII – permanent housing with support services; Center for Human Services – Shoreline Family Support Center's Play and Learn Group; Wonderland Development Center's Play and Learn Group; ICHS Shoreline Medical and Dental; and Shoreline Schools – Shoreline Children's Center's Play and Learn Group.

The King County Council requested that County Executive staff produced two reports about the renewal of the levy. In addition, County staff held thirty-four in-person engagement meetings and two online surveys to compose and present the reports. That report found an ongoing need to support veterans and vulnerable populations and, in addition, some populations and issues not covered by the existing levy merited consideration for funding support. Some of those identified are seniors and their caregivers and healthy aging; supporting survivors of sexual assault, domestic violence and human trafficking; refugees and immigrants; and support for persons with disabilities and their caregivers.

General information about the Veterans and Human Services Levy can be found at the following web link:

<http://www.kingcounty.gov/depts/community-human-services/initiatives/levy.aspx>

Copies of renewal reports incorporating the feedback can be found at the following web link:

<http://www.kingcounty.gov/depts/community-human-services/initiatives/levy/feedback.aspx>

#### 2017 Veterans and Human Services Levy Renewal Proposal

The renewal levy proposal would set the levy rate at \$.10 per \$1,000 of assessed value for six years, from 2018 – 2023. The proposal dedicates about 33% of the funds to veteran services, with 33% for human services and 33% for senior services for:

- **Veterans** – To plan, provide, administer and evaluate a wide range of regional health and human services and capital facilities for veterans and military service members and their respective families.
- **Seniors and caregivers** – To plan, provide, administer and evaluate a wide range of regional health and human services and capital facilities for seniors and their caregivers or to promote healthy aging in King County. Half of the senior's portion will be dedicated to serving seniors who are veterans until either 75% of homeless senior veterans are housed or \$24 million is spent to house homeless senior veterans
- **Vulnerable Populations** – To plan, provide, administer and evaluate a wide range of regional health and human services and capital facilities for vulnerable populations.

The levy also addresses homelessness for all levy populations, with half the first year's revenue and about one-quarter of subsequent years' revenue dedicated to housing stability and construction of affordable units across the county.

A levy implementation plan is required by March 2018 for King County Council review and adoption. The plan will lay out how to spend the funds to achieve outcomes described in the levy.

#### **RESOURCE/FINANCIAL IMPACT**

This six-year levy has a lid lift rate of \$.10 per \$1,000 assessed value in 2018, which would raise approximately \$343 million over that time, and costs the average homeowner in King County about \$45 per year. The owner of a median priced home in Shoreline would approximately \$40 in 2018. The measure raises an average of \$51 million raised per year through 2021, with approximately \$1.1 million per year in Shoreline.

### **RECOMMENDATION**

No action is required; this item is for discussion purposes only.

### **ATTACHMENTS**

Attachment A: King County Ordinance 18555



# KING COUNTY

**Attachment A**  
1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

July 20, 2017

### Ordinance 18555

Proposed No. 2017-0232.9

Sponsors McDermott and Kohl-Welles

1 AN ORDINANCE providing for the submission to the  
2 qualified electors of King County at a special election to be  
3 held in King County on November 7, 2017, a proposition  
4 authorizing a property tax levy in excess of the levy  
5 limitations contained in chapter 84.55 RCW for a  
6 consecutive six-year period at a rate of not more than ten  
7 cents per one thousand dollars of assessed valuation in the  
8 first year, and limiting annual levy increases to three and  
9 one-half percent in the five succeeding years, all for the  
10 purpose of supporting veterans and military  
11 servicemembers and their respective families; seniors and  
12 their caregivers; and vulnerable populations in King  
13 County by funding capital facilities and regional health and  
14 human services to promote housing stability, healthy living,  
15 financial stability, social engagement and health and human  
16 services system improvements and system access;  
17 providing for limited mitigation of prorationing of  
18 metropolitan park districts and fire districts levies to the  
19 extent the prorationing was caused by this levy; directing

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20 proposal of a transition plan and an implementation plan  
21 for the veterans, seniors and human services levy; and  
22 directing proposal of an ordinance to create an oversight  
23 board or boards, contingent upon voter approval of the  
24 levy.

25 STATEMENT OF FACTS:

- 26 1. In 2005, the metropolitan King County council passed Ordinance  
27 15279, placing a six-year veterans and human services levy on the ballot  
28 for a special election. King County residents voted for the veterans and  
29 human services levy with a nearly fifty-eight percent approval to fund  
30 services for veterans and their families, military personnel and their  
31 families and other individuals and families in need across King County.  
32 In 2011, the metropolitan King County council passed Ordinance 17072,  
33 placing a renewal of the veterans and human services levy on the ballot for  
34 a special election. King County residents voted for the renewal with a  
35 nearly sixty-nine percent approval rate.
- 36 2. Since the veterans and human services levy's 2011 renewal, the current  
37 veterans and human services levy has served more than one hundred and  
38 eighty-three thousand clients, more than thirty thousand of whom have  
39 been veterans, military personnel or their families.
- 40 3. The current veterans and human service levy's accomplishments in  
41 pursuit of its goal to reduce homelessness include: awarding levy  
42 proceeds to go towards building eight hundred fifty-seven units of

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43 affordable housing; gaining or maintaining housing for more than three  
44 thousand two hundred persons; reaching more than seven thousand one  
45 hundred clients through outreach and mobile services and then connecting  
46 them to housing, medical or behavioral health services; and convening a  
47 network of partners to house more than eight hundred fifty homeless  
48 veterans during a focused housing initiative in 2015.

49 4. The current veterans and human services levy's accomplishments in  
50 pursuit of its goal to reduce emergency medical and criminal justice  
51 system involvement include engaging more than three thousand eight  
52 hundred incarcerated or formerly incarcerated veterans, parents, or persons  
53 at high risk of recidivism with reentry case planning, supportive services  
54 or connections to housing or health care. A levy funded database and  
55 housing placement program for high utilizers of public services calculated  
56 that since 2012, supportive housing placements achieved estimated cost  
57 offsets of seven million dollars that otherwise would have been incurred to  
58 incarcerate or hospitalize the high utilizers who received housing.

59 5. The current veterans and human services levy's accomplishments in its  
60 goal to increase self-sufficiency for veterans, military personnel, their  
61 families and other individuals and families in need include the King  
62 County veterans program serving more than twelve thousand veterans and  
63 family members; screening more than twelve thousand seven hundred  
64 mothers for behavioral health conditions at integrated community health  
65 centers; providing civil legal case assessments for more than one thousand

66 one hundred veterans, more than three hundred of which resulted in  
67 successful resolution and more than five hundred of which resulted in  
68 referrals to outside counsel and provision of more than fifteen thousand  
69 four hundred hours of posttraumatic stress disorder counseling to more  
70 than one thousand two hundred veterans or their spouses and children.

71 6. The current veterans and human services levy will expire at the end of  
72 2017. In light of this levy's accomplishments for King County's residents  
73 and acknowledging the veterans and human services levy's importance to  
74 maintaining basic health and human services for veterans and vulnerable  
75 populations, the current levy's regional health and human services for  
76 King County's veterans and vulnerable populations merit continuation.

77 7. The veterans and human services levy has provided an increasingly  
78 large share of King County's funding for essential basic human services as  
79 the general fund's structural deficit reduces the portion of the general fund  
80 available to support human services.

81 8. Recognizing the changing landscape of regional veterans and human  
82 services needs and funding since the 2011 renewal of the veterans and  
83 human services levy, the metropolitan King County council directed the  
84 executive to produce two reports to inform deliberations about renewal of  
85 the current veterans and human services levy. Executive staff combined  
86 the findings of staff research and community input from thirty-four in-  
87 person engagement meetings and two online surveys, totaling seven  
88 hundred and forty-two responses in seven languages, to compose and

89 present the reports. The metropolitan King County council approved the  
90 first report in Motion 14822 and accepted and approved the second report  
91 in Motion 14823. The reports provided information, analysis and  
92 recommendations to inform deliberations about a potentially renewed or  
93 replaced veterans and human services levy.

94 9. In addition to confirming the ongoing need to support the veterans and  
95 vulnerable populations eligible to receive support within the current  
96 veterans and human services levy, the report approved by the council in  
97 Motion 14822 provides evidence that some populations and issues not  
98 supported within the current veterans and human services levy now merit  
99 consideration for support from the replacement levy proposed in this  
100 ordinance. Those populations and issues include supporting seniors and  
101 their caregivers and healthy aging; supporting survivors of traumatic  
102 experiences that include sexual assault, domestic violence, human  
103 trafficking, including labor trafficking and sex trafficking, and commercial  
104 sexual exploitation as well as services to prevent those types of trauma;  
105 support for refugees and immigrants; support for low-income residents of  
106 rural communities and improved health and human services delivery in  
107 rural communities; support for civil legal services for persons with low  
108 income; and support for persons with disabilities and their caregivers.

109 10. From 2010 to 2015, the number of King County veterans living below  
110 the federal poverty level increased by forty-three percent to a total of eight  
111 thousand two hundred ninety-nine, even as the overall population of



112 veterans in King County has fallen to an estimated 2015 level of one  
113 hundred twelve thousand eight hundred veterans.

114 11. Nationally, an average of twenty veterans commit suicide every day.  
115 On average, only six of the twenty veterans committing suicide every day  
116 are enrolled in U.S. Department of Veterans Affairs services. The  
117 remaining majority are not receiving federal veterans services.

118 12. As of January 2017, an estimated two thousand one hundred two  
119 veterans were homeless in King County. Despite a strong partnership with  
120 the U.S. Department of Veterans Affairs, the Washington Department of  
121 Veterans Affairs and a network of local housing and service providers  
122 who together house an average of forty homeless veterans in King County  
123 per month, the number of homeless veterans increases by a net average  
124 monthly inflow of sixty-six newly homeless veterans. If sustained for a  
125 year, this monthly rate of growth would generate seven hundred and  
126 twenty newly homeless veterans per year.

127 13. Eight percent of King County residents live in rural communities.  
128 King County's rural residents consistently report difficulty in accessing the  
129 network of federal, state, county and philanthropically funded health and  
130 human services. Travelling to urban centers to seek services is difficult or  
131 impractical for many persons from rural communities who require health  
132 and human services.

133 14. At least fourteen thousand persons experience domestic violence each  
134 year in King County. Survivors of domestic violence experience

135 disproportionately high rates of homelessness and experience an average  
136 of more than nineteen civil legal problems, more than twice the average  
137 experienced by the general low-income population.

138 15. Approximately three to five hundred youth are sexually exploited  
139 within King County each year. Commercial sexual exploitation of  
140 children remains a poorly understood yet urgent challenge for King  
141 County residents to confront.

142 16. More than one hundred thousand persons with physical, intellectual or  
143 developmental disabilities live in Washington. More than seventy percent  
144 of persons with a disability live with a family caregiver, and twenty-three  
145 percent of those family caregivers are aged sixty or older with an  
146 additional thirty-five percent aged forty-one or older.

147 17. Eighteen percent of King County residents are aged sixty or older, a  
148 number that will increase to twenty-five percent of the county population  
149 by 2040. As seniors make up an increasing percentage of King County's  
150 population, funding for senior services is not keeping pace. Funding  
151 through the federal Older Americans Act, as well as state and county  
152 funding for seniors, is falling. Philanthropic funding for seniors is also  
153 waning. The result is a trend toward reduced senior funding just as King  
154 County's population of seniors is increasing.

155 18. Seventy-eight percent of persons sixty or older have one or more  
156 chronic health conditions. Thirty-five percent are women living alone.  
157 Nine percent are living in poverty. Racial, ethnic and place-based

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158           disproportionalities unevenly distribute these conditions and risk factors  
159           across King County.

160           19. Elder abuse is a growing challenge. The King County prosecuting  
161           attorney's office reported more than seven thousand allegations of abuse  
162           and neglect of seniors in King County in 2015.

163           20. The responsibility to care for vulnerable seniors impacts all  
164           generations. One-third of today's King County residents who are sixty-  
165           five or older will need some form of long-term care service or support in  
166           the future. That work will in many cases require assistance from unpaid  
167           caregivers, including spouses, adult children and acquaintances.

168           21. Seniors, many of whose incomes are fixed, find it increasingly  
169           difficult to afford to live in the King County communities they helped  
170           nurture and build as housing costs increase dramatically.

171           22. Lesbian, gay, bisexual, transgender and queer seniors in King County  
172           are at extreme risk of the health-harming effects of social isolation and  
173           poverty, with nearly one quarter of lesbian, gay, bisexual, transgender and  
174           queer seniors in King County living below two hundred percent of the  
175           federal poverty level, forty-five percent living alone and sixty-eight  
176           percent reporting having experienced three or more incidents of  
177           victimization or discrimination.

178           23. Adults aged sixty-five and older comprised eighty percent of the more  
179           than two thousand people who were hospitalized for falls in King County  
180           between 2008 and 2012. The rate of death of seniors hospitalized for falls

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181 is more than seven times the county average. In 2015, more than fifteen  
182 percent of King County emergency medical services' call responses were  
183 for seniors who had fallen.

184 24. Actual and perceived social isolation are both associated with  
185 increased risk for premature death. The influence of social isolation on  
186 the risk of death is comparable with risk factors for mortality such as  
187 smoking. Social isolation's influence on risk of premature death exceeds  
188 that of physical inactivity and obesity. Adults seventy-five and older who  
189 are lonely, socially isolated and inactive have a mortality rate of fifty-three  
190 percent compared to a mortality rate of thirty percent among their age  
191 peers who are not lonely, inactive, or socially isolated.

192 25. Since its inception in 2006 and through its renewal in 2011, the  
193 veterans and human services levy has served hundreds of thousands of  
194 veterans, military personnel, their families and other individuals and  
195 families in need. In addition to the veterans and human services levy's  
196 achievements, changed conditions and newly emerging needs present  
197 additional opportunities to set the conditions for persons in King County  
198 to fulfill their potential. Given the levy's track record of success and the  
199 additional need within the community, it is appropriate to ask the voters to  
200 replace the current veterans and human services levy with the veterans,  
201 seniors and human services levy provided for in this ordinance.

202 26. In 2010, the county adopted Ordinance 16857, establishing the King  
203 County Strategic Plan. In 2015, the county council passed Motion 14317

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204 updating and revising King County's vision, mission, guiding principles  
205 and goals. Included within the county's goals are improving the health and  
206 well-being of all people in King County, increasing access to quality  
207 housing that is affordable to all, implementing alternatives to divert people  
208 from the criminal justice system and ensuring that county government  
209 operates efficiently and effectively and is accountable to the public. The  
210 county's guiding principles command that pursuit of the county goals  
211 should address the root causes of inequities to provide equal access for all;  
212 engage with partners, stakeholders and public and private organizations to  
213 achieve goals; align funding, policy and operational goals of King County  
214 government; and provide effective, efficient local governance and services  
215 to unincorporated areas.

216 27. In 2016, the council adopted implementation plans for the best starts  
217 for kids levy and the mental illness and drug dependency sales tax  
218 renewal. Both plans expressed the council's and the executive's intent to  
219 design, implement and evaluate strategies that are outcomes-oriented. It is  
220 the county's intent that the veterans, seniors and human services levy  
221 provided for in this ordinance, if approved by voters, shall have an  
222 outcomes orientation that appropriately aligns with the plans for the best  
223 starts for kids levy and the mental illness and drug dependency sales tax.

224 28. King County actively engages in equity and social justice efforts to  
225 eliminate racially and ethnically disparate health and human services  
226 outcomes in King County, and this priority shall guide the council and the

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227 executive in the process of designing, administering, and evaluating the  
228 policies and programs related to the veterans, seniors and human services  
229 levy, if approved by voters.

230 29. It is the intent of the county that over the course of the six-year levy  
231 the majority of levy proceeds expended to build capital facilities under  
232 authority of this ordinance shall be for very low-income households of  
233 which the total income is no higher than thirty percent of the median  
234 income level for the county as defined by the U.S. Department of Housing  
235 and Urban Development or its successor agency. Specific very low-  
236 income threshold levels vary according to household size.

237 30. It is the intent of the county that the transition plan required in section  
238 7.A. of this ordinance provide a mechanism to continue, without  
239 interruption, currently funded regional health and human services to  
240 veterans and military servicemembers and their respective families, and  
241 other persons in King County; to provide substantial investments in  
242 housing stability early in the levy term; and to engage in planning  
243 activities until the new implementation plan is adopted in accordance with  
244 section 7.B. of this ordinance.

245 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

246 SECTION 1. Definitions. The definitions in this section apply throughout this  
247 ordinance unless the context clearly requires otherwise.

248 A. "Caregiver" means a person who, without pay, cares for or supervises another  
249 person who requires such care or supervision due to disability, chronic illness or, in the

250 case of a senior, age-related decline. Government-provided benefits or financial  
251 assistance provided directly to a person for being a caregiver are not considered pay  
252 within this definition.

253 B. "Levy" means the levy of regular property taxes for the specific purposes and  
254 term provided in this ordinance and authorized by the electorate in accordance with state  
255 law.

256 C. "Levy proceeds" means the principal amount of moneys raised by the levy and  
257 any interest earnings on the moneys.

258 D. "Limit factor" for purposes of calculating the levy limitations in RCW  
259 84.55.010, means one hundred three and one-half percent.

260 E. "Military servicemember" means a person who is serving as either an active  
261 duty or a reservist member of the U.S. Army, Navy, Marines, Air Force or Coast Guard,  
262 or in the National Guard.

263 F. "Regional health and human services" means a wide range of those services,  
264 programs, operations and capital facilities that promote outcomes relating to healthy  
265 living, housing stability, financial stability, social engagement, service system  
266 improvement and service system access to meet basic human needs and promote healthy  
267 living and communities including, but not limited to:

268 1. Those services, programs, operations and capital facilities that promote  
269 housing stability or that contribute to making homelessness rare, brief and one-time by  
270 creating housing, preserving or modifying existing housing or supporting persons in  
271 gaining or maintaining housing, including an assistance program to support persons who  
272 qualify for a property tax exemption under RCW 84.36.381;

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273           2. Those health care and health promotion services, programs and operations  
274 that encourage healthy lifestyles and wellness, promote healthy aging, support recovery,  
275 improve physical and behavioral health for individuals and families, promote suicide  
276 prevention efforts, reduce unintentional injury and support survivors of domestic  
277 violence;

278           3. Those services, programs, operations and capital facilities that promote social  
279 engagement and community building such as senior centers for individuals and groups in  
280 culturally, geographically, economically or linguistically isolated communities and for  
281 others such as seniors experiencing or at risk of social isolation and its health-harming  
282 effects;

283           4. Those services and programs that promote financial stability or financial  
284 mobility, including access to, preparation for and assistance in gaining or maintaining  
285 employment, income, education and financial literacy, including an assistance program to  
286 support persons who qualify for a property tax exemption under RCW 84.36.381;

287           5. Those services and programs that promote equitable and affordable access to  
288 child care in King County, including but not limited to services and programs that  
289 promote equitable and affordable access to child care for families of veterans and military  
290 servicemembers;

291           6. Those services, programs, operations and capital facilities that promote and  
292 support diversion away from the criminal justice system, and services and programs that  
293 promote and support criminal justice system-linked services or other services that assist  
294 individuals, including children, youth and young adults, and their families, in preventing,  
295 mitigating or recovering from the effects of their involvement with the criminal justice



296 system, including services that promote restorative justice or reentry to society after  
297 incarceration or detention, such as services aimed at supporting justice system-involved  
298 individuals to attain or retain housing;

299           7. Those services, programs, operations and capital facilities that improve or  
300 expand the delivery of health and human services, improve health and human services  
301 system access and navigability, reduce or prevent the disparate or traumatic effects of  
302 systems upon vulnerable populations, build the capacity and support the operations of  
303 health and human services providers to serve their clients and communities, including  
304 strategies to promote retention, recruitment and pay of high quality service providers and  
305 build the capacity of communities to partner with King County;

306           8. Those services, programs, operations and capital facilities that improve or  
307 expand the delivery of civil legal aid to vulnerable populations;

308           9. Those services and programs that promote, encourage and support  
309 employment opportunities for veterans and military servicemembers, including  
310 employment opportunities in King County government such as the veterans internship  
311 program, a version of which has also been known as the Vets 4 HIRE program,  
312 established by Ordinance 17450;

313           10. Those services and programs for incarcerated veterans and military  
314 servicemembers, including assessment and referral for substance abuse treatment, mental  
315 health counseling, transitional housing assistance and job referral and placement services  
316 such as those provided through the incarcerated veterans pilot program established under  
317 Motion 14632 and Motion 14766;

318           11. Those services, programs, operations and capital facilities that further a goal

319 of allowing seniors to age in place and enjoy a high quality of life in their own homes;

320           12. Those services, programs, operations and capital facilities that improve and  
321 expand services for youth in crisis; and

322           13. Those services, programs, operations and capital facilities that provide  
323 education and work force development and training for vulnerable populations.

324           G. "Senior" means a person who is at least fifty-five years old.

325           H. "Technical assistance and capacity building" means assisting small  
326 organizations, partnerships and groups to enable such entities to provide regional health  
327 and human services and capital facilities funded by the levy proceeds. Assistance may  
328 include, but is not limited to, providing or funding legal, accounting, human resources  
329 and leadership development services and support.

330           I. "Veteran" means a person who has served as either an active duty or a reservist  
331 member of the U.S. Army, Navy, Marines, Air Force or Coast Guard, or in the National  
332 Guard.

333           J. "Vulnerable population" means persons or communities that are susceptible to  
334 reduced health, housing, financial or social stability outcomes because of current  
335 experience of or historical exposure to trauma, violence, poverty, isolation, bias, racism,  
336 stigma, discrimination, disability or chronic illness. Examples of vulnerable populations  
337 include, but are not limited to survivors of domestic violence; survivors of sexual assault;  
338 survivors of human trafficking, including labor trafficking and sex trafficking; survivors  
339 of commercial sexual exploitation; persons who identify as lesbian, gay, bisexual,  
340 transgender, queer or intersex; persons with a disability; African Americans and other  
341 persons of color who have been disproportionately impacted by policies and practices

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342 resulting in housing instability or housing insecurity; family caregivers for persons with a  
343 disability; immigrants and refugees; low-income residents of rural communities; persons  
344 living in poverty; persons at risk of or experiencing homelessness; youth involved in the  
345 child welfare system, including youth in the foster care system, and young adult alumni  
346 of the child welfare system; minors who have been separated from both parents and other  
347 relatives and are not being cared for by an adult who, by law or custom, is responsible for  
348 doing so; persons reentering society from criminal justice system involvement; and  
349 persons at risk of criminal justice system involvement due to disproportionate practices of  
350 enforcement, mental illness or substance use disorders.

351        **SECTION 2. Levy submittal to the voters.** To provide necessary moneys for  
352 the provision of regional health and human services to King County's veterans and  
353 military servicemembers and their respective families, seniors and their caregivers and  
354 vulnerable populations, technical assistance and capacity building, and for limiting the  
355 impact of this levy on metropolitan park districts and fire districts due to prorationing  
356 mandated under RCW 84.52.010, the county council shall submit to the qualified electors  
357 of the county a proposition to replace an expiring levy and authorize a regular property  
358 tax levy in excess of the levy limitation contained in chapter 84.55 RCW for six  
359 consecutive years, at a rate not to exceed ten cents per one thousand dollars of assessed  
360 value in the first year, 2017, and collections commencing in 2018, with annual increases  
361 in years two through six of the levy (2018 through 2022) limited by the limit factor.

362        **SECTION 3. Deposit of levy proceeds.** The levy proceeds shall be deposited in  
363 a special revenue fund, which fund shall be created by ordinance.

364        **SECTION 4. Eligible expenditures.**

365           A. If approved by the qualified electors of the county, at least one percent of each  
366 year's levy proceeds must be used to fund technical assistance and capacity building.

367           B. From the remaining levy proceeds after the amount required in subsection A.  
368 of this section, except for three hundred thousand dollars of each year's levy proceeds  
369 reserved for the purposes set forth in subsection C. of this section, all levy proceeds shall  
370 be divided into three equal parts and used for the following purposes:

371           1. One third of those levy proceeds shall be used to plan, provide, administer  
372 and evaluate a wide range of regional health and human services and capital facilities for  
373 veterans and military servicemembers and their respective families. In this levy's first  
374 year, at least fifty percent of the levy proceeds described in this subsection shall be used  
375 to fund those capital facilities and regional health and human services that promote  
376 housing stability for veterans and military servicemembers and their respective families.  
377 In subsequent years, at least twenty-five percent of the levy proceeds described in this  
378 subsection shall be used to fund those capital facilities and regional health and human  
379 services that promote housing stability for veterans and military servicemembers and  
380 their respective families. No more than five percent of the levy proceeds described in this  
381 subsection shall be used to fund the planning and administration of the wide range of  
382 regional health and human services and capital facilities to be provided under this  
383 subsection;

384           2. One third of those levy proceeds shall be used to plan, provide, administer  
385 and evaluate a wide range of regional health and human services and capital facilities for  
386 seniors and their caregivers and to promote healthy aging in King County. Until either  
387 (a) seventy-five percent of the number of those seniors, who are also veterans or military

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388 servicemembers in King County and who as of the enactment date of this ordinance are  
389 homeless, obtain housing or (b) a total of twenty-four million dollars from the levy  
390 proceeds, except those levy proceeds described in subsection B.1. of this section, or from  
391 other funds administered by King County or both are spent to house seniors who are also  
392 veterans or military servicemembers in King County, whichever comes first, at least fifty  
393 percent of the levy proceeds described in this subsection shall be used to fund capital  
394 facilities and regional health and human services for seniors who are also veterans or  
395 military servicemembers and their respective caregivers and families. In this levy's first  
396 year, at least fifty percent of the levy proceeds described in this subsection shall be used  
397 to fund those capital facilities and regional health and human services that promote  
398 housing stability for seniors. In subsequent years, at least twenty-five percent of the levy  
399 proceeds described in this subsection shall be used to fund those capital facilities and  
400 regional health and human services that promote housing stability for seniors. No more  
401 than five percent of the levy proceeds described in this subsection shall be used to fund  
402 the planning and administration of the wide range of regional health and human services  
403 and capital facilities to be provided under this subsection; and

404           3. One third of those levy proceeds shall be used to plan, provide, administer  
405 and evaluate a wide range of regional health and human services and capital facilities for  
406 vulnerable populations. In this levy's first year, at least fifty percent of the levy proceeds  
407 described in this subsection shall be used to fund those capital facilities and regional  
408 health and human services that promote housing stability for vulnerable populations. In  
409 subsequent years, at least twenty-five percent of the levy proceeds described in this  
410 subsection shall be used to fund those capital facilities and regional health and human

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411 services that promote housing stability for vulnerable populations. No more than five  
412 percent of the levy proceeds described in this subsection shall be used to fund the  
413 planning and administration of the wide range of regional health and human services and  
414 capital facilities to be provided under this subsection.

415 C.1. Of the levy proceeds annually reserved in subsection B. of this section, the  
416 council may by ordinance authorize the expenditure of those levy proceeds to mitigate  
417 the levy's impact on metropolitan park districts and fire districts to the extent their levies  
418 may be prorated as mandated by RCW 84.52.010 and to the extent the prorationing  
419 was caused by this levy. Metropolitan park districts and fire districts shall use any  
420 moneys received under authority of this subsection C. to fund, within their districts,  
421 regional health and human services for veterans and military servicemembers and their  
422 respective families, seniors and their caregivers and vulnerable populations.

423 2. Unless the council by ordinance otherwise directs, reserved levy proceeds not  
424 expended as authorized in subsection C.1. of this section shall be, no earlier than June 1,  
425 2023, divided in thirds and one third expended for each of the purposes set forth in  
426 subsection B.1. through 3. of this section.

427 **SECTION 5. Call for special election.** In accordance with RCW 29A.04.321,  
428 the King County council hereby calls for a special election to be held in conjunction with  
429 the general election on November 7, 2017, to consider a proposition authorizing a regular  
430 property tax levy for the purposes described in this ordinance. The King County director  
431 of elections shall cause notice to be given of this ordinance in accordance with the state  
432 constitution and general law and to submit to the qualified electors of the county, at the  
433 said special county election, the proposition hereinafter set forth. The clerk of the council

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434 shall certify that proposition to the director of elections in substantially the following  
435 form, with such additions, deletions or modifications as may be required for the  
436 proposition listed below by the prosecuting attorney:

437 PROPOSITION\_\_\_; The King County Council has passed Ordinance  
438 \_\_\_\_\_ concerning funding for veterans, seniors and vulnerable  
439 populations. If approved, this proposition would replace an expiring levy  
440 and fund capital facilities and regional health and human services for  
441 veterans and military servicemembers and their respective families,  
442 seniors and their caregivers, and vulnerable populations, including  
443 domestic violence survivors and persons with disabilities. It would  
444 authorize King County to levy an additional property tax for six years,  
445 beginning in 2017, and collections commencing in 2018, with annual  
446 increases in years two through six of the levy (2018 through 2022) of up to  
447 3.5%.

448 Should this proposition be:

449 Approved? \_\_\_\_\_

450 Rejected? \_\_\_\_\_

451 **SECTION 6. Governance.**

452 A. No later than August 23, 2017, the executive shall develop and transmit a plan  
453 for council review and adoption by ordinance to create and prescribe the composition and  
454 duties of a board or boards to provide oversight of the expenditure of the levy proceeds  
455 described in section 4.A. and B. of this ordinance. The creation of the board or boards  
456 shall be contingent upon voter approval of the ballot proposition described in section 5 of

457 this ordinance.

458 B. The board or boards shall be charged to oversee the distribution of levy  
459 proceeds consistent with section 4.A. and B. of this ordinance and to report annually to  
460 the executive and council on the fiscal and performance management of the levy. The  
461 plan may describe additional matters on which the board or boards are empowered to  
462 provide advice to the executive and county council.

463 **SECTION 7. Implementation planning.**

464 A. No later than September 29, 2017, the executive shall transmit for council  
465 review and adoption by ordinance a proposed transition plan for the veterans, seniors and  
466 human services levy. Contingent upon voter approval of the ballot proposition described  
467 in section 5 of this ordinance, a transition plan, for spending of levy proceeds in 2018 or  
468 later years as authorized under this ordinance, should address the following elements:

469 1. A recommended course of action that would minimize service discontinuity  
470 for veterans and military servicemembers and their respective families and other  
471 individuals and families in need during the transition between the veterans and human  
472 services levy and the veterans, seniors and human services levy;

473 2. Any proposed new staffing and planning activities required to plan for and  
474 administer the veterans, seniors and human services levy during the transition period, and  
475 prior to the adoption of the implementation plan required in subsection B. of this section;

476 3. A plan for the portion of veterans, seniors and human services first-year levy  
477 proceeds required in section 4.B.1. through 3. of this ordinance to fund those capital  
478 facilities and regional and human services that promote housing stability for veterans,  
479 seniors and vulnerable populations. The executive shall develop and include a definition



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480 of housing stability that shall address but not be limited to: the appropriate percentage  
481 that housing costs should represent of a person's income as compared to costs of other  
482 necessities, such as food, clothing, transportation and medical care; risk factors for  
483 housing instability or housing insecurity; and housing safety and quality. The transition  
484 plan shall include and utilize criteria that address geographic differences and trends in  
485 housing stability, including housing costs, to assess the need for and to allocate housing  
486 stability investments. The transition plan shall include a process to streamline the review  
487 and approval of capital facilities designed to promote housing stability for veterans,  
488 servicemembers and their respective families, seniors and vulnerable populations so that  
489 resources are made available in an expeditious and responsible manner while also  
490 reducing administrative costs;

491 4. A methodology to determine the number of seniors who are also veterans or  
492 military servicemembers and who are homeless as of the date of the enactment of this  
493 ordinance and to track the number of veterans and military servicemembers who obtain  
494 housing over the term of this levy and the plan to implement that methodology and  
495 tracking; and

496 5. Definitions of planning and administration as those terms are used in section  
497 4.B.1., 2. and 3. of this ordinance and the percentage of levy proceeds by each of the  
498 three equal parts as described in section 4.B. of this ordinance that will be used to  
499 perform these activities.

500 B. Contingent upon voter approval of the ballot proposition described in section 5  
501 of this ordinance and no later than March 16, 2018, the executive shall transmit an  
502 implementation plan for the veterans, seniors and human services levy for council review

503 and adoption by ordinance. The implementation plan shall describe the expenditure of  
504 levy proceeds to achieve outcomes related to healthy living, housing stability, financial  
505 stability, social engagement, service system improvement and service system access for  
506 veterans and military servicemembers and their respective families, seniors and their  
507 caregivers and vulnerable populations, consistent with the eligible expenditures described  
508 in section 4 of this ordinance. This plan shall include definitions of planning and  
509 administration as those terms are used in section 4.B.1., 2. and 3. of this ordinance and  
510 the percentage of levy proceeds by each of the three equal parts as described in section  
511 4.B. of this ordinance that will be used to perform these activities. The definitions and  
512 percentages may be refined from the definitions and percentages included in the  
513 transition plan required in subsection A. of this section. This plan shall include a  
514 definition of housing stability for the purposes of expenditures of levy proceeds that shall  
515 address but not be limited to: the appropriate percentage that housing costs should  
516 represent of a person's income as compared to costs of other necessities, such as food,  
517 clothing, transportation and medical care; risk factors for housing instability or housing  
518 insecurity; and housing safety and quality. The definition may be refined from the  
519 definition included in the transition plan required in subsection A. of this section. The  
520 implementation plan shall include and utilize criteria that address geographic differences  
521 and trends in housing stability, including housing costs, to assess the need for and to  
522 allocate housing stability investments. The plan shall include identification of services,  
523 programs, operations and capital facilities that build the capacity and support the  
524 operations of health and human services providers to serve their clients and communities,  
525 including strategies to promote retention, recruitment and pay of high quality service

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526 providers. The plan shall also identify and describe: accountability measures, including  
527 measurable outcomes or results expected for each of the three populations, which are  
528 veterans, seniors and vulnerable populations, across each of the five outcome areas,  
529 which are healthy living, housing stability, financial stability, social engagement, service  
530 system improvement and service system access, due to the expenditure of levy proceeds;  
531 a regular performance monitoring program that will assess and report on how well the  
532 veterans, seniors and human services levy is achieving those outcomes; and how this  
533 veterans, seniors and human services levy program-specific performance monitoring and  
534 reporting will be coordinated with performance monitoring and reporting on other  
535 dedicated human service funds, such as the best starts for kids fund and the mental illness  
536 and drug dependency fund. Among the accountability measures shall be the goal of  
537 housing seventy-five percent of the number of those seniors, who are also veterans or  
538 military servicemembers in King County and who as of the date this ordinance is enacted  
539 are homeless, obtain housing. The plan shall also include the methodology of how the  
540 number of seniors, who are also veterans or military servicemembers and who were  
541 homeless as of the date of the enactment of this ordinance was determined and the  
542 methodology to track the number of veterans and military servicemembers who obtain  
543 housing over the term of this levy. The plan shall also provide for the implementation of  
544 the tracking. The methodology and plan may be refined from those included in the  
545 transition plan required in subsection A. of this section. The plan should describe how  
546 performance monitoring and reporting will focus on results and not simply on numbers  
547 served.

548 C. Until the council adopts by ordinance the transition plan referenced in

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549 subsection A. of this section, subject to appropriation, levy proceeds may only be  
550 expended to continue services provided in 2017 at 2017 service levels and such  
551 expenditures shall be governed by the Service Improvement Plan 2012-2017 - Veterans  
552 and Human Services Levy adopted by Ordinance 17236. No levy proceeds may be  
553 expended for new regional health and human services or capital facilities until the council  
554 adopts by ordinance the transition plan referenced in subsection A. of this section. Until  
555 the council adopts by ordinance the implementation plan referenced in subsection B. of  
556 this section, the transition plan, adopted under subsection A. of this section, shall govern  
557 the expenditure of levy proceeds. After adoption of the implementation plan, it shall  
558 govern the expenditure of levy proceeds and the transition plan shall no longer have force  
559 or effect.

560       SECTION 8. The additional regular property taxes authorized by this ordinance  
561 shall be included in any real property tax exemption authorized by RCW 84.36.381,  
562 including any amendment that is adopted by the state legislature during the term of this  
563 levy.

564       SECTION 9. Ratification. Certification of the proposition by the clerk of the  
565 county council to the director of elections in accordance with law before the general  
566 election on November 7, 2017, and any other act consistent with the authority and before  
567 the effective date of this ordinance are hereby ratified and confirmed.

568       SECTION 10. The plans specified in sections 6 and 7 of this ordinance are  
569 countywide plans included in the work plan of the regional policy committee and as part  
570 of the council review shall be referred to the regional policy committee in accordance  
571 with Section 270.30 of the King County Charter and K.C.C. 1.24.065.D.2.

572            SECTION 11. Severability. If any provision of this ordinance or its application  
 573 to any person or circumstance is held invalid, the remainder of the ordinance or the  
 574 application of the provision to other persons or circumstances is not affected.

Ordinance 18555 was introduced on 5/22/2017 and passed as amended by the Metropolitan King County Council on 7/20/2017, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,  
 Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles  
 and Ms. Balducci  
 No: 0  
 Excused: 0

KING COUNTY COUNCIL  
 KING COUNTY, WASHINGTON

J. Joseph McDermott, Chair

RECEIVED  
 2017 JUL 21 PM 3:47  
 KING COUNTY COUNCIL CLERK

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this 21 day of JULY, 2017.

Dow Constantine, County Executive

Attachments: None

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussing the King County Land Conservation Initiative
<b>PRESENTED BY:</b>	Eric Friedli, PRCS Department Director Bob Burns, Deputy Director, King County DNRP Ingrid Lundin, Conservation Futures Coordinator, King County DNRP
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Discussion

**PROBLEM/ISSUE STATEMENT:**

King County has a goal of working with cities to conserve more than 60,000 acres of high conservation value lands within a generation - including farmlands, forest lands, natural areas, and trails. King County is one of the fastest growing large counties in the U.S. More than 2 million people call King County home today, with an expected twenty-five percent increase in population by 2040. The region must act quickly to protect our most-important remaining conservation lands before prices escalate and we lose opportunities to development.

In November 2015, the King County Council, via Motion 14458, asked King County Executive Dow Constantine to develop a work plan for implementing a program to protect and conserve land and water resources – the King County Land Conservation Initiative (Initiative). The County Executive convened a Land Conservation Advisory Group to review and make recommendations on the County Executive’s *Land Conservation Work Plan*. The Advisory Group represents the business community, land conservation organizations, cities, the environmental community, and other stakeholders. The Advisory Group met nine times from September 2016 to January 2017, and issued a Phase 1 Report which provided feedback on the initial work and recommended additional planning and research needed during 2017. The Advisory Group will reconvene during Fall 2017 to review additional information and make final recommendations to the County Executive and King County Council.

**FINANCIAL IMPACT:**

There is no financial impact related to this discussion.

**RECOMMENDATION**

No formal action is required; this is a discussion item only.

Approved By:            City Manager **DT**                      City Attorney **JA-T**

## **BACKGROUND**

King County has a goal of working with cities to conserve more than 60,000 acres of high conservation value lands within a generation - including farmlands, forest lands, natural areas, and trails. King County is one of the fastest growing large counties in the U.S. More than 2 million people call King County home today, with an expected twenty-five percent increase in population by 2040. The region must act quickly to protect our most-important remaining conservation lands before prices escalate and we lose opportunities to development.

In November 2015, the King County Council, via Motion 14458, asked King County Executive Dow Constantine to develop a work plan for implementing a program to protect and conserve land and water resources. County Council Motion 14458 can be found at the following web link:

<http://your.kingcounty.gov/dnrp/library/water-and-land/land-conservation/business-documents/motion-14458.pdf>

The County Executive prepared the requested plan and submitted it to the County Council in March 2016. The *Land Conservation and Preservation Work Plan* (Work Plan) can be found at the following web link:

*Land Conservation and Preservation Work Plan*

<http://your.kingcounty.gov/dnrp/library/natural-resources/land-conservation/king-county-land-conservation-workplan-march-2016.pdf>

Additional information on the County Executive's Work Plan be found at the following web link:

<http://www.kingcounty.gov/services/environment/water-and-land/land-conservation.aspx>.

To assist in this effort, the County Executive convened a Land Conservation Advisory Group to review and make recommendations on the County Executive's Work Plan. The Advisory Group represents the business community, land conservation organizations, cities, the environmental community, and other stakeholders. Information on the Land Conservation Advisory Group, including its membership, can be found at the following web link:

<http://www.kingcounty.gov/services/environment/water-and-land/land-conservation/advisory-group.aspx>

The Advisory Group met nine times from September 2016 to January 2017, and issued a Phase 1 Report which provided feedback on the initial work and recommended additional planning and research needed during 2017. The Phase I Report can be reviewed at the following web link:

*Advisory Group Phase 1 Report*

<http://your.kingcounty.gov/dnrp/library/water-and-land/land-conservation/phase-1-report-land-conservation-advisory-group.pdf>

The Advisory Group will reconvene during Fall 2017 to review additional information and make final recommendations to the County Executive and King County Council.

King County staff met with Shoreline staff from PRCS and PCD twice since Fall 2016 to learn more about the initiative. During these meetings, PRCS staff presented the land acquisition priorities included in the Parks, Recreation and Open Space Plan (PROS Plan) (the City Council authorized use of the PROS Plan for grant funding purposes only on 7/31/2017).

## **DISCUSSION**

### **Why conserve land?**

Our surrounding landscape gives King County a competitive economic advantage in the global marketplace. People want to live here and businesses want to be here, in part because of the natural beauty and accessible open space.

For King County to thrive, we need to keep our natural lands and river corridors intact, maintain viable working resource lands, and preserve great places for people to explore, relax and stay connected to the natural world.

Land preservation benefits include:

- **Climate change:** We are already seeing the effects of a changing climate on our region's natural and built systems. Open space and forests can mitigate and minimize the effects of extreme weather and natural disasters and absorb greenhouse gases.
- **Biodiversity:** Open space in developed regions like central Puget Sound is critical to supporting a diversity of species and their benefits to the region's economy, health and culture.
- **Social equity:** Historically, minority and low-income populations have been underserved and under-represented in open space planning and access. Open space planning which prioritizes equity can ensure that all residents benefit from conserved lands.
- **Human health:** "The quality of air, water and soil, healthy food and good nutrition depend on open space and it provides opportunities for physical activity, reduces stress and improves social connections. Access to nature improves health and well-being in many ways—physical activity, stress reduction, spiritual renewal, and more." - Howard Frumkin, UW School of Public Health
- **Economic development:** From supporting the timber, agriculture, recreation and tourism industries, to attracting anchor businesses, retaining their employees and boosting real estate values, open space plays a significant role in the region's economy. Balancing the preservation of open space with the demands of growth is a challenge now and will be for regional decision makers in coming years.
- **Competitive advantage:** "Some of our nation's most dynamic companies call this region home. One reason they choose to locate here is the open space at



our doorstep and the quality of life we enjoy. Open space is a competitive asset.”  
- Maud Daudon, Seattle Chamber of Commerce

### **Land Conservation and Preservation Work Plan**

County Executive Constantine transmitted the Land Conservation and Preservation Work Plan to King County Council in March 2016 (web link provided above).

Near-term actions of the Work Plan include:

- Refine the analysis of lands King County seeks to protect.
- Identify existing and new opportunities for revenue streams to support and achieve the conservation goal.
- Look for opportunities to forge public and private partnerships.
- Collaborate with cities in King County to identify their priorities for conserving land.
- Provide opportunities for public engagement and input.
- Convene an advisory group to provide input on King County’s overall land conservation goal; input and recommendations on financial strategies; and approaches and timing considerations for achieving the goal.

### **Areas of focus**

Based on the King County Council’s direction, King County’s conservation efforts were originally focused in five major categories, which taken together benefit nature and people.

- Natural lands for clean water, clean air, passive recreation opportunities, healthy communities, salmon recovery and wildlife, and resilience in an uncertain future.
- Farmland for healthy local food and a thriving agricultural economy.
- Forestland for clean water, clean air, salmon recovery and wildlife, and a sustainable timber industry.
- River valley and nearshore land for flood safety, salmon recovery, recreation, and a healthy Puget Sound.
- Trail corridor connections to complete a world-class regional trail network to increase mobility, improve human health and reduce pollution.

A sixth area of focus was added by the Advisory Group: urban green space in its Phase 1 Report (web link provided above). This category was recommended to be generally consistent with King County’s five land categories identified above and should be defined through work with cities and historically underserved communities in the next several months before the Advisory Group is reconvened.

The Advisory Group’s other Phase 1 recommendations include:

- Working with cities to complete a list of urban priority lands and trails in the next six months, and to ensure ongoing funding is available to cities to preserve both

high value conservation lands and urban green space that cities may identify later.

- Working to better define and quantify the interest of some cities in finding revenue sources for restoration of urban green spaces already in public ownership, as well as city needs for park land maintenance dollars.
- Incorporating equity and social justice considerations into the Initiative, including addressing disparities that exist amongst some communities regarding access and proximity to open space and green space, and working with historically underserved communities to identify the types of urban green spaces that they value most.
- Refining cost assumptions with respect to the 66,000 acres of identified King County priority land, and the acreage yet to be identified inside cities.
- Working to better describe and effectively communicate the broad range of environmental, human health, community resilience and economic prosperity benefits that could be derived from this Initiative.
- Ensuring that acceleration of funding is available so that quick action can be taken to preserve lands under threat of development.
- Developing a strategy that will ensure both success of the Initiative as refined over the next several months, and renewal of the current King County Parks Levy.
- Leaving four potential public funding sources on the table for now, pending further work to refine the scope and cost of the Initiative. Of the four public funding options discussed, the Advisory Group is most strongly supportive of Conservation Futures Tax.
- The group expressed a lesser degree of support for new real estate excise tax authority, another property tax levy or general obligation bonds as Initiative funding sources.
- Doing additional work to test the assumptions about the role of private funding in supporting the Initiative.
- Proceeding with a sense of urgency, as development pressures continue to grow.

### **Next Steps**

King County is pursuing several paths of inquiry before finalizing the action plan for the Initiative. As outlined in Advisory Group's Phase 1 report, issues that will be addressed in a "Phase 2" effort which is currently underway include:

- City engagement to identify city land conservation priorities, expand upon the definition of the urban green space category we propose, explore funding options.
- Community engagement, particularly around equity and social justice issues, to ensure that benefits of the initiative can be broadly realized and we can further take the opportunity to address open space deficiencies in underserved communities.
- Equity mapping analysis to support equity and social justice goals—identify how and where we can address limited green space in underserved communities through the Initiative.

- Explore private funding opportunities and test expectations for how private funding can support the Initiative.
- Planning for next Parks Levy cycle to develop a preferred strategy that can ensure the County parks system stays open and explore ways in which the levy renewal may be integrated with the Initiative.
- Update cost modeling incorporating city priorities so that we can most accurately size the funding gap, including consideration of revised scope and the need for some degree of funding acceleration.
- Buildable Lands Impact Analysis incorporating data on city-identified lands.
- Model potential funding packages considering the full projected cost over time.
- Develop targets and metrics of success to ensure accountability to the voters and confirm the goals to be accomplished.

#### **FINANCIAL IMPACT**

There is no financial impact related to this discussion.

#### **RECOMMENDATION**

No formal action is required; this is a discussion item only.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussing Ordinance No. 797 – SMC 13.12 Floodplain Management Code Update for FEMA Requirement
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Uki Dele, Surface Water and Environmental Services Manager
<b>ACTION:</b>	<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 is a participating community in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP). To participate, the City must adopt and enforce a floodplain management ordinance that regulates development in the City's floodplains and that meets state and federal standards.

The NFIP has four goals: (1) provide affordable flood insurance coverage not available in the private market, (2) stimulate local floodplain management to guide future development, (3) emphasize less costly nonstructural flood control regulatory measures over structural measures, and (4) reduce Federal disaster costs by shifting the burden from all taxpayers to floodplain occupants.

On May 19, 2017, FEMA conducted a Community Assistance Contact (CAC) with the City of Shoreline. CACs are cursory assessments of a community's flood plain management program that ensures communities participating in NFIP are properly regulating flood plain management and development.

Part of the assessment included a FEMA review of the City of Shoreline's Floodplain Management regulations contained in Chapter 13.12 of Shoreline Municipal Code (SMC). One of the findings was that SMC Chapter 13.12 requires two updates in order to meet the minimum requirements of the NFIP – a modification to definitions (SMC 13.12.105) and an update to the date of the Flood Insurance Study for King County (SMC 13.12.300).

In response to this finding and direction from FEMA, staff drafted the limited, proposed updates to the SMC Chapter 13.12 as set forth in proposed Ordinance No. 797. Adoption of this ordinance will maintain the City's eligibility for the National Flood Insurance Program (NFIP).

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact associated with tonight's action.

**RECOMMENDATION**

No Council action is required at this time. Staff recommends that Council discuss the proposed amendments and determine if there is additional information needed for Council's consideration. Proposed Ordinance No. 797 is scheduled for adoption by the Council on October 2, 2017.

Approved By:           City Manager ***DT***   City Attorney ***JA-T***

## **INTRODUCTION**

On May 19, 2017, the Federal Emergency Management Agency (FEMA) conducted a Community Assistance Contact (CAC) with the City of Shoreline. CACs are cursory assessments of a community's flood plain management program, which consists of the following broad tasks: interview with the community Flood Plain Administrator, flood plain management compliance and implementation analysis, and a determination whether a community field survey is needed through FEMA or the Washington State Department of Ecology.

CACs ensure that communities participating in the National Flood Insurance Program (NFIP) are properly regulating flood plain management and development by serving the following purposes:

1. Encourage communication among local flood plain administrators, the State NFIP Coordinator, and FEMA;
2. Ensure community NFIP compliance through ordinance enforcement and permitting procedures;
3. Facilitate discussion of local flood plain management duties and identify discrepancies; and
4. Assess community flood plain administrator training needs.

CACs serve as a vital component in protecting the City of Shoreline from liability of damages sustained during flooding events. The main goal, however, is to protect the public's health, safety, and welfare by ensuring development in the flood plain occurs in a safe manner. To accomplish these objectives, a community's NFIP participation must be effectively administered through accurate flood plain regulations.

Findings from the CAC assessment have been documented in Attachment A. One of the findings was that the City of Shoreline's Floodplain Management regulations contained in Chapter 13.12 of Shoreline Municipal Code (SMC) requires two updates in order to meet the minimum requirements of the NFIP – a modification to definitions (SMC 13.12.105) and an update to the date of the Flood Insurance Study for King County (SMC 13.12.300).

In response to these findings and direction from FEMA, staff drafted Ordinance No. 797 to update SMC Chapter 13.12. Adoption of this ordinance will bring the City in compliance with FEMA regulations and maintain the City's eligibility for the NFIP.

## **BACKGROUND**

The City is a participating community in FEMA's NFIP. To participate, the City must adopt and enforce a floodplain management ordinance that regulates development in the City's FEMA designated floodplains. Flood insurance rate maps that delineate high hazard flood areas are subject to floodplain regulation and required flood insurance. In Shoreline, these FEMA floodplains are currently regulated along the North Fork of Thornton Creek, Boeing Creek, and the Puget Sound shoreline.

Floodplains are areas of land that are inundated by surface water during large storm events. FEMA regulates floodplains on the “base flood” or sometimes referred to as the 100-year flood. The 100-year flood is defined as having a 1% chance of occurrence in any given year. A 100-year flood may seem like a rare occurrence, but has a 26% probability of occurring over the life of a 30-year mortgage for a home located within a 100-year flood zone. FEMA floodplain maps and studies are usually performed along streams, rivers, or coastlines that are subject to development or potential development that are likely to be affected by flooding.

Federal flood insurance is available only in those communities that participate in the NFIP. Flood insurance is required for federally backed loans to purchase or build structures located within a FEMA designated floodplain. Additionally, this insurance can be purchased for any walled or roofed building and its contents anywhere in a participating community, whether or not the building is in a floodplain.

### **DISCUSSION**

The limited proposed updates to SMC Chapter 13.12 are described below and documented in Exhibit A to Attachment B. The updates are administrative in nature so as to provide consistency with the updated FEMA regulations. The proposed amendments do not impact the current operations of the City’s Floodplain management programs.

1. SMC 13.12.105 Definitions
  - a. Revision of the definition of “Elevation Certificate” to reflect the updated version of the referenced document
  - b. Added a definition for “Market Value”
  - c. Revised the definition of “Start of Construction” to match 44 CFR 59.1
2. SMC13.12 300 B Special Flood Hazard Area
  - a. Updated date reference to reflect the most recent date on Flood Insurance Studies.

### **COUNCIL GOAL ADDRESSED**

This item supports City Council Goal #3: Promote and enhance the City’s safe community and neighborhood programs and initiatives.

### **RESOURCE/FINANCIAL IMPACT**

There is no financial impact associated with tonight’s action.

### **RECOMMENDATION**

No Council action is required at this time. Staff recommends that Council discuss the proposed amendments and determine if there is additional information needed for Council’s consideration. Proposed Ordinance No. 797 is scheduled for adoption by the Council on October 2, 2017.

## **ATTACHMENTS**

Attachment A: Summary Results from CAC Assessment

Attachment B: Proposed Ordinance No. 797

Attachment B – Exhibit A: Proposed Amendments to SMC Chapter 13.12



**WASHINGTON STATE MODEL ORDINANCE  
(EVALUATION SHEET)  
UPDATED TO REFLECT NEW EC FORM NO. & MFR HOME PUB**

LOCALITY: \_\_\_ CITY OF SHORELINE, KING COUNTY \_\_\_

REVIEWER'S NAME: \_\_\_ CHARLIE KLINE \_\_\_

ORDINANCE NO: \_\_\_ 13.12 \_\_\_

DATE: \_\_\_ MAY 9, 2017 \_\_\_

ORDINANCE DATE: \_\_\_ SEPTEMBER 2, 2013 \_\_\_

REASON FOR REVIEW: \_\_\_ CAC \_\_\_

CRITERIA & MODEL ORDINANCE REFERENCE		A	B	C	D	E	FEDERAL REGULATION REFERENCE
1	<p><b>MODEL ORDINANCE 3.2</b> BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD</p> <p>The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for (___community name___) " dated (___), (20___), and any revisions thereto*, with an accompanying Flood Insurance Rate Map (FIRM), and any revisions thereto*, are hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance Study and the FIRM are on file at (___community address___). The best available information for flood hazard area identification as outlined in Section 4.3-2 shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under Section 4.3-2.</p> <p><i>* In some communities, the phrase "and any revisions thereto" is not considered legally binding and should not be adopted.</i></p>						<p>44 CFR 60.3(c)(1)d)(2)</p> <p>X 13.12.300(B) – Cannot find referenced FIRM anywhere. Was it a LOMR? Should be FIS for King County and Incorporated Areas dated 04/19/2005.</p> <p><i>Recommended [UD]</i></p>
1a	<p><b>MODEL ORDINANCE 3.7</b> SEVERABILITY</p> <p>If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.</p>						<p>Mandatory ✓ 13.12.800(H)</p>
2	<p><b>MODEL ORDINANCE 4.1-1</b> DEVELOPMENT PERMIT REQUIRED</p> <p>A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 3.2. The permit shall be for all structures including manufactured homes, as set forth in the "Definitions," and for all development including fill and other activities, also as set forth in the "Definitions."</p>						<p>44 CFR 60.3(b)(1) ✓ 13.12.700(A)(1)</p>
3	<p><b>MODEL ORDINANCE 4.3-1(2)</b> PERMIT REVIEW</p> <p>Review all development permits to determine that all necessary permits have been obtained from those Federal, State, or local</p>						<p>44 CFR 60.3(a)(2) ✓ 13.12.700(A)(2)</p>

A = Flood Hazard Boundary Map

B = Flood Insurance Rate Map without elevation

C = Flood Insurance Rate Map with base flood elevations

D = Flood Insurance Rate Map with floodways

E = Flood Insurance Rate Map with floodways and V zones

OK...(✓) No...(N) Other...(X) and explain

Revised September 2004

	governmental agencies from which prior approval is required.				
4	<p><b>MODEL ORDINANCE 4.3-2</b>  <b>USE OF OTHER BASE FLOOD DATA</b></p> <p>When base flood elevation data has not been provided (in A or V Zones) in accordance with Section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD, the (<i>Local Administrator</i>) shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, in order to administer Sections 5.2, SPECIFIC STANDARDS, and 5.4 FLOODWAYS.</p>				<p>44 CFR 60.3(b)(4)                  ✓ 31.12.300(C)6</p>
5	<p><b>MODEL ORDINANCE 4.3-3</b>  <b>INFORMATION TO BE OBTAINED AND MAINTAINED</b></p> <p>(1) Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in Section 4.3-2, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.</p> <p>(2) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in Section 4.3-2:</p> <p style="padding-left: 40px;">(i) Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed,</p> <p style="padding-left: 40px;">(ii) Maintain the floodproofing certifications required in Section 4.1-2(3).</p> <p>(3) Maintain for public inspection all records pertaining to the provision of this ordinance.</p>				<p>44 CFR 60.3(b)(5)(i)                  ✓ 13.12.700(D)(5)(c)                  ✓ 13.12.700(D)(7)(a) for basement</p> <p>44 CFR 60.3(b)(5)(ii)                  ✓ 13.12.700(D)(8)</p> <p>44 CFR 60.3(b)(5)(iii)                  ✓ 13.12.800(A)</p>
6	<p><b>MODEL ORDINANCE 4.3-4(1)</b>  <b>ALTERATION OF WATERCOURSES</b></p> <p>Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.</p>				<p>44 CFR 60.3(b)(6)                  ✓ 13.12.600(E)(2)</p>
7	<p><b>MODEL ORDINANCE 4.3-4(2)</b>  <b>ALTERATION OF WATERCOURSES</b></p> <p>Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.</p>				<p>44 CFR 60.3(b)(6)                  ✓ 13.12.600(E)(3)</p>
8	<p><b>MODEL ORDINANCE 4.3-5</b>  <b>INTETPRETATION OF FIRM BOUNDARIES</b></p> <p>Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provide in Section 4.4.</p> <p><i>* If you do not include Section 4.4 (VARIANCE PROCEDURE), end the above sentence after the word "interpretation" and add the following sentence: "Such appeals shall be granted</i></p>				<p><i>OPTIONAL PROVISION</i></p>

A = Flood Hazard Boundary Map OK...(√) No...(N) Other...(X) and explain

B = Flood Insurance Rate Map without elevation

C = Flood Insurance Rate Map with base flood elevations

D = Flood Insurance Rate Map with floodways

E = Flood Insurance Rate Map with floodways and V zones

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## Attachment A

	<i>consistent with the standards of Section 60.6 of the Rules and Regulations of the National Flood Insurance Program (44 CFR 59-76)."</i>					
9A	<b>MODEL ORDINANCE 5.1-1(1)</b> ANCHORING  All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.					44 CFR 60.3(a)(3)(i) ✓ 13.12.500(B)3
9B	<b>MODEL ORDINANCE 5.1-1(2)</b> ANCHORING  All manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors. <i>For more detailed information, refer to guidebook, FEMA P-85, "Protecting Manufactured Homes from Floods and Other Hazards."</i>					44 CFR 60.3(b)(8) ✓ 13.12.500(B)3
9D	<b>MODEL ORDINANCE 5.1-2(1)</b> CONSTRUCTION MATERIALS AND METHODS  All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.					44 CFR 60.3(a)(3)(ii) ✓ 13.12.500(B)5
9E	<b>MODEL ORDINANCE 5.1-2(2)</b> CONSTRUCTION MATERIALS AND METHODS  All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.					44 CFR 60.3(a)(3)(iii) ✓ 13.12.500(B)(4)
9F	<b>MODEL ORDINANCE 5.1-2(3)</b> CONSTRUCTION MATERIALS AND METHODS  Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.					44 CFR 60.3(a)(3)(iv) ✓ 13.12.400(A)(5)
10	<b>MODEL ORDINANCE 5.1-3(1), (2), (3), AND (4)</b> UTILITIES  (1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems;  (2) Water wells shall be located on high ground that is not in the floodway*  (3) New and replacement sanitary sewerage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters; and  (4) Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.  <i>* FEMA endorses the more restrictive WA floodway standard</i>					44 CFR 60.3(a)(5) ✓ 13.12.500(G)(1)  WAC 173-160-171 ✓ 13.12.500(G)(2)  44 CFR 60.3(a)(6)(i) ✓ 13.12.500(G)(3)  44CFR 60.3(a)(6)(ii) ✓ 13.12.500(G)(4)

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E = Flood Insurance Rate Map with floodways and V zones

OK...(✓) No...(N) Other...(X) and explain

Revised September 2004

	<i>identified in WAC 173-160-171</i>					
11	<p><b>MODEL ORDINANCE 5.1-4</b> SUBDIVISION PROPOSALS</p> <p>(1) All subdivision proposals shall be consistent with the need to minimize flood damage;</p> <p>(2) All subdivision proposals shall have public utilities and facilities, such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage;</p> <p>(3) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage;</p> <p>(4) Where base flood elevation data has not been provided or is not available from another authorized source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or 5 acres (whichever is less).</p>					<p>44 CFR 60.3(a)(4)(b)(3) ✓ 13.12.400(1)</p> <p>44 CFR 60.3(a)(4)(i) ✓ 13.12.400(5)</p> <p>44 CFR 60.3(a)(4)(iii) ✓ 13.12.400(7)</p> <p>44 CFR 60.3(b)(3) ✓ 12.12.300(E)4</p>
12	<p><b>MODEL ORDINANCE 5.1-5</b> REVIEW OF BUILDING PERMITS</p> <p>Where elevation data is not available either through the Flood Insurance Study, FIRM, or from another authoritative source (Section 4.3-2), applications for building permits shall be reviewed to assure that proposed construction will be <i>reasonably safe from flooding</i>. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.</p>					<p>44 CFR 60.3(a)(3) ✓ 13.12.300(C)(7)</p>
13	<p><b>MODEL ORDINANCE 5.2</b> SPECIFIC STANDARDS</p> <p>In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD, or Section 4.3-2, USE OF OTHER BASE FLOOD DATA, the following provisions are required:</p> <p><i>* Additional standards were clarified in FEMA Technical Bulletin 11-01, "Crawlspace Construction for Buildings Located in Special Flood Hazard Areas"</i></p>					<p>44 CFR 60.3(c)(1)</p> <p>OPTIONAL PROVISIONS</p>
14	<p><b>MODEL ORDINANCE 5.2-1</b> RESIDENTIAL CONSTRUCTION</p> <p>(1) New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more* above the base flood elevation (BFE).</p> <p><i>* Minimum standards require the lowest floor to be elevated "to or above" the BFE; however, adding an additional foot of freeboard increases safety and reduces insurance premiums and its adoption is strongly encouraged by FEMA. This note applies throughout the model ordinance.</i></p> <p>(2) Fully enclosed areas below the lowest floor that are subject</p>					<p>44 CFR 60.3(c)(2) ✓ 12.12.500(B)(1)</p> <p>44 CFR 60.3(c)(5)</p>

A = Flood Hazard Boundary Map

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OK...(✓)

No...(N)

Other...(X) and explain

	<p>to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:</p> <p>(i) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.</p> <p>(ii) The bottom of all openings shall be no higher than one foot above grade.</p> <p>(iii) Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.</p>				13.12.500(B)6
15	<p><b>MODEL ORDINANCE 5.2-2</b> NONRESIDENTIAL CONSTRUCTION</p> <p>New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more* above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:</p> <p>(1) Be floodproofed so that below one foot or more above the base flood level of the structure is watertight with walls substantially impermeable to the passage of water;</p> <p>(2) Have structural components capable of resisting hydrostatic and hydrodynamic loads including the effects of buoyancy</p> <p>(3) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 4.3-3(2);</p> <p>(4) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in 5.2-1(2);</p> <p>(5) Applicants who are floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one foot below).</p>				<p>44 CFR 60.3(c)(3)(i) ✓ 13.12.500(C)1 – references back to freeboard requirement in section above.</p> <p>44 CFR 60.3(c)(3)(ii) ✓ 13.12.500(C)(2) a - c</p> <p>44 CFR 60.3(c)(4)(i) ✓ 13.12.500(C)(2)d</p> <p>44 CFR 60.3(c)(5) ✓ 13.12.500(C)(1) – references back to section above.</p> <p><i>This bullet is not required per 44 CFR but it is recommended</i></p>
16	<p><b>MODEL ORDINANCE 5.2-3</b> MANUFACTURED HOMES</p> <p>(1) All manufactured homes to be placed or substantially improved on sites shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement*.</p> <p>* If this phrase is applied to all manufactured homes in the</p>				<p>44 CFR 60.3(c)(6) ✓ 13.12.500(D) – requires MH to meet standards of structures plus anchoring.</p>

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OK...(✓)

No...(N)

Other...(X) and explain

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	<p>floodplain, then the remaining verbiage is not necessary to adopt.</p> <p>This applies to manufactured homes:</p> <p>(i) Outside of a manufactured home park or subdivision,</p> <p>(ii) In a new manufactured home park or subdivision,</p> <p>(iii) In an expansion to an existing manufactured home park or subdivision, or</p> <p>(iv) In an existing manufactured home park or subdivision on a site which a manufactured home has incurred “substantial damage” as the result of a flood; and</p> <p>(2) Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the above manufactured home provisions be elevated so that either:</p> <p>(i) The lowest floor of the manufactured home is elevated one foot or more* above the base flood elevation, or</p> <p>(ii) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.</p>				<p><i>44 CFR 60.3(c)(6)(i)</i>  <i>44 CFR 60.3(c)(6)(ii)</i>  <i>44 CFR 60.3(c)(6)(iii)</i></p> <p><i>44 CFR 60.3(c)(6)(iv)</i></p> <p><i>44 CFR 60.3(c)(12)</i></p> <p><i>44 CFR 60.3(c)(12)(i)</i></p> <p><i>44 CFR 60.3(c)(12)(ii)</i></p>
17	<p><b>MODEL ORDINANCE 5-2-4</b>  <b>RECREATIONAL VEHICLES</b></p> <p>Recreational vehicles placed on sites are required to either:</p> <p>(i) Be on the site for fewer than 180 consecutive days, (or)</p> <p>(ii) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or</p> <p>(iii) Meet the requirements of 5.2-3 above and the elevation and anchoring requirements for manufactured homes.</p>				<p><i>44 CFR 60.3(c)(14)(i-iii)</i>                  ✓ 13.12.500(E)</p>
18	<p><b>MODEL ORDINANCE 5.3</b>  <b>AE AND A1-30 ZONES WITH BASE FLOOD ELEVATIONS BUT NO FLOODWAYS</b></p> <p>In areas with base flood elevations (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community’s FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.</p>				<p><i>44 CFR 60.3(c)(10)</i>                  ✓ 13.12.600(C)(2)</p>
19	<p><b>MODEL ORDINANCE 5.4</b>  <b>FLOODWAYS</b></p> <p>Located within areas of special flood hazard established in Section 3.2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:</p>				<p><i>44 CFR 60.3(d)</i></p>

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OK...(✓) No...(N) Other...(X) and explain

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<p>(1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.</p> <p>(2) Construction or reconstruction of residential structures is prohibited within designated floodways*, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure either, (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50 percent.  <i>* FEMA endorses the more restrictive WA floodway standard adopted in WAC 173-158-070.</i></p> <p>(3) If Section 5.4(1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 5.0, PROVISIONS FOR FLOOD HAZARD REDUCTION.</p>			<p><i>44 CFR 60.3(d)(3)</i>          ✓ 13.12.600(C)(1)</p> <p><i>WAC 173-158-070</i>          ✓ 13.12.600(C)(1)</p>
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OK...(√)    No...(N)    Other...(X) and explain

20	<p><b>MODEL ORDINANCE 5.7</b>  <b>CRITICAL FACILITY</b></p> <p>Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.</p>					<p><i>OPTIONAL PROVISION</i>                  ✓ 13.12.400(D)</p>
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OK...(√)

No...(N)

Other...(X) and explain



**APPENDIX A: COMMUNITIES WITH SHALLOW FLOODING  
IDENTIFIED AS AO ZONES ON FLOOD INSURANCE RATE MAPS (FIRM)**

CRITERIA & MODEL ORDINANCE REFERENCE	A	B	C	D	E	FEDERAL REGULATION REFERENCE
<p>21 <b>MODEL ORDINANCE 5.5</b> STANDARDS FOR SHALLOW FLOODING AREAS (AO ZONES)</p> <p>Shallow flooding areas appear on FIRMs as AO zones with depth designations. The base flood depths in these zones range from 1 to 3 feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In these areas, the following provisions apply:</p> <p>(1) New construction and substantial improvements of residential structures and manufactured homes within AO zones shall have the lowest floor (including basement) elevated above the highest adjacent grade to the structure, one foot or more above* the depth number specified in feet on the community’s FIRM (at least two feet above the highest adjacent grade to the structure if no depth number is specified).</p> <p>(2) New construction and substantial improvements of nonresidential structures within AO zones shall either:</p> <p>(i) Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, one foot or more above* the depth number specified on the FIRM (at least two feet if no depth number is specified); or</p> <p>(ii) Together with attendant utility and sanitary facilities, be completely flood proofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer, or architect as in section 5.2-2(3).</p> <p>(3) Require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.</p> <p>(4) Recreational vehicles placed on sites within AO Zones on the community’s FIRM either:</p> <p>(i) Be on the site for fewer than 180 consecutive days, or</p> <p>(ii) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or</p> <p>(iii) Meet the requirements of 5.5(1) and 5.5(3) above and the anchoring requirements for manufactured homes (Section 5.1-1(2)).</p>						<p><i>OPTIONAL PROVISION</i></p> <p><i>44 CFR 60.3(c)(7)</i></p> <p><i>44 CFR 60.3(c)(8)</i></p> <p><i>44 CFR 60.3(c)(8)(ii)</i></p> <p><i>44 CFR 60.3(c)(11)</i></p>

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OK...(√)

No...(N)

Other...(X) and explain

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**APPENDIX B: COMMUNITIES WITH COASTAL VELOCITY (V ZONES)  
PRESENT ON FIRM AND AN ORDINANCE COMPLIANT WITH 44 60.3(E)**

CRITERIA & MODEL ORDINANCE REFERENCE	E	FEDERAL REGULATION REFERENCE
<p>22 <b>MODEL ORDINANCE 5.6</b> COASTAL HIGH HAZARD AREAS</p> <p>Located within areas of special flood hazard established in Section 3.2 are Coastal High Hazard Areas, designated as Zones V1-30, VE and/or V. These areas have special flood hazards associated with high velocity waters from surges and, therefore, in addition to meeting all provisions in this ordinance, the following provisions shall also apply:</p> <p>1) All new construction and substantial improvements in Zones V1-30 and VE (V if base flood elevation data is available) on the community's FIRM shall be elevated on pilings and columns so that:</p> <p>i) The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated one foot or more above the base flood level; and</p> <p>ii) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).</p> <p>A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Section 5.6(1)(i) and (ii).</p> <p>2) Obtain the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V1-30, VE, and V on the community's FIRM and whether or not such structures contain a basement. The (<i>Local Administrator</i>) shall maintain a record of all such information.</p> <p>3) All new construction within Zones V1-30, VE, and V on the community's FIRM shall be located landward of the reach of mean high tide.</p> <p>4) Provide that all new construction and substantial improvements within Zones V1-30, VE, and V on the community's FIRM have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no</p>		<p><i>OPTIONAL PROVISION</i></p> <p>44 CFR 60.3(e)(4) ✓ 13.12.500(B)(7)</p> <p>44 CFR 60.3(e)(4)(i) ✓ 13.12.500(B)(7)b</p> <p>44 CFR 60.3(e)(4)(ii) ✓ 13.12.500(B)(7)c</p> <p>✓ 13.12.500(B)(7)a</p> <p>44CFR 60.3(e)(2) ✓ 13.12.700(D)(7)(c)</p> <p>44 CFR 60.3(e)(3) ✓ 13.12.500(B)(7)e</p> <p>44 CFR 60.3(e)(5) ✓ 13.12.500(B)(7)d – no obstruction! Good higher standard</p> <p>44 CFR 60.3(e)(5)(i)</p>

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OK...(✓) No...(N) Other...(X) and explain

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<p>insurance premium rate with Section B completed by Community Officials.</p> <p><b>ELEVATED BUILDING:</b> means for insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.</p> <p><b>EXISTING MANUFACTURED HOME PARK OR SUBDIVISION:</b> means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the adopted floodplain management regulations.</p> <p><b>EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION:</b> means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).</p> <p><b>FLOOD or FLOODING:</b> means a general and temporary condition of partial or complete inundation of normally dry land areas from:</p> <p>1) The overflow of inland or tidal waters and/or</p> <p>2) The unusual and rapid accumulation or runoff of surface waters from any source.</p> <p><b>FLOOD INSURANCE RATE MAP (FIRM):</b> means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.</p> <p><b>FLOOD INSURANCE STUDY (FIS):</b> means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Insurance Rate Maps, and the water surface elevation of the base flood.</p> <p><b>FLOODWAY:</b> means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.</p> <p><b>** INCREASED COST OF COMPLIANCE:</b> A flood insurance claim payment up to \$30,000 directly to a property owner for the cost to comply with floodplain management regulations after a direct physical loss caused by a flood. Eligibility for an ICC claim can be through a single instance of "substantial damage" or as a result of a "cumulative substantial damage." (more information can be found in FEMA ICC Manual 301)</p> <p><b>* LOWEST FLOOR:</b> means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><i>Optional insurance provision</i></p> <p><i>Not Recommended [UD]</i></p> <p><i>Required</i></p>
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OK...(✓) No...(N) Other...(X) and explain

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<p>area, is not considered a building’s lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance found at Section 5.2-1(2), (i.e. provided there are adequate flood ventilation openings).</p> <p><b>MANUFACTURED HOME:</b> means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”</p> <p><b>MANUFACTURED HOME PARK OR SUBDIVISION:</b> means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.</p> <p><b>NEW CONSTRUCTION:</b> means structures for which the “start of construction” commenced on or after the effective date of this ordinance.</p> <p><b>NEW MANUFACTURED HOME PARK OR SUBDIVISION:</b> means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.</p> <p><b>RECREATIONAL VEHICLE:</b> means a vehicle,</p> <ol style="list-style-type: none"> <li>1) Built on a single chassis;</li> <li>2) 400 square feet or less when measured at the largest horizontal projection;</li> <li>3) Designed to be self-propelled or permanently towable by a light duty truck; and</li> <li>4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.</li> </ol> <p><b>START OF CONSTRUCTION:</b> includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>X</p>		<p>Ordinance missing 180 day requirement per 44 CFR 59.1. Shoreline’s definition also lacks many of the specifics from the CFR definition. Recommend adopting this definition verbatim.</p> <p><i>Recommended [UD] – However, need to discuss how this may impact vesting language and development.</i></p>
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OK...(✓) No...(N) Other...(X) and explain

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<p>the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.</p> <p><b>STRUCTURE:</b> a walled and roofed building, including a gas or liquid storage tank that is principally above ground.</p> <p>* <b>SUBSTANTIAL DAMAGE:</b> means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.</p> <p>* <b>SUBSTANTIAL IMPROVEMENT:</b> means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:</p> <p>1) Before the improvement or repair is started; or</p> <p>2) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.</p> <p>The term can exclude:</p> <p>1) Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or</p> <p>2) Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.</p> <p><b>VARIANCE:</b> means a grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.</p> <p><b>WATER DEPENDENT:</b> means a structure for commerce or industry that cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><i>Required</i></p> <p><i>Required</i></p>
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OK...(✓)

No...(N)

Other...(X) and explain

Revised September 2004

**ORDINANCE NO. 797**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,  
AMENDING THE CHAPTER 13.12 FLOODPLAIN MANAGEMENT OF  
THE SHORELINE MUNICIPAL CODE.**

WHEREAS, the City of Shoreline is a participating community in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program; and

WHEREAS, on May 19, 2017, FEMA conducted a Community Assistance Contact (CAC) to ensure the City was properly regulating its floodplain management and development; and

WHEREAS, part of the CAC assessment was a review of the City's Floodplain Management regulations set forth in Chapter 13.12 of the Shoreline Municipal Code; and

WHEREAS, FEMA determined that SMC Chapter 13.12 required nominal updates to ensure the City's continued participation in the National Flood Insurance Program and protect the public's health, safety, and welfare; and

WHEREAS, SMC Chapter 13.12 needs to be amendment to reflect FEMA's determination and allow for continued participation in the National Flood Insurance Program;

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

**Section 1. Amendment – Chapter 13.12 Floodplain Management.** Chapter 13.12 Floodplain Management is amendment as set forth in Exhibit A to this Ordinance.

**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, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.



PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 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

**Chapter 13.12****FLOODPLAIN MANAGEMENT****13.12.105 Definitions.**

Unless specifically defined below, terms or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

“Adversely affect” or “adverse effect” means an effect that is a direct or indirect result of the proposed action or its interrelated or interdependent actions and the effects are not discountable, insignificant or beneficial. A discountable effect is extremely unlikely to occur. An insignificant effect relates to the size of the impact and should never reach the scale where a take occurs. Based on best judgment, a person would not: (A) be able to meaningfully measure, detect, or evaluate an insignificant effect; or (B) expect a discountable effect to occur.

“Appurtenant structure” means a structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”). The area subject to the base flood is the special flood hazard area designated on flood insurance rate maps as Zone “A” or “V” including AE, AO, AH, A1-99 and VE.

“Base flood elevation” means the elevation of the base flood above the datum of the effective flood insurance rate map (FIRM).

“Basement” means any area of the structure having its floor subgrade (below ground level) on all sides.

“Beneficial effect” means a contemporaneous positive effect without any adverse effect. In the event that the overall effect of the proposed action is beneficial, but is also likely to cause some adverse effect, then the proposed action is considered to result in an adverse effect.

“Channel migration zone” means the area within the lateral extent of likely stream channel movement due to a destabilization and erosion, rapid stream incision, aggradations, avulsions, and shifts in location of stream channels.

“Critical facility” means a facility necessary to protect the public health, safety, and welfare during a flood. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency operations installations, water and wastewater treatment plants, electric power stations, and installations which produce, use, or store hazardous materials or hazardous waste (other than consumer products containing hazardous substances or hazardous waste intended for household use).

“Development” means any manmade change to improved or unimproved real estate in the regulatory floodplain, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, storage of equipment or materials, subdivision of land, removal of more than five percent of the native vegetation on the property, or alteration of natural site characteristics.

“Director” means the public works director or designee.

“Dry floodproofing” means any combination of structural and nonstructural measures that prevent floodwaters from entering a structure.

“Elevation certificate” means the most current version of the FEMA National Flood Insurance Program form that documents the elevation of a structure within a Special Flood Hazard Area relative to the ground level so as to ensure compliance with this chapter, to determine the flood insurance premium rate, and/or to support a map amendment or revision. ~~means the official form (FEMA Form 81-31) used to provide elevation information~~

~~necessary to ensure compliance with provisions of this chapter and determine the proper flood insurance premium rate. means the official form (FEMA Form 81-31) used to provide elevation information necessary to ensure compliance with provisions of this chapter and determine the proper flood insurance premium rate.~~

“ESA” means the Endangered Species Act.

“Federal Emergency Management Agency (FEMA)” means the agency responsible for administering the National Flood Insurance Program.

“FEMA” means Federal Emergency Management Agency.

“FIRM” means flood insurance rate map.

“Fish and wildlife habitat conservation area” means lands needed to maintain species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created. These areas are designated in SMC 20.80.260 through 20.80.300.

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- A. The overflow of inland or tidal waters; and/or
- B. The unusual and rapid accumulation of runoff of surface waters from any source.

“Flood insurance rate map (FIRM)” means the official map on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

“Flood insurance study” means the official report provided by the Federal Emergency Management Agency that includes flood profiles, the flood insurance rate map, and the water surface elevation of the base flood.

“Flood protection elevation (FPE)” means the elevation above the datum of the effective FIRM to which new and substantially improved structures must be protected from flood damage.

“Floodway” means the channel of a stream or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point.

“Functionally dependent use” means a use that must be located or carried out close to water, for example docking or port facilities necessary for the unloading of cargo or passengers, or shipbuilding and ship repair.

“Historic structure” means a structure that:

- A. Is listed on the National Register of Historic Places, the Washington Heritage Register, or the Washington Heritage Barn Register; or
- B. Has been certified to contribute to the historical significance of a registered historic district.

“Hyporheic zone” means a saturated layer of rock or sediment beneath and/or adjacent to a stream channel that contains some proportion of channel water or that has been altered by channel water infiltration.

“Impervious surface” means a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement or crawl space) of a structure. An unfinished or flood-resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a structure’s lowest floor; provided, that such enclosure is compliant with SMC 13.12.500(B)(6), so that there are adequate openings to allow floodwaters into the area.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Market Value” means either the true and fair value of the property as established by the county assessor or by a Washington State certified or licensed appraiser.

“Native vegetation” means plant species that are indigenous to the community’s area and that reasonably could be expected to naturally occur on the site.

“Natural floodplain functions” means the contribution that a floodplain makes to support habitat, including but not limited to providing flood storage and conveyance, reducing flood velocities, reducing sedimentation, filtering nutrients and impurities from runoff, processing organic wastes, moderating temperature fluctuations, and providing breeding and feeding grounds, shelter, and refugia for aquatic or riparian species.

“New construction” means structures for which the “start of construction” commenced on or after the effective date of this chapter.

“NMFS” means National Marine Fisheries Service.

“Protected area” means the lands that lie within the boundaries of the floodway, the riparian habitat zone, and the channel migration area. Because of the impact that development can have on flood heights and velocities and habitat, special rules apply in the protected area.

“Recreational vehicle” means a vehicle:

- A. Built on a single chassis; and
- B. Four hundred square feet or less when measured at the largest horizontal projection; and
- C. Designed to be self-propelled or permanently towable by an automobile or light duty truck; and
- D. Designed primarily for use as temporary living quarters for recreational, camping, travel, or seasonal use, not as a permanent dwelling.

“Regulatory floodplain” means the area of the special flood hazard area plus the protected area, as defined in SMC 13.12.300. The term also includes newly designated areas that are delineated pursuant to SMC 13.12.300(E).

“Riparian” means of, adjacent to, or living on the bank of a river, lake, pond, ocean, sound, or other water body.

“Riparian habitat zone” means the water body and adjacent land areas that are likely to support aquatic and riparian habitat as detailed in SMC 13.12.300(D)(2).

“Special flood hazard area (SFHA)” means the land subject to inundation by the base flood. Special flood hazard areas are designated on flood insurance rate maps with the letter “A” or “V” including AE, AO, AH, A1-99 and VE. The special flood hazard area is also referred to as the area of special flood hazard or SFHA.

“Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

~~“Start of construction” means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory structures not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.~~

“Structure” means a walled and roofed building, including a gas or liquid storage tank that is principally above ground.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial damage” also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, rehabilitation, addition, replacement, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- A. Before the “start of construction” of the improvement; or
- B. Before damage occurred, if the structure has been damaged or is being restored.

Substantial improvement occurs with the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects external dimensions.

Substantial improvement includes structures that have incurred “substantial damage,” regardless of the actual repair work performed.

Substantial improvement does not include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

“Variance (floodplain)” means a grant of relief from the requirements of this chapter that permits construction in a manner that would otherwise be prohibited by this chapter.

“Water typing” means a system for classifying water bodies according to their size and fish habitat characteristics. The Washington Department of Natural Resources’ forest practices water typing classification system is hereby adopted by reference. The system defines four water types:

- A. Type “S” – Shoreline. Streams that are designated “shorelines of the state,” including marine shorelines.
- B. Type “F” – Fish. Streams that are known to be used by fish or meet the physical criteria to be potentially used by fish.
- C. Type “Np” – Non-fish perennial streams.
- D. Type “Ns” – Non-fish seasonal streams.

“Waters of the state” includes lakes, rivers, ponds, streams, inland waters, underground water, salt waters, estuaries, tidal flats, beaches, and lands adjoining the seacoast of the state, sewers, and all other surface waters and watercourses within the jurisdiction of the state of Washington.

“Zone” means one or more areas delineated on the FIRM. The following zones may be used on the adopted FIRM. The special flood hazard area is comprised of the A and V zones.

A	SFHA where no base flood elevation is provided.
A#	Numbered A Zones (e.g., A7 or A14), SFHA with a base flood elevation.
AE	SFHA with a base flood elevation.
AO	SFHA subject to inundation by shallow flooding usually resulting from sheet flow on sloping terrain, with average depths between one and three feet. Average flood depths are shown.
AH	SFHA subject to inundation by shallow flooding (usually pond areas) with average depths between one and three feet. Base flood elevations are shown.
B	The area between the SFHA and the 500-year flood of the primary source of flooding. It may also be an area with a local, shallow flooding problem or an area protected by a levee.
C	An area of minimal flood hazard, as above the 500-year flood level of the primary source of flooding. B and C zones may have flooding that does not meet the criteria to be mapped as a special flood hazard area, especially pond and local drainage problems.
D	Area of undetermined but possible flood hazard.
V	The SFHA subject to coastal high hazard flooding including waves of three feet or greater in height. There are three types of V zones: V, V#, and VE, and they correspond to the A zone designations.
X	The area outside the mapped SFHA.
X – Shaded	The same as a Zone B, above.

**13.12.300 Regulatory data.**

A. Regulatory Floodplain. The regulatory floodplain is comprised of the special flood hazard area and all protected areas within the jurisdiction of city of Shoreline. The term also includes areas delineated pursuant to subsection E of this section.

B. Special Flood Hazard Area. The special flood hazard area (SFHA) is the area subject to flooding by the base flood and subject to the provisions of this chapter. It is identified by the Federal Emergency Management Agency in a scientific and engineering report entitled "Flood Insurance Study for King County and Incorporated Areas," dated ~~November 6, 2010~~ April 19, 2005, ~~Flood Insurance Study Number 53033CV001B,~~ and any revisions thereto, with an accompanying flood insurance rate map (FIRM), and any revisions thereto, hereby adopted by reference and declared to be a part of this chapter. The flood insurance study and the FIRM are on file at 17500 Midvale Avenue N, Shoreline, WA 98133.

C. Flood Hazard Data.

1. The base flood elevation for the SFHAs of the city of Shoreline shall be as delineated on the 100-year flood profiles in the flood insurance study for King County.
2. The base flood elevation for each SFHA delineated as a "Zone AH" or "Zone AO" shall be that elevation (or depth) delineated on the flood insurance rate map. Where base flood depths are not available in Zone AO, the base flood elevation shall be considered two feet above the highest grade adjacent to the structure.
3. The base flood elevation for all other SFHAs shall be as defined in subsections (C)(6) and (E)(4) of this section.
4. The flood protection elevation (FPE) shall be the base flood elevation plus one foot.
5. The floodway shall be as delineated on the flood insurance rate map or in accordance with subsections (C)(6) and (E)(4) of this section.
6. Where base flood elevation and floodway data have not been provided in special flood hazard areas, the director shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source.
7. Where elevation data are not available either through the flood insurance study, FIRM, or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness includes use of historical data, high water marks, photographs of past flooding, etc. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

D. Protected Area. The protected area is comprised of those lands that lie within the boundaries of the floodway, the riparian habitat zone, and the channel migration area.

1. In riverine areas, where a floodway has not been designated in accordance with subsection (C)(5), (C)(6), or (E)(5) of this section, the protected area is comprised of those lands that lie within the boundaries of the riparian habitat zone, the channel migration area, and the SFHA.
2. The riparian habitat zone includes those watercourses within the SFHA and adjacent land areas that are likely to support aquatic and riparian habitat. The size and location of the riparian habitat zone is dependent on the type of water body. The riparian habitat zone includes the water body and adjacent lands, measured perpendicularly from ordinary high water on both sides of the water body:
  - a. Type S – Streams that are designated "shoreslines of the state": 250 feet.
  - b. Type F – Fish-bearing streams greater than five feet wide and marine shoreslines: 200 feet.

- c. Type F – Streams less than five feet wide and lakes: 150 feet.
- d. Type N – Non-salmonid-bearing perennial and seasonal streams with unstable slopes: 225 feet.
- e. All other Type N – Non-salmonid-bearing perennial and seasonal streams: 150 feet.

### 3. Channel Migration Area.

- a. The channel migration area shall be the channel migration zone plus 50 feet.
- b. Where a channel migration zone has not yet been mapped, the provisions of subsection (E)(6) of this section shall apply at the time of permit application.
- c. Where more than one channel migration zone has been delineated, the director shall use the delineation that has been adopted for other local regulatory purposes.

### E. New Regulatory Data.

1. All requests to revise or change the flood hazard data, including requests for a letter of map revision and a conditional letter of map revision, shall be reviewed by the director.
  - a. The director shall not sign the community acknowledgment form for any requests based on filling or other development, unless the applicant for the letter documents that such filling or development complies with this chapter.
  - b. The director shall not approve a request to revise or change a floodway delineation until FEMA has issued a conditional letter of map revision that approves the change.
2. The director shall use the most restrictive data available for the channel migration zone, floodways, future conditions, and riparian habitat areas.
3. If an applicant disagrees with the regulatory data prescribed by this chapter, he/she may submit a detailed technical study needed to replace existing data with better data in accordance with FEMA mapping guidelines or Regional Guidance for Hydrologic and Hydraulic Studies in Support of the Model Ordinance for Floodplain Management and the Endangered Species Act, 2010, FEMA Region 10. If the data in question are shown on the published FIRM, the submittal must also include a request to FEMA for a conditional letter of map revision.
4. Where base flood elevation data are not available in accordance with subsection C of this section, applicants for approval of new subdivisions and other proposed developments, including proposals for manufactured home parks and subdivisions greater than 50 lots or five acres, whichever is smaller, shall include such data with their permit applications.
5. Where floodway delineation is not available in accordance with subsection C of this section, the floodway will be designated to be one-half the distance of the mapped 100-year floodplain at any point, and the prohibition on floodway development applies, unless a floodway study indicates otherwise. This provision applies to any floodplain development permit, including those for substantial improvements.
6. Where channel migration zone data are not available in accordance with subsection (D)(3) of this section, the permit applicant shall either:
  - a. Designate the entire SFHA as the channel migration zone; or
  - b. Identify the channel migration area in accordance with Regional Guidance for Hydrologic and Hydraulic Studies in Support of the Model Ordinance for Floodplain Management and the Endangered Species Act, 2010, FEMA Region 10.



7. All new hydrologic and hydraulic flood studies conducted pursuant to this section shall consider future conditions and the cumulative effects from anticipated future land use changes in accordance with Regional Guidance for Hydrologic and Hydraulic Studies in Support of the Model Ordinance for Floodplain Management and the Endangered Species Act, 2010, FEMA Region 10.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of Ordinance No. 782 – FCC Rules for Eligible Facilities Modifications of Wireless Telecommunication Facilities
<b>DEPARTMENT:</b>	City Attorney’s Office
<b>PRESENTED BY:</b>	Julie Ainsworth-Taylor, Assistant City Attorney
<b>ACTION:</b>	<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:**

In 2012, the United States Congress passed the "Middle Class Tax Relief and Jobs Creation Act" ("Spectrum Act"), which contains provisions that expedite the availability of spectrum for commercial mobile broadband. Section 6409(a) of the Spectrum Act imposes substantive and procedural limitations upon local government authority to regulate modifications of existing wireless antenna support structures and base stations. The FCC subsequently issued implementing regulations in 2015, codified at 47 CFR §1.40001, which became effective in April 2015.

The City's development regulations related to wireless facilities must be amended to bring them into compliance with the mandate imposed by Congress in Section 6409(a) of the Spectrum Act and the FCC regulations contained in 47 CFR §1.40001. Proposed Ordinance No. 782 (Attachment A) would provide for these development regulation amendments (Attachment A, Exhibit A).

**RESOURCE/FINANCIAL IMPACT:**

This amendment would have no financial impact on the City.

**RECOMMENDATION**

The purpose of tonight’s presentation is for discussion only. No action is required by the City Council at this time. Proposed Ordinance No. 782 is scheduled for adoption on September 25, 2017.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **BACKGROUND**

Pursuant to SMC 20.30.070, amendments to SMC Title 20, the City's Unified Development Code, are legislative decisions for which the Planning Commission is the reviewing authority and tasked with conducting a public hearing so as to develop a recommendation for submittal to the City Council.

In 2012, the United States Congress passed the "Middle Class Tax Relief and Jobs Creation Act" ("Spectrum Act") contains provisions that expedite the availability of spectrum for commercial mobile broadband. Section 6409(a) of the Spectrum Act imposes substantive and procedural limitations upon local government authority to regulate modifications of existing wireless antenna support structures and base stations. The FCC subsequently issued implementing regulations in 2015, codified at 47 CFR §1.40001, which became effective in April 2015.

The City's development regulations related to wireless facilities must be amended to bring them into compliance with the mandate imposed by Congress in Section 6409(a) of the Spectrum Act and the FCC regulations contained in 47 CFR §1.40001.

## **DISCUSSION**

The siting of wireless telecommunication facilities is largely regulated by the federal government. In other words, the federal government has preempted many aspects of this type of business. Preemption serves to displace conflicting state law or local ordinances. In other words, while the City generally has broad discretionary in adopting development regulations that it determines best serve the public interest of its citizens, when it comes to wireless telecommunication facilities the federal government has "tied the hands" of the City.

Federal requirements for local processing of applications for wireless facilities derive from two primary pieces of legislation. First, the Telecommunications Act of 1996, while preserving most local zoning authority in the siting of wireless facilities, preempted certain exercises of such authority in order to balance local concerns with a growing need for deployment of new facilities. The 1996 Act maintained local decisions regarding placement, construction, and modification but prohibited actions that would prohibit or have the effect of prohibiting facilities, to take action within a reasonable time, and that were based on the environmental effects of radio frequency emissions so long as emissions were within FCC parameters.

Most recently, Section 6409(a) of the "Middle Class Tax Relief and Jobs Creation Act" ("Spectrum Act"), codified at 47 USC §1455(a), was passed in 2012. The Spectrum Act builds on the prior preemption authorized by the 1996 Act by providing that state and local authorities cannot deny and must approve qualifying requests for modifications to eligible facilities. The intent of the Spectrum Act was to accelerate the speed of the collocation application approval process.

In regards to the Spectrum Act, the FCC was tasked with developing implementing regulations which became effective in April 2015 and are codified at 47 CFR Subpart CC §1.40001. These rules, address "Eligible Facilities Modifications" and provide

clarification to terms and phrases used in the Spectrum Act, such as “wireless tower,” “base station,” “modification,” and “substantial change.” The new rules define “substantial change” in relationship to changes in the physical dimension of the tower or base station and the rules provide for specific criteria for such things as height and width modifications.

The FCC rules do allow the City to condition approval on compliances with building and other structural/safety codes along with federal regulations. The FCC rules state that the City may only ask for information reasonable to establish whether the application qualifies under Section 6409(a) and not other types of information, such as justification to support the project’s need.

The FCC rules also establish timeframes for issuing a decision on an application, commonly referred to as the “shot clock.” Under the FCC rules, the City must act on an application within 60 days of submittal, allowing for tolling of that time, or the application is deemed approved.

To address the FCC rules, the proposed amendment to SMC Chapter 20.40 will create a new section, SMC 20.40.605, expressly addressing Eligible Facilities Modifications under the Spectrum Act and the FCC implementing rules. The new SMC provisions set forth the definitions established by the FCC, establish a review process that conforms to the “shot clock,” ensures application building and safety regulations continue to apply, and sets forth an appeal process for any decision of the City in regard to Eligible Facilities Modification applications.

In addition, two sections SMC 20.40.600, the current Wireless Telecommunication Facilities regulations, are amended to provide clarifications as to the applicable review process for Eligible Facilities Modifications. A new provision is added to SMC 20.40.600(A) Exemptions, denoting that Eligible Facilities Modifications are exempt from review under SMC 20.40.600 and SMC 20.40.600(H) Modification is also amended to denote Eligible Facilities Modifications are not reviewed under SMC 20.50.600.

The City’s current wireless facilities regulations do not contain provisions reflecting the Spectrum Act and its implementing rules. The City’s development regulations related to wireless facilities must be amended to bring them into compliance with the mandate imposed by Congress in Section 6409(a) of the Spectrum Act and the FCC implementing regulations.

As provided in SMC 20.30.350, amendments to SMC Title 20 may only be approved if:

1. The amendment is in accordance with the Comprehensive Plan;
2. The amendment will not adversely affect the public health, safety, or general welfare; and
3. The amendment is not contrary to the best interest of the citizens and property owners of the City of Shoreline.

As noted above, the amendment to SMC Title 20 is mandated by the Federal Government’s passage of the Spectrum Act and the FCC implementing rules. However, the City’s Comprehensive Plan (Utilities Element) does contain three policies related to wireless communication facilities, U-19, U-20, and U-21, which do speak to facilitating

access to reliable services throughout the City and managing the placement of these facilities so as to promote efficient service delivery.

In addition, since the FCC rules permit the City to condition Eligible Facilities Modifications on compliance with building, structural, and similar safety regulations, these amendments should not have an adverse effect on the public health, safety, or welfare. Lastly, the intent of the Spectrum Act is to satisfy the growing need for wireless communications and, therefore, this amendment is in the best interests of the citizens of Shoreline. Thus, the proposed amendments satisfy the criteria of SMC 20.30.350.

The Planning Commission held a public hearing on the proposed amendments on August 3, 2017. The Planning Commission recommended approval of the proposed amendments as shown on Exhibit A to Attachment A.

### **RESOURCE/FINANCIAL IMPACT**

This amendment would have no financial impact on the City.

### **RECOMMENDATION**

The purpose of tonight's presentation is for discussion only. No action is required by the City Council at this time. Proposed Ordinance No. 782 is scheduled for adoption on September 25, 2017.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 782  
Exhibit A: Proposed Amendment to SMC Chapter 20.40

**ORDINANCE NO. 782**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
ADOPTING AMENDMENTS TO SHORELINE MUNICIPAL CODE  
CHAPTER 20.40 FOR COMPLIANCE WITH THE SPECTRUM ACT  
AND FCC IMPLEMENTING RULES RELATED TO ELIGIBLE  
FACILITIES MODIFICATIONS.**

WHEREAS, in 2012, the United States Congress passed the Middle Class Tax Relief and Jobs Creation Act (“Spectrum Act”) setting forth provisions to expedite the availability of spectrum for commercial mobile broadband; and

WHEREAS, Section 6409(a) of the Spectrum Act imposed substantive and procedural limitations on local government authority to regulate modifications to existing wireless antenna support structures and base stations; and

WHEREAS, to implement the Spectrum Act, the Federal Communications Commission (FCC) adopted rules, codified at 47 CFR §1.40001, which became effective in April 2015; and

WHEREAS, the FCC rules set forth the procedures for the review of applications for Eligible Facilities Modification; and

WHEREAS, the City’s development regulations pertaining to wireless telecommunication facilities are set forth in Shoreline Municipal Code (SMC) 20.40.600 and do not address eligible facilities modifications; and

WHEREAS, a new section of the SMC will be added to SMC Chapter 20.40 to achieve compliance with the Spectrum Act and the FCC’s implementing rules; and

WHEREAS, on July 6, 2017, the City of Shoreline Planning Commission held a study session and, on August 3, 2017, held a properly noticed public hearing on the proposed amendment so as to received public testimony; and

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

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and considered the proposed amendments at its regularly scheduled meetings on September 11, 2017 and September 26, 2017; and

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

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the proposed amendments to SMC Chapter 20.40, and

WHEREAS, the environmental impacts of the proposed amendments resulted in the issuance of a Determination of Non-Significance (DNS) on July 18, 2017; and

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

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

**Section 1. Amendment to Chapter 20.40 Zoning and Use Provisions.** A new section, Section 20.40.605 *Wireless Telecommunication Facilities – Eligible Facilities Modification*, is added to Chapter 20.40 as set forth in Exhibit A to this Ordinance.

**Section 2. Amendment to Section 20.40.600.** Amendments to SMC 20.40.600 *Wireless telecommunication facilities/satellite dish and antennas* as set forth in Exhibit A to this Ordinance.

**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, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 5. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON September 25, 2017**

Wireless Telecom. Facilities Dev. Code Amendment - Att. A

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

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## **EXHIBIT A to Ordinance 782**

**Amending SMC 20.40, adding a new section, SMC 20.40.605, for compliance with Spectrum Act and FCC Implementing Rules related to Eligible Facilities Modifications, and providing minor associated amendments to SMC 20.40.600(A) and .600(H) for clarification as to the applicable review process for these modifications.**

### **SMC 20.40.600 Wireless telecommunication facilities/satellite dish and antennas.**

**A. Exemptions.** The following are exemptions from the provisions of this chapter and shall be permitted in all zones.

1. Industrial processing equipment and scientific or medical equipment using frequencies regulated by the Federal Communications Commission (FCC).
2. Machines and equipment that are designed and marketed as consumer products, such as microwave ovens and remote control toys.
3. The storage, shipment or display for sale of antenna(s) and related equipment.
4. Radar systems for military and civilian communication and navigation.
5. Handheld, mobile, marine and portable radio transmitters and/or receivers.
6. Wireless radio utilized for temporary emergency communications in the event of a disaster.
7. Licensed amateur (ham) radio stations and citizen band stations.
8. Earth station antenna(s) one meter or less in diameter and located in any zone.
9. Earth station antenna(s) two meters or less in diameter and located in the NB, CB, MB or TC-1, 2, or 3 zones.
10. Satellite dish antennas less than two meters in diameter, including direct to home satellite services, when an accessory use of a property.
11. Maintenance or repair of a communication facility, antenna and related equipment, transmission structure, or transmission equipment enclosures; provided, that compliance with the standards of this chapter is maintained.
12. Subject to compliance with all other applicable standards of this chapter, a building permit application need not be filed for emergency repair or maintenance of a facility until 30 days after the completion of such emergency activity.
13. A modification that has been determined to be an Eligible Facilities Modification pursuant to SMC 20.40.605.

**H. Modification.** Excluding modifications subject to SMC 20.40.605 and “in-kind”

replacements, modifications to existing sites, including the addition of new antennas to existing structures and building-mounted facilities, shall meet all requirements of this section.

1. Additions to existing facilities shall incorporate stealth techniques to limit visual impacts.
2. The antennas shall be counted as close to the pole as possible.
3. The diameter of the existing facility may not be increased by adding larger frames or arms.

**SMC 20.40.605 Wireless Telecommunication Facilities – Eligible Facilities Modifications**

A. Terms used in this section shall have the following meanings. If a term is not expressly defined in this section than the definitions contained in chapter 20.20 SMC or its usual meaning shall apply. Where the same term is also defined in chapter 20.20 SMC, the definitions below shall control for the application of this chapter.

1. Base station. A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined in this subpart or any equipment associated with a tower. The term *base station* includes, but is not limited to:
  - a. Equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
  - b. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small-cell networks).
  - c. Any structure other than a tower that, at the time the relevant application is filed with City under this section, supports or houses equipment described in paragraphs (A)(1)(a) and (A)(1)(b) of this section that has been reviewed and approved under the applicable zoning or siting process, or under another government regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.
  - d. The term does not include any structure that, at the time the relevant application is filed with the City under this section, does not support or house equipment described in paragraphs (A)(1)(a)-(b) of this section.
2. Collocation. The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

3. Eligible facilities modification application. Any request for modification of an existing eligible support structure that does not substantially change the physical dimensions of such tower or base station, involving:
  - a. Collocation of new transmission equipment;
  - b. Removal of transmission equipment; or
  - c. Replacement of transmission equipment.
4. Eligible support structure. Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the City under this section.
5. Existing. A constructed tower or base station is existing for purposes of this section if it has been reviewed and approved under the applicable zoning or siting process, or under another government regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.
6. FCC. The Federal Communications Commission.
7. Site. For towers other than towers in the public rights-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, further restricted to that area in proximity to the structure and to other transmission equipment already deployed on the ground.
8. Spectrum Act. Title VI of the Middle Class Tax Relief and Job Creation Act of 2012, codified at 47 USC 1455.
9. Substantial change. A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:
  - a. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than ten percent (10%) or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, including towers within the public rights-of-way, it increases the height of the structure by more than ten percent (10%) or more than ten (10) feet, whichever is greater;
  - b. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, including towers within the public rights-of-ways, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

- c. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than ten percent (10%) larger in height or overall volume than any other ground cabinets associated with the structure;
  - d. It entails any excavation or deployment outside the current site;
  - e. It would defeat the concealment elements of the eligible support structure; or
  - f. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in 20.40.605(A)(9)(a)-(d).
  - g. For the purpose of this section, changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.
10. Transmission equipment. Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
11. Tower. Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.

B. Review of applications.

- 1. Documentation requirement for review. As provided for in SMC 20.30.100(C), the Director shall specify submittal requirements for a complete eligible facilities

modification application. The applicant shall provide the required documentation, along with the applicable application fee, so as to ensure that the City has all information and documentation that is reasonably necessary to determine if the applicant's proposed facilities modification will substantially change the physical dimensions of an eligible support structure. The applicant will not be required to provide documentation of a needs analysis or other justification for the modification.

2. Timeframe for review. Within 60 days of the date of submittal of an eligible facilities modification application filed with the City under this section, less any time period excluded under (B)(3) of this section, the City shall approve the application unless it determines that the application is not covered by this section.
3. Tolling of the timeframe for review. The 60-day period begins to run when an eligible facilities modification application is filed, and may be tolled only by mutual agreement or in cases where the City determines that the application is incomplete. The timeframe for review is not tolled by a moratorium on the review of applications.
  - a. To toll the timeframe for incompleteness, the City will provide written notice to the applicant within 30 days of receipt of the eligible facilities modification application, clearly and specifically delineating all missing documents or information. Such delineated information is limited to documents or information meeting the standard under paragraph (B)(1) of this section.
  - b. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the City's notice of incompleteness.
  - c. Following a supplemental submission, the City will have ten days to notify the applicant that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this paragraph (B)(3). Second or subsequent notices of incompleteness may not specify missing documents or information that were not delineated in the original notice of incompleteness.
4. Approval of an eligible facilities modification applications does not relieve the applicant of compliance with any other applicable building, structural, electrical, and safety regulations and with other laws codifying objective standards

reasonably related to health and safety, including but not limited to those set forth in chapter SMC 15.05 Construction and Building Codes and SMC 20.40.600.

5. Denial of an eligible facilities modification application. An eligible facilities modification application shall be denied upon a determination by the City that the proposed facilities modification is not subject to this section or will substantially change the physical dimensions of an eligible support structure. The City will notify the applicant in writing of the basis for the denial.
6. Failure to act. In the event the City fails to approve or deny a request seeking approval of an eligible facilities modification application under this section within the timeframe for review (accounting for any tolling), the application shall be deemed granted. The deemed grant does not become effective until the applicant notifies the City in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

C. Appeals

1. Notwithstanding any other provision of Title 20, no administrative appeal is provided for review of a decision to condition, deny, or approve an eligible facilities modification application. Any appeals must be brought pursuant to the Land Use Petition Act, chapter 36.70C RCW. However, the City and the applicant retain all remedies provided for under the Spectrum Act and its implementing rules.