



AGENDA

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, November 13, 2017
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Council Operations

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, November 13, 2017
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
(a) Proclamation of America Recycles Day	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Approving Minutes of Special Meeting of October 30, 2017	<u>7a-1</u>	
(b) Approving Expenses and Payroll as of October 27, 2017 in the Amount of \$3,926,321.86	<u>7b-1</u>	
(c) Adopting Ordinance No. 802 - 2017 Comprehensive Plan Annual Docket Amendments	<u>7c-1</u>	
(d) Adopting Resolution No. 420 - Amending the Authorized Individuals for Investments in the Washington State Local Government Investment Pool	<u>7d-1</u>	
(e) Authorizing the City Manager to Increase the Janitorial Services Contracts with Varsity Facilities Services in the Amount of \$63,097 to Clean Shoreline City Hall Including the Police Addition	<u>7e-1</u>	

- (f) Authorizing the City Manager to Enter into a Grant Agreement with the King County Best Start for Kids Youth Development in the Amount of \$543,355 for Youth Outreach Leadership and Opportunities 7f-1
- (g) Authorizing the City Manager to Execute a Contract with Hough Beck & Baird Inc. (HBB) Landscape Architecture, in the Amount of \$127,226 for Shoreline Parks Concept Design Plans 7g-1

8. ACTION ITEMS

- (a) Public Hearing and Discussing the Proposed 2018 Budget and 2018-2023 Capital Improvement Plan 8a-1 7:20

Public hearings are held to receive public comment on important matters before the Council. Persons wishing to speak should sign in on the form provided. After being recognized by the Mayor, speakers should approach the lectern and provide their name and city of residence. Individuals may speak for three minutes.

- (b) Adopting Ordinance No. 803 – Amendments to SMC Chapter 10.05 Model Traffic Ordinance Adding Parking Restriction for Bicycle, Transit and Turn Only Lanes 8b-1 8:05

9. STUDY ITEMS

- (a) Discussing Ord. No. 808 – Business and Occupation Tax 9a-1 8:20

10. ADJOURNMENT 9:20

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Proclamation of America Recycles Day		
DEPARTMENT:	Public Works		
PRESENTED BY:	Randy Witt, Public Works Director Rika Cecil, Environmental Services Analyst		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Proclamation

PROBLEM/ISSUE STATEMENT:

This proclamation recognizes November 15, 2017, as America Recycles Day in the City of Shoreline. Throughout the month of November, it calls upon residents and businesses to celebrate this 20th anniversary of America Recycles Day, and the significant contribution that everyone in our community contributes to conserve resources and protect our environment by reducing waste; recycling and reusing materials; and purchasing items made from recycled materials.

Meridian Park Elementary School is one example of the success that students and staff can achieve by improving recycling and reducing waste at their school. Between September 2016 and January 2017, the school increased their recycling rate 10% by collecting recyclable and compostable materials in the cafeteria. All grade levels monitored recycling and waste stations during lunch periods, and second-grade students came in early to help kindergarteners with their lunches, in addition to their own. Waste reduction and recycling reminders and successes were included in lunch announcements, and teachers posted student assignments on their teacher webpages instead of printing them on paper.

Tonight, Meridian Park Elementary School Green Team students, Principal David Tadlock, Lunch Room Monitor Sheryl Skoglund, and PSTA President Callie Steward will receive this Proclamation.

RECOMMENDATION

It is requested that Mayor Roberts read the America Recycles Day Proclamation.

ATTACHMENT:

Attachment A – America Recycles Day 2017 Proclamation

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



PROCLAMATION

WHEREAS, a healthy natural environment is the foundation of a vigorous society and a robust economy; and

WHEREAS, the City encourages the protection of our natural resources and the adoption of habits that promote a sustainable environment; and

WHEREAS, schools can be leaders in waste reduction and recycling; and

WHEREAS, students inspire each other, their families and their community to actively recycle, reuse items, and purchase products made from recycled materials; and

WHEREAS, America Recycles Day offers every individual an opportunity to recycle and protect our natural resources.

NOW, THEREFORE, I, Christopher Roberts, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim November 15, 2017, as

AMERICA RECYCLES DAY

in the City of Shoreline, and call upon all citizens to celebrate this special occasion by thanking our students, residents, and businesses for their hard work and significant contribution in protecting our environment.

Christopher Roberts, Mayor

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, October 30, 2017
5:45 p.m.

Conference Room 104 - Shoreline City Hall
17500 Midvale Avenue North

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

ABSENT: None

STAFF: City Manager Debbie Tarry

GUESTS: Dick Cushing, Waldron Consultants

At 5:51 p.m., the meeting was called to order by Mayor Roberts.

Mayor Roberts announced Council recess into Executive Session for a period of 60 minutes, as authorized by RCW 42.30.110(1)(g), to review the performance of a public employee, and said the Council is not expected to take action.

At 6:51 p.m., the Executive Session ended.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of October 27, 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 \$3,926,321.86 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
9/24/17-10/7/17	10/13/2017	74638-74864	15263-15279	68343-68349	\$568,988.35
					<u>\$568,988.35</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
10/26/2017	1126	\$7,557.65
		<u>\$7,557.65</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
10/12/2017	68259	68278	\$449,117.12
10/12/2017	68279	68305	\$45,109.64
10/18/2017	68306	68307	\$57,656.09
10/18/2017	68308	68308	\$1,589.63

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
10/19/2017	68309	68322	\$1,257,199.15
10/19/2017	68323	68342	\$171,543.84
10/26/2017	68350	68370	\$332,524.41
10/26/2017	64847	64847	(\$175.20)
10/26/2017	68371	68371	\$175.20
10/26/2017	68372	68399	\$1,032,619.91
10/26/2017	68400	68407	\$2,416.07
			<u>\$3,349,775.86</u>

Approved By: City Manager _DT_____ City Attorney_MK_____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 802 – 2017 Comprehensive Plan Annual Docket Amendments		
DEPARTMENT:	Planning & Community Development		
PRESENTED BY:	Steven Szafran, AICP, Senior Planner Rachael Markle, AICP, Director		
ACTION:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The State Growth Management Act, Chapter 36.70A RCW, limits review of proposed Comprehensive Plan Amendments (CPAs) to once a year with limited exceptions. Proposed amendments are collected throughout a given year with a deadline of December 1 for public submissions of suggested amendments to be considered in the following year. The “Docket” establishes the proposed amendments that will be reviewed and studied during the year by staff and the Planning Commission prior to a recommendation to the City Council for final approval by amending the Comprehensive Plan. The Council established the final Docket on March 20, 2017.

The 2017 Comprehensive Plan Docket consists eight (8) City-initiated amendments; there were no privately initiated amendment. Proposed Ordinance No. 802 will amend the City’s Comprehensive Plan consistent with the Planning Commission recommendations on the 2017 Comprehensive Plan Docket. Tonight, Council is scheduled to adopt proposed Ordinance No. 802.

RESOURCE/FINANCIAL IMPACT:

Comprehensive Plan Amendment Nos. 1 and 2 have the potential to add additional work to staff work plans and consultant resources when and if annexation of 145th Street occurs and when and if development at Point Wells occurs. However, these amendments are not included in proposed Ordinance No. 802 as they have been recommended to carry over to 2018. Amendment No. 8, which is included in proposed Ordinance No. 802, has the potential to add a fire impact fee for all new development throughout the City. No impacts are anticipated for Amendment Nos. 3 through 7.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 802.

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

INTRODUCTION

The State Growth Management Act, Chapter 36.70A RCW, limits review of proposed Comprehensive Plan Amendments (CPAs) to once a year with limited exceptions. To ensure that the public can view the proposals within a city-wide context, the Growth Management Act directs cities to create a docket that lists the CPAs to be considered in this “once a year” review process.

Comprehensive Plan amendments usually take two forms: Privately-initiated amendments and City-initiated amendments. Anyone can propose an amendment to the Comprehensive Plan. Comprehensive Plan amendments must be submitted by December 1 to be considered in the following year and there is no fee for general text amendments. The process for accepting and reviewing CPAs for the annual docket is prescribed in Shoreline Municipal Code (SMC) 20.30.340(C).

BACKGROUND

On December 12, 2016, with Ordinance No. 766, the City Council adopted certain CPAs proposed in the 2016 Comprehensive Plan Docket (2016 Docket). Of the proposed amendments not adopted, the Council directed that two amendments be carried over to the 2017 Docket. These amendments are now on the 2017 Docket shown below as proposed Amendment Nos. 1 and 2.

On March 20, 2017, the City Council established the 2017 Comprehensive Plan Docket (**Attachment A**), adding six additional amendments to the two carry-over amendments to consider for adoption in 2017:

1. Amending the Comprehensive Plan for 145th Street annexation and all applicable maps (originally 2016 Docket);
2. Amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Corridor Study as described in Policy PW-9. Also, consider amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13 (originally 2016 Docket);
3. Amendments to the Parks, Recreation, and Open Space Element Goals and Policies and update of the Parks, Recreation, and Open Space Master Plan;
4. Amendments to the Capital Facilities Element Goals and Policies and update of the Surface Water Master Plan;
5. Amendments to the Master Street Plan of the Transportation Master Plan;
6. Deleting duplicate utility policy (185th Street Station Subarea Plan) – “Consider the use of alternative energy in all new government facilities;
7. Changing “Ronald Wastewater District” to “City of Shoreline” throughout the Comprehensive Plan as the City’s wastewater provider; and
8. Updating the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan to support the imposition of fire impact fees as authorized by RCW 82.02.

DISCUSSION

The Planning Commission held multiple study sessions throughout 2017 to discuss CPAs listed in the 2017 Comprehensive Plan Docket. Following these study sessions, the Commission held a public hearing on the proposed 2017 Comprehensive Plan Docket on September 21, 2017. The Planning Commission meeting minutes from the September 21 meeting are included as **Attachment B**. The City received one comment during the public comment period (**Attachment C**) and no public comment or testimony was received at the Planning Commission public hearing. A summary of the Planning Commission's recommendation is provided in the table below.

Amendment	Planning Commission Recommendation
1. 145 th Street Annexation	Carry over to 2018
2. Point Wells Transportation/ILA	Carry over to 2018
3. PROS Plan amendments	Adopt
4. Surface Water Master Plan	Carry over to 2018
5. Master Street Plan Update	Adopt in part/Deny in part
6. Duplicate Utility Policy	Adopt
7. Ronald Wastewater update	Adopt
8. Shoreline Fire Capital Facilities	Adopt

The City Council subsequently discussed the proposed Comprehensive Plan Amendments on October 23, 2017 and directed staff to bring back the amendments for Council adoption. The staff report for the October 23rd Council meeting can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport102317-8b.pdf>.

Proposed Ordinance No. 802 (**Attachment D; Exhibits 1-7**) will amend the City's Comprehensive Plan consistent with the Planning Commission's recommendation. The only changes to the exhibits supporting proposed Ordinance No. 802 are Exhibit 7A and 7B – the Shoreline Fire Department's 2018-2037 Capital Improvement Plan and 2018 Mitigation and Level of Service Policy. These exhibits have been updated from the plans that were presented to the Council at the October 23rd meeting. As the Council is aware, the Shoreline Fire Department updated these plans as part of its review for the fire impact fee program which was presented to Council on October 30th as part of the discussion of proposed Ordinance No. 791. Thus, staff has included the updated documents as Exhibit 7A and 7B to proposed Ordinance No. 802 to reflect the most current planning documents for the Shoreline Fire Department.

RESOURCE/FINANCIAL IMPACT

Comprehensive Plan Amendment Nos. 1 and 2 have the potential to add additional work to staff work plans and consultant resources when and if annexation of 145th Street occurs and when and if development at Point Wells occurs. However, these amendments are not included in proposed Ordinance No. 802 as they have been recommended to carry over to 2018. Amendment No. 8, which is included in proposed

Ordinance No. 802, has the potential to add a fire impact fee for all new development throughout the City. No impacts are anticipated for Amendment Nos. 3 through 7.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 802.

ATTACHMENTS

Attachment A – 2017 Comprehensive Plan Amendment Docket

Attachment B – September 21, 2017 Planning Commission Public Hearing Minutes

Attachment C – Public Comment Letter

Attachment D – Proposed Ordinance No. 802

Exhibit 1 – Parks Element Goals and Policies

Exhibit 2 – Parks, Recreation and Open Space Plan (PROS Plan)

Exhibit 3 – Transportation Master Plan, Appendix D: Master Street Plan

Exhibit 4 – 185th Street Station Subarea Plan Utilities Policy

Exhibit 5 – Ronald to Shoreline Amendment Language

Exhibit 6 – Shoreline Fire Dept. Capital Facilities Element Amendments

Exhibit 7 – Shoreline Fire Dept. Capital Facilities Supporting Analysis Amendment

Exhibit 7A – Updated Draft Shoreline Fire Dept. 2018-2037 Capital Facilities & Equipment Plan

Exhibit 7B – Updated Draft Shoreline Fire Dept. 2018 Mitigation & Level of Service Policy



2017 COMPREHENSIVE PLAN AMENDMENT DOCKET

The State Growth Management Act generally limits the City to amending its Comprehensive Plan once a year and requires that it create a Docket (or list) of the amendments to be reviewed.

2017 Comprehensive Plan Amendments

1. Amend the Comprehensive Plan for 145th Street annexation and all applicable maps.
2. Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Corridor Study as described in Policy PW-9. Also, consider amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13.
3. Consider amendments to the Parks, Recreation, and Open Space Element Goals and Policies and update of the Parks, Recreation, and Open Space Master Plan.
4. Consider amendments to the Capital Facilities Element Goals and Policies and update of the Surface Water Master Plan.
5. Consider amendments to the Master Street Plan of the Transportation Master Plan.
6. 185th Street Station Subarea Plan – Delete duplicate utility policy; “Consider the use of alternative energy in all new government facilities”.
7. Change Ronald Wastewater District to City of Shoreline throughout the Comprehensive Plan as the City’s wastewater provider.
8. Update the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan so as to support the imposition of fire impact fees as authorized by RCW 82.02.

Estimated timeframe for Council review/adoption: December 2017.

DRAFT

CITY OF SHORELINE

SHORELINE PLANNING COMMISSION MINUTES OF REGULAR MEETING

September 21, 2017
7:00 P.M.

Shoreline City Hall
Council Chamber

Commissioners Present

Chair Craft
Commissioner Chang
Commissioner Maul
Commissioner Malek
Commissioner Mork
Commissioner Thomas

Staff Present

Rachael Markle, Director, Planning and Community Development
Paul Cohen, Planning Manager, Planning and Community Development
Steve Szafran, Senior Planner, Planning and Community Development
Julie Ainsworth-Taylor, Assistant City Attorney
Carla Hoekzema, Planning Commission Clerk

Commissioners Absent

Vice Chair Montero

CALL TO ORDER

Chair Craft called the Public Hearing meeting of the Shoreline Planning Commission to order at 7:00 p.m.

ROLL CALL

Upon roll call by Ms. Hoekzema the following Commissioners were present: Chair Craft, and Commissioners Chang, Malek, Maul, Mork and Thomas. Vice Chair Montero was absent.

APPROVAL OF AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

The minutes of September 7, 2017 were approved as presented.

GENERAL PUBLIC COMMENT

There were no general public comments.

PUBLIC HEARING: 2017 COMPREHENSIVE PLAN AMENDMENTS

Chair Craft briefly reviewed the rules and procedures for the public hearing and then opened the hearing.

Staff Presentation

Mr. Szafran reminded the Commission that the State's Growth Management Act (GMA) limits review of proposed Comprehensive Plan amendments to once a year, with limited exceptions. To ensure the public can review the proposals in a city-wide context, the GMA directs cities to create a docket of amendments to be considered. The City Council set the 2017 docket in March, with 8 amendments. Following a brief description of the 8 amendments, Commission questions, and public testimony, the Commission will be asked to forward a recommendation on each of the amendments to the City Council. He reviewed each of the amendments as follows:

- **Amendment 1** would amend Policy LU47, which states "*Consider annexation of 145th Street adjacent to the existing southern border of the City.*" The City is currently engaged in the design and environmental review of the 145th Street Corridor, from Interstate 5 to Aurora Avenue North, and is evaluating annexation of the entire corridor. Due to the legal complexity of the issues, the timeline has been extended, and staff is recommending the amendment be placed on the 2018 docket.
- **Amendment 2** is carried over from the 2016 final docket and calls for "*considering amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Beach Corridor Study as described in Policy PW-9.*" It also calls for "*considering amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13.*" The corridor study has been delayed, and staff is recommending that the amendment be carried over and placed on the 2018 docket.
- **Amendment 3** considers amendments to the Parks, Recreation and Open Space Elements Goals and Policies and updates the Parks, Recreation and Open Space (PROS) Master Plan. The PROS Plan was updated in 2017, and is centered on the themes of "Securing our Foundation and Shaping our Future." There are two proposed changes. The first will adopt the new PROS Plan and the second will update and replace the goals and policies in the park element.
- **Amendment 4** considers amendments to the Capital Facilities Element Goals and Policies and update the Surface Water Master Plan. The update of the Surface Water Master Plan is still in progress, and the work of staff and consultant will continue into 2018. Staff is recommending that the amendment be carried over to the 2018 docket.
- **Amendment 5** considers amendments to the Master Street Plan of the Transportation Master Plan. The amendment relates to Sound Transit's 145th and 185th Street Light Rail Stations. Currently, the Master Street Plan exempts the 185th Street Bridge from required amenity zones. However, review of Sound Transit's design plans for the 185th Street Bridge has identified the need to add the following language to the Master Street Plan to more clearly require non-landscaped amenity zones on bridges for streetscape amenities such as hard surface design treatment, light poles, signage, etc.

- **Amendment 6** deletes a duplicate utility policy in the 185th Street Light Rail Station Subarea Plan. The policy calls for “*considering the use of alternative energy in all new government facilities.*”
- **Amendment 7** would change “*Ronald Wastewater District*” to “*City of Shoreline*” throughout the Comprehensive Plan, as the City will become the wastewater provider before the end of 2017. The amendment also adds language, “*effective upon the date of formal assumption.*” Staff recommends approval of the amendment.
- **Amendment 8** would update the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan and Mitigation and Level-of-Service Policy so as to support the imposition of fire impact fees as authorized by Revised Code of Washington (RCW) 82.02. Staff recommends approval of the amendment.

Commissioner Chang referred to **Amendment 2**. While the Staff Report indicates that the Transportation Corridor has been delayed, according to the Richmond Beach Rechannelization Study Frequently Asked Questions, the City and the developer have reached an impasse. Director Markle clarified that, rather than an impasse, the study has been delayed and there is no firm decision as to whether or not it will go forward. Assistant City Attorney Ainsworth-Taylor added that there are still working negotiations going on, specifically related to methodologies. Commissioner Malek asked about the corridor study’s connection with Snohomish County’s work relative to the Point Wells project. Director Markle answered that the study is independent of Snohomish County’s work. The original intent was to line the work up, but that is no longer the case.

Public Testimony

There was no public testimony.

Commission Deliberation and Action

- **Amendment 1** – Amend Policy LU-47 which states, “*Consider annexation of 145th Street adjacent to the existing southern border of the City.*”

COMMISSIONER MORK MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT AMENDMENT 1 BE CARRIED OVER TO THE 2018 DOCKET. COMMISSIONER THOMAS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 2** – Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Corridor Study as described in Policy PW-9. Also, consider amendments to the Comprehensive Plan that would result from the development of Interlocal Agreements as described in Policy PW-13.

COMMISSIONER THOMAS MOVED THAT THE COMMISSION RECOMMEND TO CITY COUNCIL THAT AMENDMENT 2 BE CARRIED OVER TO THE 2018 DOCKET. COMMISSIONER MAUL SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

- **Amendment 3** – Consider amendments to the Parks, Recreation and Open Space (PROS) Element Goals and Policies and update the Parks, Recreation and Open Space (PROS) Plan.

COMMISSIONER MAUL MOVED THAT THE COMMISSION RECOMMEND TO CITY COUNCIL APPROVAL OF AMENDMENT 3, WHICH WOULD INCORPORATE THE PROS PLAN, AS DRAFTED IN ATTACHMENT 2, AS AN APPENDIX TO THE COMPREHENSIVE PLAN THAT WILL SERVE AS THE SUPPORTING ANALYSIS FOR THE PARKS, RECREATION AND OPEN SPACE ELEMENT OF THE COMPREHENSIVE PLAN. THE AMENDMENT WOULD ALSO AMEND THE GOALS AND POLICIES OF THE PARKS, RECREATION AND OPEN SPACE ELEMENT OF THE COMPREHENSIVE PLAN AS SHOWN IN ATTACHMENT 3. COMMISSIONER MALEK SECONDED THE MOTION.

Commissioner Mork commented that a lot of people worked very hard on the PROS Plan update, and she appreciates this effort. She requested additional information about the proposed changes associated with Amendment 3. Assistant City Attorney Ainsworth-Taylor clarified that the goals and policies represented in Attachment 3 were extracted out of the PROS Plan. They represent a wholesale repeal and replacement of the existing goals and policies that are currently in the PROS element.

Commissioner Mork asked staff to provide additional information about why the policy relative to a park impact fee would be deleted. Assistant City Attorney Ainsworth-Taylor clarified that Policy 21 in the existing PROS Element calls for exploring the park impact fee concept. A rate study has now been done, and a new regulation pertaining to park impact fees was adopted by the City Council. The new regulation is slated to become effective January 2018. Although the GMA authorizes cities and counties to impose impact fees, the regulations that implement them are not housed within the Comprehensive Plan.

THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 4** – Consider amendments to the Capital Facilities Element Goals and Policies and update of the Surface Water Master Plan.

COMMISSIONER MALEK MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT AMENDMENT 4 BE CARRIED OVER TO THE 2018 DOCKET. COMMISSIONER CHANG SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

- **Amendment 5** – Consider amendments to the Master Street Plan of the Transportation Master Plan.

COMMISSIONER MAUL MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF PART 1 OF AMENDMENT 5, WHICH AMENDS THE LANGUAGE IN THE TRANSPORTATION MASTER PLAN (APPENDIX D, MASTER STREET PLAN, p. 253, 5TH paragraph, 2nd bullet). COMMISSIONER THOMAS SECONDED THE MOTION.

Commissioner Mork clarified that the proposed amendments refer to amenity zones on bridges. Mr. Szafran concurred. He explained that, as proposed, the following sentence would be added, *“Amenity zones that are along bridges do not need to include landscaping, but can include streetscape amenities such as hard surface design treatments, light poles, banners, wind screens, public art elements and/or signage.”*

Assistant City Attorney Ainsworth-Taylor pointed out that there are actually two parts to Amendment 5. The first part (Attachment 4) would clearly require non-landscaped amenity zones on bridges. The 2nd part would add language to the Master Street Plan to consider the 185th Street Multimodal Corridor Strategy when determining the required right-of-way and planned curb-to-curb width along 185th Street. Upon further discussions with the City Attorney, it was determined that the 2nd part is unnecessary. Staff is recommending approval of the language in Attachment 4, but denial of the second part of the amendment.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Mork asked for an explanation for why the 2nd part of Amendment 5 is unnecessary. Mr. Szafran explained that the amendment was intended to correct the 10-foot discrepancy in the cross-section widths in the Master Street Plan (66 feet) and the 185th Street Station Subarea Plan (76 feet). Staff determined that no changes are necessary because the width in the 185th Street Station Subarea Plan would supersede the width in the Master Street Plan.

COMMISSIONER MORK MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL DENIAL OF PART 2 OF AMENDMENT 5, WHICH WOULD AMEND THE LANGUAGE IN THE TRANSPORTATION MASTER PLAN (APPENDIX D, MASTER STREET PLAN, p. 262 and 263, table). COMMISSIONER THOMAS SECONDED THE MOTION.

Commissioner Chang questioned why staff does not support changing the Master Street Plan so that the numbers are consistent. Assistant City Attorney Ainsworth-Taylor advised that the Master Street Plan will be updated as part of the next Transportation Master Plan update. Until that time, the subarea plan will be the controlling emphasis and will serve as a more refined plan for that specific subarea.

THE MOTION CARRIED UNANIMOUSLY.

- **AMENDMENT 6** – Delete duplicate utility policy, *“Consider the use of alternative energy in all new government facilities.”*

COMMISSIONER THOMAS MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF AMENDMENT 6 RELATIVE TO THE 185TH STREET STATION SUBAREA PLAN AS SHOWN IN ATTACHMENT 5. COMMISSIONER CHANG SECONDED THE MOTION.

Mr. Szafran commented that the policy is listed twice in the 185th Street Station Subarea Plan. Staff is proposing that one be eliminated.

THE MOTION CARRIED UNANIMOUSLY.

- **AMENDMENT 7** – Change the “*Ronald Wastewater District*” to “*City of Shoreline*” throughout the Comprehensive Plan as the City will be the wastewater provider. The amendment would also add additional language, “*effective upon the date of formal assumption.*”

COMMISSIONER MALEK MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF AMENDMENT 7, WHICH RENAMES THE “RONALD WASTEWATER DISTRICT” TO “CITY OF SHORELINE” THROUGHOUT THE COMPREHENSIVE PLAN AS THE CITY’S WASTEWATER PROVIDER EFFECTIVE UPON THE DATE OF FORMAL ASSUMPTION (ATTACHMENT 6). COMMISSIONER MAUL SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

- **AMENDMENT 8** – Update the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan and Mitigation and Level-of-Service Policy so as to support the imposition of fire impact fees as authorized by RCW 82.02.

Chair Craft reminded the Commission that it does not have the authority to change the language within the Shoreline Fire District’s planning documents. Mr. Szafran noted that there are several parts to Amendment 8, and the Commission might want to take separate action on each one.

COMMISSIONER THOMAS MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF PARTS 1 AND 2 OF AMENDMENT 8, WHICH AMEND THE CAPITAL FACILITIES ELEMENT OF THE COMPREHENSIVE TO INCORPORATE, BY REFERENCE, THE SHORELINE FIRE DISTRICT’S CAPITAL FACILITIES AND EQUIPMENT PLAN (ATTACHMENT 7) AND MITIGATION AND LEVEL-OF-SERVICE POLICY (ATTACHMENT 8). COMMISSIONER CHANG SECONDED THE MOTION.

Commissioner Mork thanked Chief Cowan for his detailed work to prepare the proposed amendments. Although outside of the Commission’s purview, she advocated for increasing the deduction allowed for sprinklers in private residences.

THE MOTION CARRIED UNANIMOUSLY.

COMMISSIONER THOMAS MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF PART 3 OF AMENDMENT 8, WHICH WOULD AMEND THE GOALS AND POLICIES IN THE CAPITAL FACILITIES ELEMENT OF THE COMPREHENSIVE AS SHOWN IN ATTACHMENT 9. COMMISSIONER MAUL SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

COMMISSIONER THOMAS MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL APPROVAL OF PART 4 OF AMENDMENT 8 TO AMEND THE CAPITAL FACILITIES ELEMENT SUPPORTING ANALYSIS OF THE COMPREHENSIVE PLAN AS

SHOWN IN ATTACHMENT 10, AND INCLUDING THE FOLLOWING LANGUAGE PUT FORWARD BY STAFF:

“Capital resources for SFD consist of the previous listed fire stations, fire apparatus (vehicles used for fire and rescue), staff vehicles and the related equipment, tools and associated personal protection equipment needed to safely and legally provide fire and rescue services. Current inventories of all SFD resources are listed in the Shoreline Fire Department Capital Facilities and Equipment Plan. The Capital Facilities and Equipment Plan can be found at <http://shorelinewa.gov/> and the Mitigation and Level-of-Service Policy can be found at <http://shorelinewa.gov/>.”

COMMISSIONER MORK SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

Mr. Szafran summarized that a City Council study session on the proposed amendments is scheduled for October 23rd, with final adoption anticipated on November 13th.

Chair Craft closed the public hearing.

DIRECTOR’S REPORT

Director Markle announced that the City received a development permit application today for the post office site in North City. She also announced that the Planning and Development Services Department will be relocating to the 3rd floor of City Hall. The new permit center will open on October 10th. The department will be closed on October 6th and 9th.

Commissioner Thomas requested details about the permit for the post office site. Director Markle said the proposal is for a 243-unit multi-family project. It will include a nice plaza area and some retail space. The post office lease runs through the end of 2017. Commissioner Thomas asked if the project would include any “affordable” units. Ms. Markle answered that it is not mandatory at that site, and she does not know if the project includes any. Commissioner Thomas asked if the City has information about the future of the post office. Director Markle said, to her knowledge, there will be no new location. Shoreline’s only post office will be located on 145th Street.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

REPORTS OF COMMITTEES AND COMMISSIONERS/ANNOUNCEMENTS

There were no reports or announcements from Commissioners and/or committees.

DRAFT

AGENDA FOR NEXT MEETING

Mr. Szafran announced that the October 5th agenda will include a continued study session on the 2017 Development Code amendments, and the discussion will focus on the policy amendments.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Easton Craft
Chair, Planning Commission

Carla Hoekzema
Clerk, Planning Commission

DRAFT



REQUEST FOR SEPA COMMENTS

NAME OF PROJECT: The City of Shoreline is proposing amendments to the Shoreline Comprehensive Plan that apply citywide. The proposed amendments to the Comprehensive Plan include: 1. Amend the Comprehensive Plan for 145th Street annexation and all applicable maps, 2. Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Transportation Corridor Study as described in Policy PW-9. Also, consider amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13, 3. Consider amendments to the Parks, Recreation, and Open Space Element Goals and Policies and update of the Parks, Recreation, and Open Space Master Plan, 4. Consider amendments to the Capital Facilities Element Goals and Policies and update of the Surface Water Master Plan, 5. Consider amendments to the Master Street Plan of the Transportation Master Plan, 6. 185th Street Station Subarea Plan – Delete duplicate utility policy; “Consider the use of alternative energy in all new government facilities”, 7. Change Ronald Wastewater District to City of Shoreline throughout the Comprehensive Plan as the City’s wastewater provider, and 8. Update the Comprehensive Plan by amending the Capital Facilities Element to incorporate by reference the Shoreline Fire District’s Capital Facilities and Equipment Plan so as to support the imposition of fire impact fees as authorized by RCW 82.02.

SITE ADDRESS: Non-project action applies citywide.

Routed to the agencies on **September 6, 2017**

The SEPA Checklist for this project can be located at:

<http://cityofshoreline.com/government/departments/planning-community-development/land-use-action-and-planning-notice>

If you have any questions, please contact: **Steven Szafran, AICP, Senior Planner, Planning & Community Development, City of Shoreline, at (206) 801-2512, OR e-mail: sszafran@shorelinewa.gov**

Return your comments to:

**City of Shoreline
Steven Szafran, AICP
17500 Midvale Avenue N
Shoreline, WA 98133-4905**

Comments are due by: **5:00 pm September 21, 2017**

FOR USE BY AGENCY RESPONDING TO REQUEST FOR SEPA COMMENTS

☐ No Comment

☒ Comments Below or Attached

Agency: North City Water District

Prepared by: Diane Pottinger, PE,

Date: 9/20/2017

Title: District Manager

Phone: 206.362.8100

Agency Comments:

In response to the City's proposed amendments to the City's Comprehensive Plan,

item 1 is to Amend the Comprehensive Plan for 145th Street annexation and all applicable maps. Has the City of Seattle indicated that now or in the future, that they are or will be interest in selling the south half of NE 145th Street to the City of Shoreline?

item 6 is to Delete duplicate utility policy; "Consider the use of alternative energy in all new governmental facilities". We understand one policy statement will remain but we are seeking clarification on if this policy is only for "city-owned" governmental facilities or all governmental facilities located within the 185th Street Station area? If so, these would apply to at least - Shoreline Schools, Seattle Public Utilities, Shoreline Fire Department, North City Water District and Sound Transit.

ORDINANCE NO. 802

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON
ADOPTING THE 2017 COMPREHENSIVE PLAN ANNUAL DOCKET
AMENDMENTS TO THE SHORELINE COMPREHENSIVE PLAN.**

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

WHEREAS, in conformance with the Growth Management Act, the City has adopted a Comprehensive Land Use Plan; and

WHEREAS, the Growth Management Act provides for the opportunity to amend the Comprehensive Plan once a year and the City has developed an annual docketing review process for continuing review and evaluation of its Comprehensive Plan; and

WHEREAS, at its March 20, 2017 regular meeting, the City Council established the 2017 Comprehensive Plan Annual Docket; and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights when considering the 2016 Comprehensive Plan Annual Docket; 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 2016 Comprehensive Plan Annual Docket; and

WHEREAS, the environmental impacts of the 2017 Comprehensive Plan Annual Docket resulted in the issuance of a Determination of Non-Significance (DNS) on September 6, 2017; and

WHEREAS, on March 16, 2017, April 6, 2017, May 18, 2017, July 6, 2017, July 20, 2017, and September 7, 2017 the City of Shoreline Planning Commission held study sessions on the 2017 Comprehensive Plan Annual Docket; and

WHEREAS, on September 21, 2017, the City of Shoreline Planning Commission held a properly noticed public hearing on the 2017 Comprehensive Plan Annual Docket so as to receive public testimony; and

WHEREAS, at the conclusion of public hearing, the City of Shoreline Planning Commission recommended the carry-over of Amendments Nos. 1, 2, and 4 to the 2018 Comprehensive Plan Annual Docket; the approval of Amendments Nos. 3, 6, 7, and 8; and the partial approval of Amendment No. 5' and

WHEREAS, the 2017 Comprehensive Plan Annual Docket recommended for approval by the Planning Commission includes amendments related to Parks, Recreation, and Open Space Plan, Master Street Plan, 185th Street Station Subarea Plan, Ronald Wastewater assumption, and the Shoreline Fire Department Capital Facilities and Equipment Plan; and

WHEREAS, on October 23, 2017, the City Council held a study session on the 2017 Comprehensive Plan Docket as recommended by the Planning Commission; and

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

WHEREAS, the City Council has accepted the Planning Commission's recommendation, without modification; and

WHEREAS, the City Council has determined that the 2017 Comprehensive Plan Docket as recommended by the Planning Commission is consistent with the Growth Management Act and the other provisions of the Comprehensive Plan, and meets the criteria set forth in SMC 20.30.340; and

WHEREAS, the City provided public notice of the amendments and the public meetings and hearing as provided in SMC 20.30.070;

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

Section 1. Amendment to Comprehensive Plan. The City of Shoreline Comprehensive Plan is amended as follows:

1. Comprehensive Plan Element 7 - Parks, Recreation & Open Space is amended as set forth in **Exhibit 1**, Goals and Policies. The Supporting Analysis for Element 7 shall be replaced with the 2017-2023 PROS Plan as set forth in **Exhibit 2**.
2. Comprehensive Plan Element 4 – Transportation Supporting Analysis Appendix D Master Street Plan is amended as set forth in **Exhibit 3**
3. Comprehensive Plan Appendix B – Subarea Plans: 185th Street Station Subarea Page 5-35 is amended as set forth in **Exhibit 4**.
4. Comprehensive Plan Introduction, the Supporting Analysis for Element 8 Capital Facilities Plan, and Element 9 Utilities as set forth in **Exhibit 5**.
5. Comprehensive Plan Element 8 – Capital Facilities is amended as set forth in **Exhibit 6**. The Supporting Analysis for Element 8 is amended as set forth in **Exhibit 7** and will incorporate by reference the Shoreline Fire Department Capital Improvement Plan 2018-2037 and 2018 Mitigation and Level of Service Policy as set forth in **Exhibit 7A and 7B**.

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 NOVEMBER 13, 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

Exhibit 1 to Ordinance No. 802

2017 Docket Comprehensive Plan Amendment #3 Parks, Recreation and Open Space Element Goals & Policies

INTRODUCTION

This Element describes the vision, goals, and policies that create a framework for future decisions for parks, recreation, and cultural services in Shoreline. More specific guidance is provided in the current version of the Parks, Recreation and Open Space (PROS) Master Plan. The PROS Plan is the framework for strategic planning for the Parks Board and the Parks, Recreation, and Cultural Services Department. In addition to the goals and policies included here, the PROS Plan also delineates implementation strategies to establish a method for achieving the long-term vision for the City's parks, recreation, cultural service facilities and programs.

The Vision Statement from the PROS Plan is to "Provide quality parks, recreation, and cultural services to promote public health and safety; protect the natural environment; and enhance quality of life of the community".

GOALS

~~Goal PR I. Preserve, enhance, maintain, and acquire built and natural facilities to ensure quality opportunities exist.~~

~~Goal PR II. Provide community-based recreational and cultural programs that are diverse and affordable.~~

~~Goal PR III. Meet the parks, recreation, and cultural service needs of the community by equitably distributing resources.~~

~~Goal PR IV. Establish and strengthen partnerships with other public agencies, non-governmental organizations, volunteers, and City departments to maximize the public use of all community resources.~~

~~Goal PR V. Engage the community in park, recreation, and cultural services decisions and activities.~~

POLICIES

~~PR1. Preserve, protect, and enhance the city's natural, cultural, and historical resources; encourage restoration, education, and stewardship.~~

~~PR2. Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.~~

~~PR3. Maintain current facilities, and plan, develop, and acquire assets as the need is identified.~~

~~PR4. Maintain environmentally sustainable facilities that reduce waste, protect ecosystems, and address impacts of past practices.~~

~~PR5. Create efficiencies and reduce maintenance costs by using contracted services and volunteers where feasible.~~

~~PR6. Maintain safe, attractive facilities using efficient and environmentally sustainable practices.~~

~~PR7. Encourage a variety of transportation options that provide better connectivity to recreation and cultural facilities.~~

~~PR8. Improve accessibility and usability of existing facilities.~~

~~PR9. Provide and enhance recreational and cultural programs to serve all ages, abilities, and interests.~~

~~PR10. Provide affordable programs and offer financial support for those who qualify.~~

~~PR11. Create programs to support and encourage an active and healthy lifestyle.~~

~~PR12. Determine the community's needs by conducting need assessments.~~
~~PR13. Adjust program and facility offerings to align with demographic trends and need assessment findings.~~
~~PR14. Equitably distribute facilities and program offerings based on identified needs.~~
~~PR15. Collaborate with and support partners to strengthen communitywide facilities and programs.~~
~~PR16. Seek partners in the planning, enhancement, and maintenance of facilities and programs.~~
~~PR17. Develop mechanisms for public outreach, communication, and coordination among partners.~~
~~PR18. Encourage consistent and effective public involvement in short- and long-range park planning processes.~~
~~PR19. Provide public relations and publicity efforts to inform citizens of communitywide opportunities.~~
~~PR20. Create volunteer opportunities to encourage citizen involvement and participation.~~
~~PR21. Explore the establishment of a city-wide park impact fee. (Added by~~

Proposed Goals and Policies

Goals

Goal PRI:

Preserve, enhance, maintain, and acquire built and natural facilities to ensure quality opportunities exist.

Policies

Policy 1.1: Preserve, protect and enhance natural, cultural and historical resources, and encourage restoration, education and stewardship.

Policy 1.2: Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.

Policy 1.3: Plan for, acquire and develop land for new facilities to meet the need of a growing population.

Policy 1.4: Maintain environmentally sustainable facilities that reduce waste, protect ecosystems, and address impacts of past practices.

Policy 1.5: Create efficiencies and reduce maintenance costs by using new technology, contracted services and volunteers where appropriate.

Policy 1.6: Maintain safe, attractive facilities using efficient and environmentally sustainable practices.

Policy 1.7: Encourage a variety of transportation options that provide better connectivity to recreation and cultural facilities.

Policy 1.8: Improve accessibility and usability of existing facilities.

Policy 1.9: Improve and leverage the potential of existing facilities.

Goals

Goal PRII:

Provide community-based recreation and cultural programs that are diverse and affordable.

Policies

Policy 2.1: Provide and enhance recreational and cultural programs to serve all ages, abilities and interests.

Policy 2.2: Provide affordable programs and offer financial support for those who qualify.

Policy 2.3: Create programs to support and encourage an active and healthy lifestyle.

Goals

Goal PRIII:

Meet the parks, recreation and cultural service needs of the community by equitably distributing resources.

Policies

Policy 3.1: Determine the community's need by conducting need assessments.

Policy 3.2: Adjust program and facility offerings to align with demographic trends and need assessment findings.

Policy 3.3: Equitably distribute facilities and program offerings based on identified need.

Policy 3.4: Identify unserved and underserved populations with unmet recreation and cultural needs.

Goals

Goal PRIV:

Establish and strengthen partnerships with other public agencies, non-governmental organizations, volunteers, and city departments to maximize the public use of all community resources.

Policies

Policy 4.1: Collaborate with and support partners to strengthen community-wide facilities and programs.

Policy 4.2: Seek partners in the planning, enhancement and maintenance of facilities and programs.

Policy 4.3: Develop mechanisms for public outreach, communication and coordination among partners.

Policy 4.4. Engage and partner with the business community to create public open space in private development.

Goals

Goal PRV:

Engage the community in park, recreation and cultural services decisions and activities.

Policies

Policy 5.1: Encourage consistent and effective public involvement in the short and long-range park planning process.

Policy 5.2: Provide public relations and publicity efforts to inform citizens of community-wide opportunities.

Policy 5.3: Create volunteer opportunities to encourage citizen involvement and participation.

Policy 5.4. Proactively involve typically underserved or unserved populations in park, recreation and cultural service decisions.

SECURING OUR FOUNDATION SHAPING OUR FUTURE



2017 - 2023

Parks, Recreation & Open Spaces Plan

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EXECUTIVE SUMMARY

Introduction

This Plan is a blueprint for Shoreline's parks, recreation, and cultural services for the next six years and it lays the groundwork for many years to come. Investments made by previous generations created a great system of parks, open spaces, and programs that offer a highly valued mix of opportunities for people to play and enjoy their community. We know that change is coming to Shoreline. Parks, open spaces, and recreation opportunities play a critical role in who the City is becoming. If we neglect places and opportunities for people to gather, to play, and to build community, we neglect the soul of the community. Two key themes have given us the inspiration for this parks, recreation and open space plan: Securing our Foundation and Shaping our Future.

SECURING OUR FOUNDATION

Past investments in capital improvements and program development laid a solid foundation for parks, recreation and cultural services for the City of Shoreline. In 2006 a voter-approved bond expanded the system by almost 25 acres and made substantial improvements to nine parks. Investments in trails and other facilities greatly enhanced recreation opportunities, a 1% for the Arts program funds permanent and temporary art, recreation programs for youth, teens, people with special needs and adults are thriving, and year-round community events create a special sense of home for Shoreline residents.

Some pieces of this foundation are at risk and need to be secured so that the investments in the physical features of Shoreline parks are well maintained and cared for and programs and services continue to meet the needs of Shoreline residents. In particular, the Shoreline Pool was constructed in 1972 and needs significant upgrades and the Spartan Recreation Center is owned by the School District and may eventually be needed for other purposes.

SHAPING OUR FUTURE

Shoreline is not a city that typically sits back and waits for things to happen. The transformation of Aurora Avenue, the preparation for light rail, planning for 145th Street, the new City Hall and police station are all examples of a City that takes control of its future. This PROS Plan continues that forward-thinking tradition as it Shapes the Future of parks, recreation and cultural services into a future that meets the community's needs and desires.

To accomplish this, the Plan contains two components:

1. An accounting of all the things parks, recreation and cultural services currently provides to the City, and a commitment to continuing those at the same high quality level.

2. A set of clear actions that respond to emerging needs of the community, are specific and measurable, and proactively move us forward.

Chapter 2 Mission and Vision

PRCS VISION

Shoreline will continue to have the highest quality parks, recreation, and cultural services that promote public health and safety; protect our natural environment; and enhance the quality of life of our community.

PRCS MISSION

To provide life-enhancing experiences and promote a healthy community and environment. To celebrate arts and culture, enhance our natural environment and pass this legacy to the next generation.

GOAL 1

Preserve, enhance, maintain, and acquire built and natural facilities to ensure quality opportunities exist.

GOAL 2

Provide community-based recreation and cultural programs that are diverse and affordable.

GOAL 3

Meet the parks, recreation and cultural service needs of the community by equitably distributing resources.

GOAL 4

Establish and strengthen partnerships with other public agencies, non-governmental organizations, volunteers, and city departments to maximize the public use of all community resources.

GOAL 5

Engage the community in park, recreation and cultural services decisions and activities.

Chapter 3 Planning Context

Light Rail

As part of its Lynnwood Link Extension project, Sound Transit will locate two light rail stations in Shoreline. The station locations are to the north of NE 145th Street and just to the north of NE 185th Street on the east side of and immediately adjacent to the Interstate 5 (I-5) corridor.

In spring of 2013, recognizing the likelihood of light rail coming to the Shoreline, the City of Shoreline began a community-based visioning and planning process to address future land use, transportation, and neighborhood enhancements in the community's light rail station subareas at NE 185th and NE 145th Streets. A parks and open space plan was developed for the two light rail station subareas in conjunction with this PROS Plan. It is available on the City's website at shorelinewa.gov/prosplan.

In addition to impacts within the subareas, potential impacts of increased growth throughout Shoreline have been incorporated into this PROS Plan.

The Shoreline Pool and Spartan Recreation Center

The Shoreline Pool was constructed in 1972 and is reaching the end of its useful life. The facility's infrastructure is old and needs to be replaced. The pool does not meet current best practices for public aquatics recreation centers. The public is asking for additional amenities that cannot be provided at the current Shoreline Pool. It sits on land owned by the Shoreline School District, making its future at its current location uncertain. A pool assessment completed in 2014 projects that pool will need to be replaced or completely renovated around 2022.

The Spartan Recreation Center is owned by the Shoreline School District and operated by the City of Shoreline. It is located on the Shoreline Center grounds in the 185th Street light rail station subarea. The school district has not announced plans for the Shoreline Center property but it is likely that future development will not include the current recreation center building which will displace City-run recreational programming.

The condition of the pool and the uncertain future of the Spartan Recreation Center are addressed in this planning process through an Aquatics and Community Center Feasibility Study. The results are incorporated into this PROS Plan.

Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis

A SWOT Analysis identifies opportunities to maintain strengths, address weaknesses, take advantage of opportunities, and protect against threats. This analysis provides a guide for our plan to move forward.

Strengths:

- High level of community support
- Recent investments from 2006 park bonds
- Nice mix of active recreation facilities and passive open space
- Interesting nature trail system

Weaknesses:

- Unhealthy urban forests
- Perceived lack of safety

- Lack of innovative recreation features such as spray parks, high ropes course
- Transient population living in parks

Opportunities:

- Respond to reduction in demand for certain types of facilities by replacing them with facilities growing in demand
- Build a volunteer support system for environmental restoration
- Expand the tree canopy

Threats:

- Key park properties are owned by others (Shoreline School District, Washington State, Seattle City Light)
- Invasive species
- Encroachments from adjacent private property
- Population growth and increased density
- Budget shortfalls

Chapter 4 DEFINING DEMAND AND NEED

There are many factors that influence community demand and need for parks, recreation and cultural services. To understand these demands, it is important to distinguish between demand driven by what the community says it wants and demand driven by the need to maintain a certain Level of Service (LOS).

COMMUNITY-DRIVEN DEMAND AND NEEDS

Community-driven recreation demands and needs take into account what the community says it wants and measures that against existing recreation opportunities. This information is useful in a broad assessment of community needs for parks, facilities, programs, events, trails and natural areas. It is also important to understand recreation services that may be provided elsewhere that may be of interest to Shoreline residents once they become aware of them.

Community Participation Summary

Additional information from the Community Participation process can be online at:

www.shorelinewa.gov/prosplan

A Community Interest and Opinion Survey (The Survey) in January, 2016 reached out to 1,500 randomly selected households in Shoreline to gather data about interest and opinions regarding parks and recreation services. The Survey generated 830 responses and over 2,300 interactions with citizens in a variety of settings (Table 1).

A series of neighborhood, stakeholder, focus group meetings and community event intercepts, and a self-selecting online questionnaire were conducted to test and refine the City's understanding of the findings.

Activity	Number of Participants
Community Opinion Survey	830
Online Questionnaire	578
Stakeholder Interviews	76
Focus Group Meetings	105
Intercept Events	470
Neighborhood Meetings	111
Community Workshops &	100
Open House	30
Written Letters and Email	76
Total	2,346

Table 1: Community Involvement Participation

KEY THEMES

Several themes emerged from the community participation process.

Recreation Program Needs

- Add and improve access to aquatics programs
- Expand indoor exercise and fitness opportunities
- Increase options for adults and seniors
- Strengthen access to nature
- Create multigenerational and multi-cultural opportunities
- Support arts and cultural opportunities

Facility Needs

- Add and improve access to aquatics facilities
- Upgrade and enhance existing parks and facilities; including improving safety
- Expand walking and trail-related activities
- Improve the urban forest health
- Increase connectivity to parks, recreation and open space facilities; including greenways and wildlife corridors
- Manage impacts from future growth including acquisition and expanding outdoor recreation and public art facilities in the station subareas and along Aurora

Access to Quality of Programs and Facilities

- Improve availability of information about facilities and programs
- Continue community partnerships in providing facility, programs and services

LOS DRIVEN DEMAND AND NEEDS

Level of Service (LOS) driven demand analysis attempts to quantify relevant information such as acreage of land, number of current programs and services, and number of facilities and apply numerical guidelines to identify current and future needs. It requires data on numbers and locations of facilities and programs provided. It is based on population forecasts and LOS guidelines.

LOS standards are intended to ensure the right number of park amenities are located in proper places to adequately serve the Shoreline community.

Population

By the year 2023 it is anticipated that the Lynnwood Link Extension of the light rail system will be completed through Shoreline. There are two light rail stations planned for Shoreline, one at NE 145th Street and I-5 and the other at NE 185th Street and I-5. Much of the City's anticipated population growth is in those subareas.

Table2: Population Projections

	2010	2015	2025 Projection	2035 Projection
Shoreline – full city	53,007	55,439	59,801	68,316
Subareas only	15,551	16,265	17,545	26,978

Citywide Parkland Targets

Shoreline's current parkland per 1,000 residents is 7.38 acres, a number we want to maintain in order to ensure we maintain our current LOS as our population grows.

Table 3 shows there will be a need for an additional 95 acres of parkland in Shoreline of which approximately 43 acres should be in and around the two light rail station subareas. The increase of 95 acres is equivalent to another park the size of Hamlin Park, which is 80 acres, plus some.

Table 3: Current and Future demand for Acres of Parkland

	Current LOS: Acres per 1,000 population	2016 Total Acres	2035 Projected Demand	Acres Needed to maintain current LOS
Citywide	7.38	409	504	95
Light rail station Subareas	4.06	66	109	43

Finding 95 acres of additional parkland will be a challenge. It will be necessary to develop park designs and implement maintenance practices that will accommodate more intense use of smaller park spaces. Other ways to add capacity to the park system include:

- Utilizing other public property such as public rights-of-way
- Adding additional recreation amenities within existing parks and open spaces;
- Expanding parks through acquisition of adjacent property;
- Seeking partnerships with other public and/or private property owners in providing access to recreation and public open space.

Park Amenities

LOS is not just important for the total amount of parkland but also for the quality and mix of park facilities and amenities within the park system. Important amenities that will need to be added to existing or new parks in order to maintain the current level of service includes

- an additional community garden,
- five basketball courts,
- three multi-purpose/pickleball courts,
- three playgrounds,
- two swing sets,
- one adult exercise station,
- thirteen outdoor pieces of art,
- two picnic shelters,
- three loop paths,
- six miles of new trails,
- an additional skate park,
- two spray parks, and
- two adventure playgrounds.

Distribution of Parks and Park Amenities

The good news is that almost every resident in Shoreline is within a 15-minute walk to some type of park or open space. Shoreline is well served by community parks, large urban parks, and regional parks.

Shoreline is faced with some challenges, however, as described in more detail in Chapter 4.

- Based exclusively on geographic LOS standards, Shoreline is lacking in neighborhood parks close to residents in a few neighborhoods.
- Essential Park Amenities include children's playgrounds, picnic areas, trails, and open grass areas for active and passive uses. The City does not meet its LOS target for providing Essential Park Amenities within a 15-minute to all Shoreline residents.

- Natural Areas are generally accessible to all residents except for the Hillwood and Echo Lake neighborhoods.
- There are gaps that will be targeted for land acquisition specially to meet the projected population growth in the 145th and 185th Street Station Subareas, and along Aurora.

RECOMMENDATIONS AND IMPLEMENTATION

Chapter 5 describes current facilities, programs and services. It provides baseline information about PRCS facilities and assets, maintenance services and the recreation and cultural programs offered to the residents of Shoreline.

The Strategic Action Initiatives are designed to respond to the needs of the community, be specific and measurable actions that, when implemented, will make a visible and measurable difference in the parks, recreation and cultural services provided to Shoreline residents and visitors.

Category	Strategic Action Initiative	Objective
Recreation Programs and Facilities	1. Build a Community/Aquatics Center	Place a proposal for a new community/aquatics center before the voters by 2020. Open a new facility in 2022.
	2. Expand Opportunities to Connect with Nature	Integrate nature-based programming into new and existing recreation offerings so that at least 35% of program offerings include a nature-based component.
	3. Expand Recreation Facility Opportunities	Provide at least 1 community garden, 2 basketball courts, 2 multi-purpose/Pickleball courts, 1 playground, 1 swing set, 1, paved loop path, 1 spray park and 1 adventure playground by 2023.
	4. Serve the Full Spectrum of Aging Adult Recreation Needs	Develop a strategic plan by 2019 for meeting the aging adult recreation needs of Shoreline.
Cultural Services and Art	5. Support Diverse Communities	Participation in Shoreline sponsored special events reflects the diversity of the community
	6. Enhance Place making through Public Art	Install at least one permanent, significant piece of art by 2019, three permanent smaller pieces of public art by 2023 and provide temporary graphic or performing arts annually in Shoreline neighborhoods.
Parks and Open Space	7. Ensure Adequate Park Land for Future Generations	Add five acres of new park land by 2023 and 20 additional acres by 2030.
	8. Maintain, Enhance, and Protect the Urban Forest	Restore 10 acres of degraded forest land by 2023 and or convert appropriate parkland into natural

Category	Strategic Action Initiative	Objective
		areas by 2023.
	9. Enhance Walkability In and Around Parks	Create 2 miles of new nature trails within parks and 2 miles of enhanced pedestrian access to parks by 2023.
Administration	10. Secure Sustainable Funding	All programs, facilities and initiatives are funded with an appropriate mix of fund sources
	11. Ensure Administrative Excellence	Attain certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA).

In order to implement these Strategic Action Initiatives a capital improvement plan has been developed and is presented in detail in Chapter 6 that phases investments over the next 12 years.

Conclusion

The successful implementation of this Plan means valued investments made by previous generations will be maintained, and the residents of Shoreline will have opportunities to play in new and creative ways. They will be able to connect with nature close to where they live, they will breathe easier knowing the urban forest is being actively tended to, they will enjoy cultural activities that include all people, and they will celebrate the beauty of their community through new public art.

We will Secure our Foundation so current residents will continue to have a great place to live, work and play and be proud to call Shoreline home. We will Shape our Future as a gift to the next generation and an invaluable investment in the unfolding story of Shoreline.

CHAPTER 1

INTRODUCTION

PURPOSE OF THE PLAN

The intent of this Shoreline Parks, Recreation and Open Space (PROS) Plan is to build the framework for the future maintenance and development of Shoreline's parks, recreation and cultural service programs as populations grow, demographics change, and financial situations evolve. This PROS Plan utilizes information from previous studies and planning efforts, and incorporates an analysis of existing and changing conditions to discuss in very specific terms: community resources, parks, open spaces, recreation and cultural services goals and policies, community needs, strategies, and action steps for implementing the Plan. The Shoreline PROS Plan serves as a companion document to *The City of Shoreline Comprehensive Plan*.

Eleven Strategic Action Initiatives recommended by the Parks, Recreation and Cultural Services/Tree Board and adopted by the City Council are designed to respond to the needs of the community, and be specific and measurable. When implemented, they will make a visible and measurable difference in the parks, recreation and cultural services provided to Shoreline residents and visitors.

The following activities shaped the development of this PROS Plan:

- Assessment of the current and future needs of the citizens of Shoreline;
- Development of an inventory and assessment of physical as well as programmatic resources, and identification of service gaps;
- Gathering of meaningful community input through various outreach efforts;
- Identification of existing levels of service and establishment of target levels of service for facilities;
- Development of the Public Art Plan 2017-2022;
- Development of the Urban Forest Strategic Plan in 2014;
- Completion of a parks and open space plan for the light rail station subareas;
- Development of a feasibility study for a new aquatics and community center.

PLANNING AREA

The PROS Plan study area consists of the City of Shoreline.

CAPITAL IMPROVEMENT PROJECTS (CIP) PROCESS

Elements of the PROS Plan will fold into the City of Shoreline Capital Improvement Plan (CIP). The CIP is a multi-year plan for capital expenditures necessary to restore, improve and expand the City of Shoreline's infrastructure, including roads, sidewalks, trails, drainage, parks, and buildings owned and/or maintained by the City. The plan identifies projects and funding for improvements over the next six years and is updated annually to reflect ongoing changes and additions. It details the work to be done for each project and sets an expected timeframe for completion. The CIP is a critical piece of PROS Plan implementation.

STRUCTURE OF THE PLAN

- Chapter 2: Describes the City of Shoreline Community Profile as of 2017.
- Chapter 3: Establishes the Goals, Policies and Implementation Strategies to guide future decisions regarding parks, open space, recreation and cultural services.
- Chapter 4: Outlines the Demands and Needs for future parks, open space, recreation and cultural services by Shoreline residents.
- Chapter 5: Focuses on Securing our Foundation by inventorying and describing maintenance services, recreation programs and cultural services.
- Chapter 6: Establishes a trajectory for Shaping our Future by presenting eleven Strategic Action Initiatives, including a prioritized list of capital improvements.

THE PLANNING CONTEXT

The City of Shoreline developed its first Parks, Recreation, and Open Space Plan in 1998, not long after the City assumed responsibility from King County for the parks and recreation programs within the newly-formed City limits. The Parks, Recreation, and Open Space (PROS) Plan was updated in 2005 and 2011. In 2017 the City of Shoreline turns 22 years old and this PROS Plan addresses many challenges being faced by this still relatively young city.

Updating the PROS Plan is periodically necessary to ensure the facilities and services offered to the residents of Shoreline continue to meet their needs, and major maintenance and park improvements are appropriately prioritized. The State of Washington requires PROS Plan updates at least every six years to qualify for certain state grants. This PROS Plan update addresses several unique, once in a generation, situations that are expected to present unique challenges to the ways parks, recreation, open space and cultural services are provided to Shoreline residents and visitors.

CITY VISION, VALUES, AND STRATEGIC OBJECTIVES

The PROS Plan is infused with the City's vision and values. As such, it is a powerful implementation tool for these community-wide aspirations. Conversely, the citywide vision and values guide the implementation of the PROS Plan. The City of Shoreline's vision, values and strategic objectives as set forth by the City Council are:

Vision

Shoreline will be a community of families, safe neighborhoods, diverse cultures, active partnerships, quality businesses, natural resources and responsive government.

Values

- Strong neighborhoods, citizen partnerships and active volunteers
- Social, cultural and economic diversity
- Human services connections and networks
- Open, efficient, participatory government
- Community and regional leadership and collaboration
- Sustainability and stewardship of the environment and natural resources
- Quality education, recreational and cultural opportunities for all ages

Strategic Objectives

- Safe and attractive neighborhoods and business districts
- Quality services, facilities and infrastructure
- Human Services
- Safe, healthy and sustainable environment
- Governmental excellence
- Effective citizen communication and engagement

Department mission

The mission of the PRCS Department describes the goal and the means by which the goal will be achieved.

To provide life-enhancing experiences and promote a healthy community, and to bring our culture to life and transfer it to the next generation. This is achieved through: Stewardship of our parks, facilities and open spaces, recreational programs and cultural experiences for all ages and abilities.

SECURING OUR FOUNDATION, SHAPING OUR FUTURE

Securing our Foundation

Past investments in capital improvements and program development have laid a strong foundation for parks, recreation and cultural services for the City of Shoreline. In 2006 the voters approved a bond program that expanded the park system by 24.7 acres and made substantial improvements to nine parks. Investments in trails and other facilities greatly enhanced recreation opportunities for youth, teens, people with special needs and adults. A 1% for the Arts program has funded permanent and temporary art. Community events offered throughout the year provide residents with a special sense of home.

Some pieces of this well-laid foundation are at risk and need to be secured so that the physical features of Shoreline parks are well maintained and programs and services continue to meet the needs of Shoreline residents. The Shoreline Pool is old and needs significant upgrades. The Spartan Recreation Center is owned by the School District and may eventually be needed for other purposes. This Plan describes what we will do to ensure that existing resources are adequate to maintain and eventually replace park features and programs the community values.

Shaping our Future

Shoreline is an evolving city that is consistently looking towards the future. Dramatic improvements to the Aurora Ave corridor, light rail station area planning, and the 145th street corridor analysis, are just a few examples of how Shoreline looks to, and prepares for, the future. It is timely to look at the future and define the kinds of parks, recreation and cultural services that will be needed in the future. To define our future, we need to understand future recreation demands, what people want and expect from their recreation and parks system, and what they are willing to pay for. This Plan defines a future that we can proactively work towards realizing.

LIGHT RAIL

As part of its Lynnwood Link Extension project, Sound Transit will locate two light rail stations in Shoreline. The station locations are immediately adjacent to the Interstate 5 (I-5) corridor to the north of NE 145th Street and just to the north of NE 185th Street.

In spring of 2013, recognizing the likelihood of light rail coming to Shoreline, the City of Shoreline began a community-based visioning and planning process to address future land use, transportation, and neighborhood enhancements in the community's light rail station subareas. A Parks and Open Space Plan was developed for the two light rail station subareas at NE 185th

and NE 145th Streets in conjunction with this PROS Plan. It is available on the city's website at shorelinewa.gov/prosplan.

In addition to impacts within the subareas, potential impacts of increased growth within the whole Shoreline community have been incorporated into this PROS Plan.

CONDITION OF THE POOL AND FUTURE OF SPARTAN RECREATION CENTER

The Shoreline Pool was constructed in 1972 and is reaching the end of its useful life. Its facility infrastructure is old and needs to be replaced. The pool does not meet current best practices for public aquatics recreation centers. The public has expressed the desire for amenities that are not possible to provide with the existing facility. A pool assessment completed in 2014 projects that pool will need to be replaced or completely renovated by around 2022. The Pool occupies land owned by the Shoreline School District which makes its future even less certain.

The Spartan Recreation Center is owned by the Shoreline School District and operated by the City of Shoreline. It is located on the Shoreline Center grounds in the 185th Street light rail station subarea. The school district has not announced its plans for the Shoreline Center property but future development will not likely include the current recreation center building. In that case, recreation programs operated by the City will be displaced in the future.

The condition of the pool and the uncertain future of the Spartan Recreation Center are addressed in this planning process through the development of an Aquatics and Community Center Feasibility Study. The results are incorporated into this PROS Plan.

STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS (SWOT) ANALYSIS

A SWOT Analysis was applied to each park in the Shoreline park system and reviewed and refined by a PRCS Board subcommittee. The results of the analysis identify opportunities to maintain our strengths, address our weaknesses, seize new opportunities, and protect ourselves from threats. Below is a SWOT analysis for the park system as a whole.

Strengths:

- High level of community support
- Recent investments from 2006 park bonds
- Nice mix of active recreation facilities and passive open space
- Interesting nature trail system

Weaknesses:

- Unhealthy urban forests
- Perceived lack of safety
- Lack of innovative recreation features such as spray parks, high ropes course

- Transient population living in parks

Opportunities:

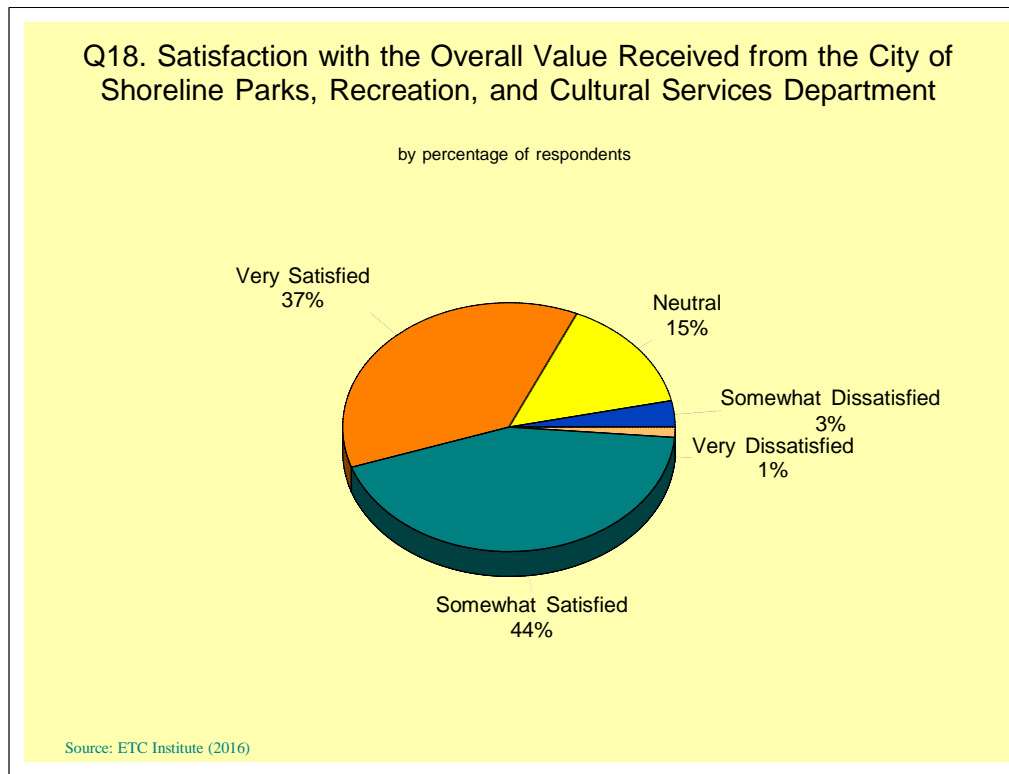
- Respond to reduction in demand for certain types of facilities by replacing them with facilities growing in demand
- Build a volunteer support system for environmental restoration
- Expand the tree canopy

Threats:

- Key park properties are owned by others (school district, State, Seattle City Light)
- Invasive species
- Encroachments from adjacent private property
- Population growth and increased density
- Budget shortfalls

CITIZEN SATISFACTION

A January 2016 survey of Shoreline households indicates that residents are satisfied with the Shoreline parks and recreation services (Figure 1). Respondents were asked to indicate their satisfaction with the overall value their household receives from the City of Shoreline Parks, Recreation, and Cultural Services Department. Eighty-one percent (81%) of households were either “very satisfied” (37%) or “somewhat satisfied” (44%) with the overall value their household receives. This is significantly above the national average and indicates a good representation of value received for programs, services, and facilities.

Figure 1: Satisfaction with PRCS Services

RECREATION TRENDS

Over time, recreation programs can change dramatically based on changing community priorities, technological changes, and the emergence of new recreation options. Changing participation trends have led to the development of new facilities in park systems around the country like Pickleball, futsal, spray parks, and adventure playgrounds. It is important to be aware of these key trends so the City of Shoreline can anticipate community demands and develop sustainable strategies to meet the need, such as flexible multi-use facilities and programs to support different activities, or facilities that can be cost-effectively renovated to support changing trends.

KEY THEMES

Inclusive Parks and Recreation

While demands on park and recreation systems increase with growing populations, the percentage of participation by communities of color is disproportionately low and staying relatively constant. The 2013 Washington State Comprehensive Outdoor Recreation Plan (SCORP) identified five demographic groups that report having consistently lower participation rates throughout the state. People with disabilities top the list, followed by racial and ethnic minorities, residents over the State's mean age of 46, women, and people who live in urban or suburban areas. Reasons for low participation can include barriers to access that city

governments can affect, including ADA accessibility features, spatial distribution of parks and facilities, hours of operation, cost of programs, and multi-lingual services. Reasons can also include more complex social barriers, including real and perceived discrimination, issues of safety and comfort, and cultural traditions. Several studies have shown the need to increase awareness of recreation options and to provide the types of “gateway” activities to introduce recreation to more diverse residents. Increasing awareness and expanding opportunities to become more interested in recreation should also start with a more personalized, sincere method.^{1, 2} At the same time, multi-generational opportunities are also in demand and part of the growing trend of creating more inclusive parks and programs. While age-specific facilities, such as senior or teen centers, serve an important role in the community, more participants are looking for ways to interact with other age groups, especially opportunities for families to socialize and play together.

Green Infrastructure

Cities pride themselves in protecting parks, open spaces and natural areas to provide a green respite from developed land uses in the city. Besides a visual and recreation benefit, these areas are increasingly recognized as “green infrastructure” because of the many environmental and ecological benefits they provide. Parks and natural areas play important roles in stormwater management, carbon sequestration, air quality improvements, urban heat control and cooling, and even water storage benefits. Parks and greenways are also important wildlife areas, corridors for migration, and critical areas for plant and animal species protection. They also protect sensitive areas, such as wetlands, riparian corridors and slopes. Many cities invest in parks as green infrastructure as well as for their recreation value.

The Evolution of Play

Play is not only important for a child’s cognitive, emotional, and physical development, it is also essential for teens, adults, and seniors. Engaging in play helps people of all ages build relationships, reduce stress, generate optimism, foster empathy, take risks, solve problems, increase creativity, and practice mastery. Trends show that more cities are supporting opportunities for people of all ages to engage in play. Rather than providing only traditional play structures for children ages 2-5 and 5-12, cities across the nation are striving to create multifunctional, open-ended gathering spaces that encourage young people to bike, skate, climb, swing, free run (parkour), dance, play music, play games, play sports, and have small group meet-ups. Play areas for teens provide physical challenges, as well as social spaces to perform and observe other teens. There are even special play areas for adults and seniors to encourage them to play games, dance, run, climb, swing, exercise, and engage in spontaneous,

¹ Outdoor Industry Foundation, The Hispanic Community and Outdoor Recreation, 2006.

² The Verde Paper, Latino Perspectives on Conservation Leadership,

joyful activities that have no extrinsic goal – activities that are done simply because people feel inspired to do them.

Addressing new trends in play isn't necessarily about providing more playgrounds as much as it calls for providing different types of play options. More communities are providing parks and facilities with different types of play opportunities, such as thematic play, universal play, nature play, water play, and adventure play especially in community and regional parks. Some are individual "activity spots" that are small-scale active or playful recreation features, such as uneven shooting hoops, outdoor ping pong, giant chess boards, chess tables, skate spots, slack lines, viewing platforms, outdoor fitness equipment, etc. New trends mix temporary play opportunities with more permanent facilities. Temporary, pop-up play installations can be fun, artful, educational, and inspiring and can help encourage intergenerational interactions and community-building where it may not currently occur. Features such as bus stop swings, inflatable plaza seating, temporary parklets, interactive art displays, lighting displays, and movable game equipment can help transform any public space into a playful one. These play experiences are being developed throughout cities, including in public and private parks, plazas, schools, open spaces, and along trail systems.

Nature-Based Recreation and Education

New trends show that there are many ways—beyond the traditional nature center—to facilitate a connection to nature. Outdoor classrooms, interpretive trails with viewpoints and wildlife blinds, community gardens, and nature play areas are growing in popularity and availability. Several park agencies are striving to take nature-based play and learning to the next level. For example, the Bend Park and Recreation District in partnership with the Children's Forest of Central Oregon is leading a new initiative to create NatureHoods to address what Richard Louv coined as the "Nature Deficit Disorder" (Louv 2008). Modeled around the neighborhood park concept, a *NatureHood* park or natural area is located within walking or biking distance of most residents and provides special features to learn about and explore nature and healthy living. Schools and community partners are actively involved in designing and programming these sites. NatureHoods not only facilitate educational lessons that expand upon learning done in a school classroom, they also encourage student-created projects that change, protect or enhance the area identified as their Naturehood.

Regional trends reflect this renewed focus on connecting to the outdoors. 2013 Washington SCORP findings show recent statewide participation increases in nature-based activities including hiking, camping, hunting, and fishing, and survey respondents rated the importance of wetlands to their total outdoor recreation experience at an average of 7, on a scale of 0 to 10, with 10 as the most popular response.

Health and Active Living

Obesity rates in the U.S. have increased dramatically over the last 30 years, and obesity is now epidemic in the United States. Approximately two thirds of U.S. adults and one fifth of U.S. children are obese or overweight. Studies have proven that participation in after-school programs that provided opportunities for extracurricular physical activity increased participants' level of physical activity and improved obesity-related outcomes.³ According to their 2016 Benchmarking Report, the Alliance for Biking & Walking notes that fewer school-aged children are walking to school. However, these numbers are changing, with a recent increase in the number of kids walking and biking to school.⁴ Along with increased opportunities to walk and bike, studies have proven the positive benefit of community gardens on enhancing social connectivity among neighbors, including people from diverse backgrounds and across socio-economic classes.⁵ Research has demonstrated that reducing the cost of healthier foods increases the purchase of healthier foods.⁶

Affordable Recreation

To increase recreation participation, many communities are increasingly investing in programs, facilities and park improvements that increase access to healthy living, fitness and recreation for all ages, all abilities and all incomes. One example of this trend is the rise of adult outdoor fitness parks. Research has shown that more people prefer to exercise outdoors than indoors, with older age groups showing the strongest preference for being outdoors (Leisure-Net Solutions 2012). Parcourse equipment, which was introduced to the U.S. in 1973, met this need by featuring a number of exercise stations along a jogging path. However, parcourse stations declined in popularity in the early 1980's with the proliferation of indoor health clubs (PlayCore 2013). By 2010, the CDC State Indicator Report on Physical Activity showed that 80% of U.S. Census Blocks did not have workout option within a ½ mile. In addition, most health clubs and recreation centers charged fees for use. Outdoor fitness parks are growing in popularity as a way to support nearby fitness opportunities, no-cost fitness options for people who cannot afford club fees, and all of the health benefits of exercising and playing outdoors.

Aging and Active Lifestyles

The population in the United States is aging, and the growing senior population in some areas has been so substantial that it has been described as a Silver Tsunami. With healthier lifestyles, people are living longer and many tend to have more active lives than ever before. Many seniors have no interest in the leisure services offered in traditional stand-alone senior centers.

³ Recommended Community Strategies and Measurements to Prevent Obesity in the United States, Center for Disease Control, 2009.

⁴ Alliance for Biking and Walking, 2016 Benchmarking Report

⁵ A Review of the Benefits and Limitations of Urban Agriculture, Johns Hopkins Center for a Livable Future

⁶ Recommended Community Strategies and Measurements to Prevent Obesity in the United States, Center for Disease Control, 2009.

As a result, agencies quickly realized that “seniors” could no longer be lumped into a single category and be effectively served. Parks and recreation providers instead have begun to consider the diverse interests and multiple life stages of older adults and seniors in developing facilities and programs that support:

- Fostering health and fitness;
- Developing new skills;
- Learning new activities;
- Engaging in volunteerism;
- Helping those with more serious health issues, mobility concerns and service needs;
- Providing passive and contemplative activities;
- Offering intergenerational interactions; and
- Providing affordable activities.

Most agencies are doing so by integrating senior spaces and programs such as Silver Sneakers into multi-generational recreation centers. Some have partnered with health services to provide facilities that support the health and wellness of more fragile seniors. More and more, agencies are making small changes throughout their park system in signage, pathways, and facilities to address the increasing numbers of people with some type of visual or mobility impairment, which makes the system more accessible to everyone.

Aquatics and Water Play

Swimming is a popular activity nationwide. In most communities, the question is not whether there is interest or a need for swimming; rather, it is whether a city can afford to build and operate aquatics facilities. Cities across the country are striking a balance between the attraction, needs, and willingness to pay for a range of resources from multi-purpose aquatic centers to water playgrounds or interactive water features and fountains.

Trends in developing swimming pools favor the provision of water play elements and more shallow water where the majority of water recreation and pool programs (e.g., swimming lessons and water fitness) takes place. Because swimming pools typically do not fully recover the cost of their operation, cities are trying to maximize revenue generation from these resources through the addition of water slides, rope swings, water play elements, party rooms or pavilions, and other features. Swimming pools are also being provided as part of larger, full-service recreation center. Leisure facilities may be provided in conjunction with separate tanks to support competitive swimming, given the lower cost recovery for competitive pools.

Recreation trends have also shown an increase in the numbers of interactive water features. These features attract high use, especially from children and families. They can be integrated into a wide variety of park settings, including urban plazas. Once built, interactive water features are relatively inexpensive to operate (compared to a swimming pool) because they

typically do not require life guards since there is no standing water. Unlike water parks, entrance fees are typically not charged for interactive water features because there is no access controlled gate. In recent years, droughts affecting many states are leading communities to consider water-saving features such as pump-operated waterplay elements and spouts rather than continuous flow fountains.

Trails & Pathways

Throughout the country, trails and trail-related activities are among the most popular recreation activities in terms of participation across most demographics. Of course, trails are also important to cities for non-motorized transportation, in providing alternatives to driving, reducing congestion and air pollution, and fostering “active” transportation such as walking and biking. In addition to these benefits, well-placed trails improve access to and use of other parks and recreation facilities. They build social networks by connecting different groups of people. They protect natural resources by channeling trail traffic in appropriate places. They increase recreation tourism and help brand communities as healthy, interesting places that attract residents and businesses and support education. Therefore, linear parks are important for the roles they play in supporting access, connectivity, active transportation, health, recreation, environmental protection, community livability and economic vitality.

The 2013 Washington SCORP echoes the popularity of walking and other trail-related activities at the national level, noting that these activities enjoy some of the highest levels of participation and that participation has increased. The SCORP also notes that walking is popular because it is low cost and there is little need for equipment or special skills. A survey completed as part of the SCORP noted that walking, observing wildlife, and hiking were ranked two, three and six in terms of overall participation in outdoor recreation activities, and walking and hiking ranked two and three for children’s participation. Walking and wildlife viewing were the top two ranked activities for mean days of participation throughout the year. Recognizing the importance of interconnectivity among trail systems, many transportation authorities are also focusing on regional trail planning to ensure that the many agencies planning trails coordinate on the most important routes for traveling through or into an area.

Team Sports & Fitness Activities

As noted in the 2013 Washington SCORP, participation statewide is declining in many traditional youth sports. Most affected in Washington are sports such as golf, soccer, and football. (A noteworthy exception is softball, which has grown in participation in Washington between 2002 and 2012, but is still has lower participation rates than the three declining sports listed.) Sports and Fitness Industry Association (SFIA) data indicate that since 2008, team sports have lost 16.1 million participants nationwide, or 11.1% of all team participants. It notes an increase in specialization participation (e.g., competitive and select sports) and a continued decline in casual (more recreational) participation. On the other hand, fitness activities of an

individual nature are increasing, both for youth and adults. In Washington, high ranked activities for youth participation include walking, hiking, swimming, and bicycle riding. Based on outdoor recreation trends, participation in group competitions and races, such as adventure racing and triathlons, has increased more than any other activity over the past few years.⁷

⁷ Outdoor Industry Foundation, Outdoor Recreation Participation, Topline Report, 2014.

CHAPTER 2

COMMUNITY PROFILE

Shoreline is unique in its regional location, physical features and population. Natural resources and development history impact the type and location of existing and future parks. Population, age range and household structure influence facilities and program development.

The previous chapter described the process of Parks, Recreation, Open Space and Cultural Services planning. The intent of this chapter is to describe Shoreline's community in terms of landscape and the residents who live here. These topics are addressed in the following sections:

- Regional Context
- Natural and Physical Features
- History
- Parks and Recreation Facilities
- Demographic Information
- Community Profile Conclusions

REGIONAL CONTEXT

Shoreline is in Western Washington, 11 miles north of downtown Seattle, the state's largest city. Shoreline stretches along 3.4 miles of Puget Sound, a saltwater body that defines the City's western boundary. The community of Lake Forest Park sets the eastern boundary.

The City of Shoreline is 11.7 square miles and is surrounded by the older cities of Seattle, Edmonds, Woodway, and Lake Forest Park. Shoreline's population was estimated to be 55,439 in 2015 making it the fifteenth most populace city in Washington State. Its proximity to a large metropolitan area and the outward expanse of existing development limits Shoreline's supply of undeveloped land.

Major transportation corridors also impact Shoreline. Two state highways run the length of the City: Interstate 5 and State Route 99, also known as Aurora Avenue. These highways establish arterial connections into, out of, and through the region, but also create physical barriers within the City. Sound Transit is scheduled begin construction of a light rail line through Shoreline connecting Seattle and Lynnwood. Two stations in Shoreline are scheduled to open in 2022 along I-5 at NE 145th and NE 185th Streets.

NATURAL AND PHYSICAL FEATURES

Shoreline is moderated by coastal marine air, creating a consistent and mild climate. Average annual rainfall is 38.27 inches. The amount of rainfall is an important consideration for site development related to parks. For instance, some sites may be less appropriate for ball fields due to topography and drainage and more appropriate for a nature trail. A subtle ridge runs north/south through Shoreline creating a series of secondary watersheds that drain either west to Puget Sound or east to Lake Washington creating several ponds, bogs, lakes, freshwater streams and natural drainage systems. While soil content varies across the City, most soils in Shoreline drain slowly due to high clay content and may pool on flat sites or run off in sheet flows from sites with grade changes.

This area was once primarily a coniferous forest with areas of riparian vegetation; however, over the years extensive development has significantly reduced the native habitat. Areas that remain in a natural state tend to be located on steep slopes or within wetlands. These areas are highly valued for their aesthetic appeal, wildlife habitat, storm water mitigation properties and contrast to urbanized areas.

HISTORY

Historically, Native American peoples who lived along the shores of Puget Sound and local streams populated the Shoreline area. Growth of the Euro-American population expanded in the 1880's with the expansion of the railroad. Richmond Beach was the first area to develop when the portion of the Great Northern Railroad that ran through Shoreline was completed in 1891, linking Shoreline to Seattle. In 1906 the Seattle-Everett Interurban line was completed and the brick North Trunk Road was constructed in 1913, both of which made suburban growth much more feasible.

In the early twentieth century, large tracts of land were divided into smaller lots in anticipation of future development. Car travel considerably broadened the settlement pattern. By the late 1930's commercial development began concentrating along Aurora Avenue, the region's primary north/south travel route that now provides a mix of retail options, services, office space and residential opportunities. Interstate 5 opened to traffic through Shoreline in 1965, bisecting the community north to south and restricting east to west access across the City. Smaller commercial neighborhood nodes are located at major intersections around the City.

Population in the area continued expanding through the 1960's, stabilizing in the 1970's. The City of Shoreline was incorporated on August 31, 1995, and in June, 1997 the City assumed all responsibility for Parks and Recreation programs from King County.

The City of Shoreline is comprised of fourteen neighborhoods and is home to the Washington Department of Social and Health Services Fircrest Campus, CRISTA Ministries, Shoreline Community College, Washington Department of Transportation and the State Public Health Laboratory.

PARK AND RECREATION FACILITIES

Shoreline has 409 acres of parkland based on the City's Geographic Information System calculation (Figure 2.1). Forty-one park areas and facilities have been classified by type and the attributes common to them (Table 2.1).

Figure 2.1: Park Area and Facilities

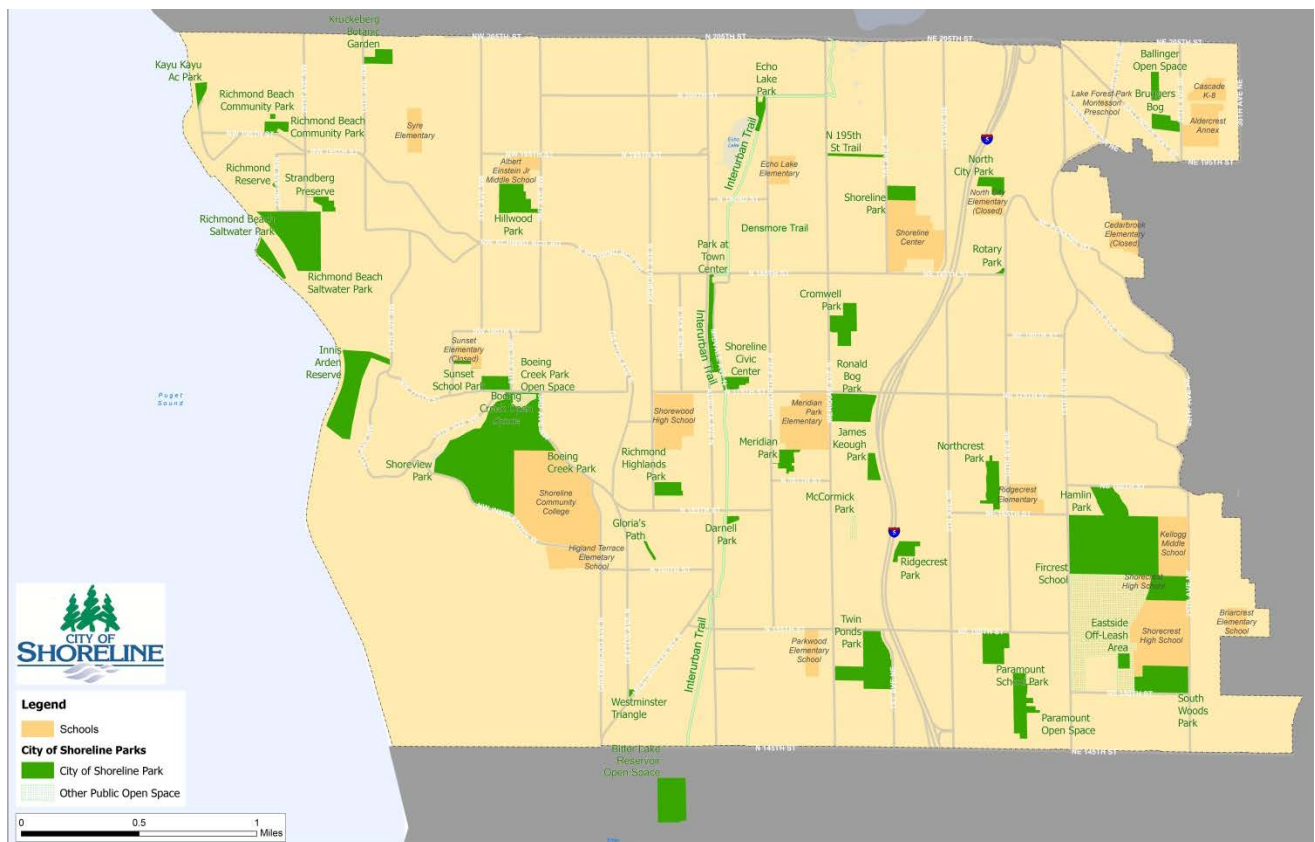


Table 2.1: Inventory of Park Area Facility by Classification and Size

Classification	Service Area	Facility	Total Size in Acres	PRCS Owned
Regional	Citywide	Richmond Beach Saltwater Park	32.06	32.06
Large Urban	Citywide	Hamlin Park	80.40	80.40
Large Urban	Citywide	Shoreview Park	46.65	46.65
Community	1 ½ mile	Boeing Creek Park	33.45	33.45
Community	1 ½ mile	Cromwell Park	9.24	8.28
Community	1 ½ mile	Hillwood Park	10.0	10.00
Community	1 ½ mile	Paramount School Park	8.55	0.00
Community	1 ½ mile	Richmond Highlands Park	4.23	4.23
Community	1 ½ mile	Shoreline Park	11.60	4.70
Community	1 ½ mile	Twin Ponds Park	21.60	21.60
Neighborhood	15 minute walk	Bruggers Bog Park	4.36	4.36
Neighborhood	15 minute walk	Echo Lake Park	2.43	0.76
Neighborhood	15 minute walk	James Keough Park	3.10	3.10
Neighborhood	15 minute walk	Kayu Kayu Ac Park	2.05	0.00
Neighborhood	15 minute walk	Northcrest Park	7.31	7.31
Neighborhood	15 minute walk	Richmond Beach Comm. Park	3.14	3.14
Neighborhood	15 minute walk	Ridgecrest Park	3.88	3.88
Neighborhood	15 minute walk	Park at Town Center	6.68	0.50
Neighborhood	15 minute walk	Sunset School Park	6.50	0.00
Pocket Park	15 minute walk	Rotary Park	0.30	0.00
Pocket Park	15 minute walk	Westminster Park	0.31	0.31
Natural Area	15 minute walk	Ballinger Park Open Space	2.63	2.63
Natural Area	15 minute walk	Boeing Creek Open Space	4.41	4.41
Natural Area	15 minute walk	Darnell Park	0.84	0.84
Natural Area	15 minute walk	Innis Arden Reserve Open Space	22.94	22.94
Natural Area	15 minute walk	Meridian Park	3.79	3.13
Natural Area	15 minute walk	North City Park	3.96	3.96
Natural Area	15 minute walk	Paramount Open Space	10.74	10.74
Natural Area	15 minute walk	Richmond Reserve	0.11	0.11
Natural Area	15 minute walk	Ronald Bog Park	13.36	13.36
Natural Area	15 minute walk	South Woods	15.56	15.56
Trail Connector	Citywide	Interurban Trail	21.19	0.00
Trail Connector	Citywide	195 th Street Trail	1.78	0.00
Trail Connector	Citywide	Gloria's Path	0.70	0.00
Trail Connector	Citywide	Densmore Trail	0.18	0.00
Special Use	Citywide	Shoreline Civic Center	1.00	1.00

Classification	Service Area	Facility	Total Size in Acres	PRCS Owned
Facility				
Special Use Facility	Citywide	Eastside Off-Leash Dog Area	2.00	0.00
Special Use Facility	Citywide	Kruckeberg Botanic Garden	3.81	3.81
Special Use Facility	Citywide	Richmond Highlands Recreation Center	6,650 Sq. Ft.	6,650 Sq. Ft.
Special Use Facility	Citywide	Shoreline Pool	15,375 Sq. Ft.	15,375 Sq. Ft.
Special Use Facility	Citywide	Spartan Recreation Center	25,000 Sq. Ft.	0 Sq. Ft.
Total Parkland			409 Acres	347 Acres

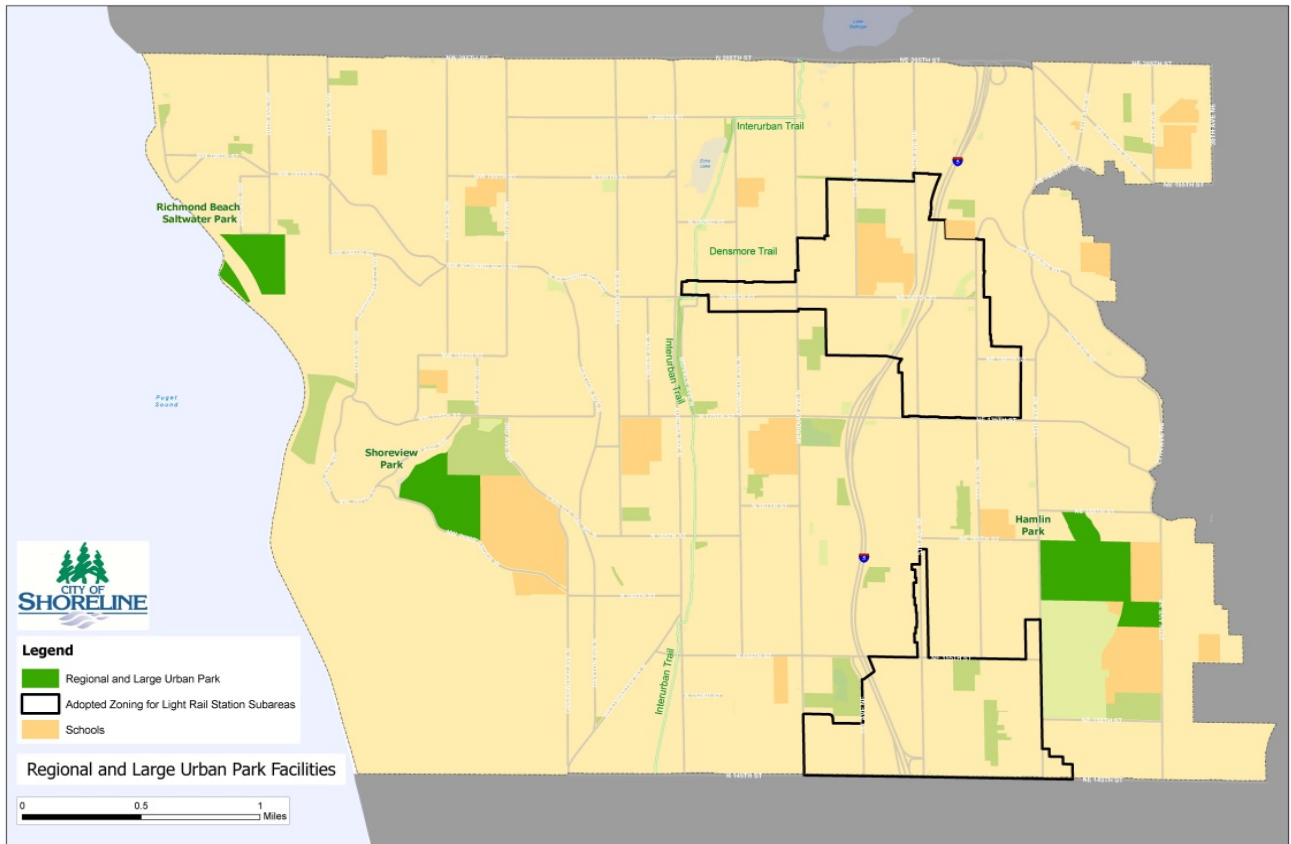
Regional Park (Figure 2.2)

Regional parks are often large and include a special feature that makes them unique. Typically, regional parks include a mixture of active and passive activities, and may offer a wide range of amenities. The geographic service area for a regional park is Citywide and beyond. Richmond Beach Saltwater Park, consisting of 32 acres, is the City's only regional park and provides Shoreline's only public water access to Puget Sound.

Large Urban Park (Figure 2.2)

Large urban parks offer a mixture of active and passive recreation opportunities that satisfy diverse interests. They may provide a variety of specialized facilities such as sports fields and large picnic areas, also satisfying the requirements for community and neighborhood parks. Due to their size and the amenities offered, they require more support facilities such as parking and restrooms. Shoreline has two large urban parks totaling over 127 acres. The service area for large urban parks is Citywide, and there are currently no service area deficiencies. Figure 2.2 shows the location of Shoreline's only two large urban parks, Hamlin and Shoreview.

Figure 2.2: Regional and Large Urban Park Facilities



Community Park (Figure 2.3)

The purpose of a community park is to meet community-based active, structured recreation needs and to preserve unique landscapes and open spaces. They are designed for organized activities and sports, although individual and group activities are also encouraged. Generally, the size of a community park ranges between ten and 50 acres. Community parks serve a one and one-half mile radius, and are often accessed by vehicle, bicycle, public transit, or other means so the walking distance requirement is not critical. Adequate capacity to meet community needs is critical, and requires more support facilities such as parking and restrooms. Typical amenities include sports fields for competition, picnic facilities for larger groups, skate parks and inline rinks, large destination-style playgrounds, arboretum or nature preserves, space for special events, recreational trails, water-based recreation features, and outdoor education areas. Shoreline has seven community parks totaling almost 100 acres.

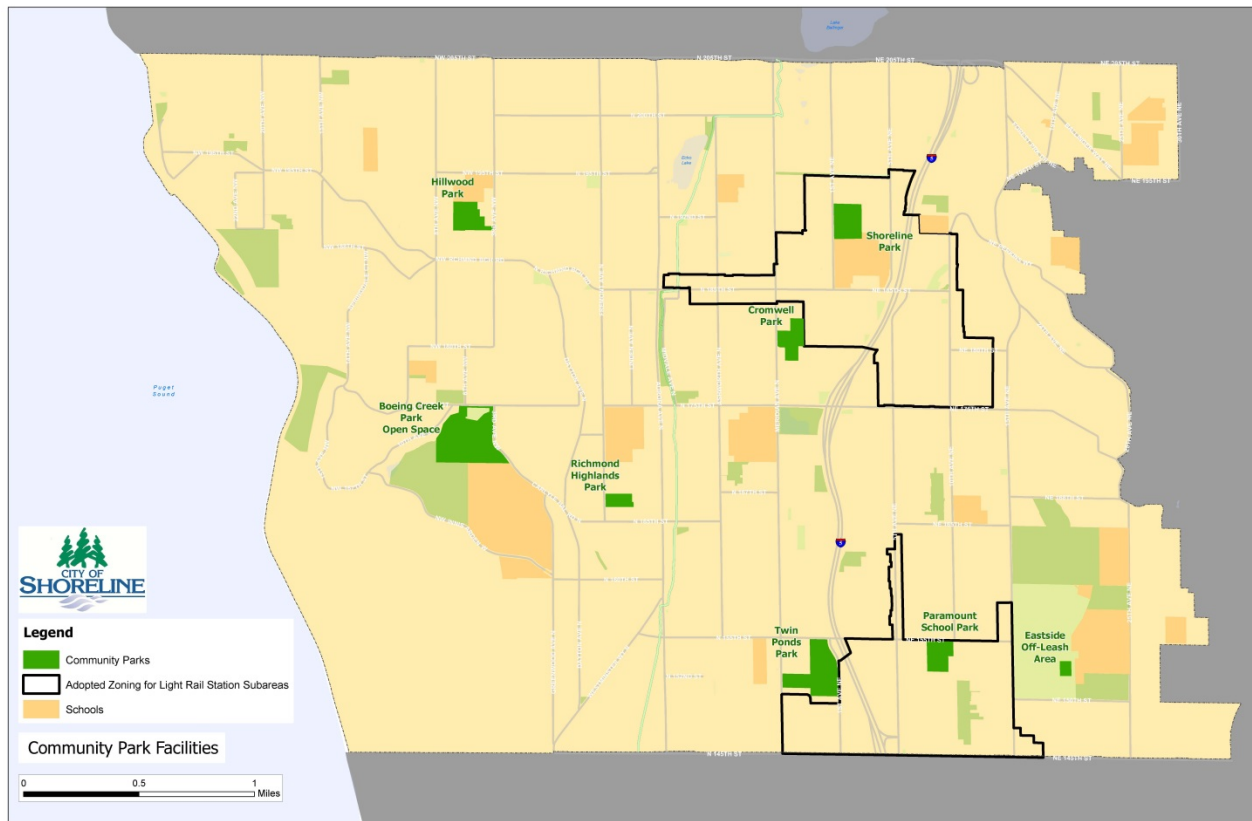


Figure 2.3: Community Park Facilities

Neighborhood Parks (Figure 2.4)

Neighborhood and pocket parks serve as the recreational and social focus of a neighborhood within a fifteen (15) minute walk. Shoreline has nine neighborhood parks at almost 40 acres. The overall space is designed for impromptu, informal, unsupervised active and passive recreation as well as some other more intense recreational activities. Neighborhood parks are generally small, less than ten acres. Since these parks are located within walking and bicycling distance of most users, the activities they offer become a daily pastime for the neighborhood residents. Typically, amenities found in a neighborhood park include a children's playground, picnic areas, trails, and open grass areas for active and passive uses. Neighborhood parks may also include amenities such as tennis courts, outdoor basketball courts, and multi-use sport fields for soccer, baseball, etc. as determined by neighborhood need.

Pocket Parks (Figure 2.4)

The Pocket Park category, new to this update, supplements the Neighborhood Parks category which serves as the recreational and social focus of the neighborhood within a fifteen (15) minute walk. Pocket parks are often smaller than one acre in size and include fewer recreation uses, sometimes only open lawn areas, picnic tables and benches. Providing more recreation opportunities in smaller neighborhood and pocket parks will become more important in areas of increased density. Shoreline has not fully developed the potential of its two pocket parks.

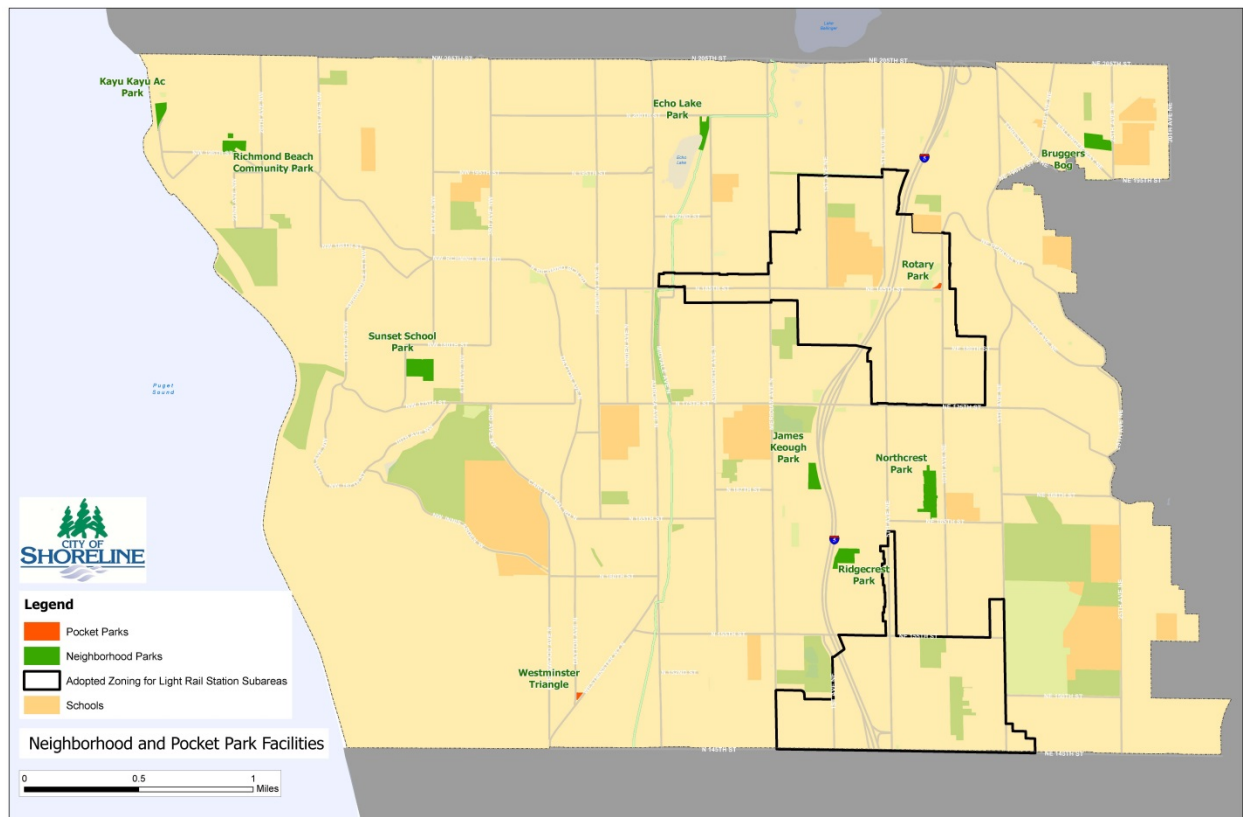


Figure 2.4: Neighborhood and Pocket Park Facilities

Natural Area Parks (Figure 2.5)

This category includes areas intended to provide aesthetic relief and physical buffers from the impacts of urban development, and to offer access to natural areas for urban residents. These areas may also preserve significant natural resources, native landscapes, and open spaces. Furthermore, natural areas may serve one or several specific purposes such as trails and waterfront access. Shoreline has 11 areas categorized as natural areas which total 80 acres. Some of Shoreline's most important natural areas are not classified as Natural Area Parks. These sites include: Richmond Beach Saltwater, Shoreview, Boeing Creek, Hamlin and Twin Ponds Parks.

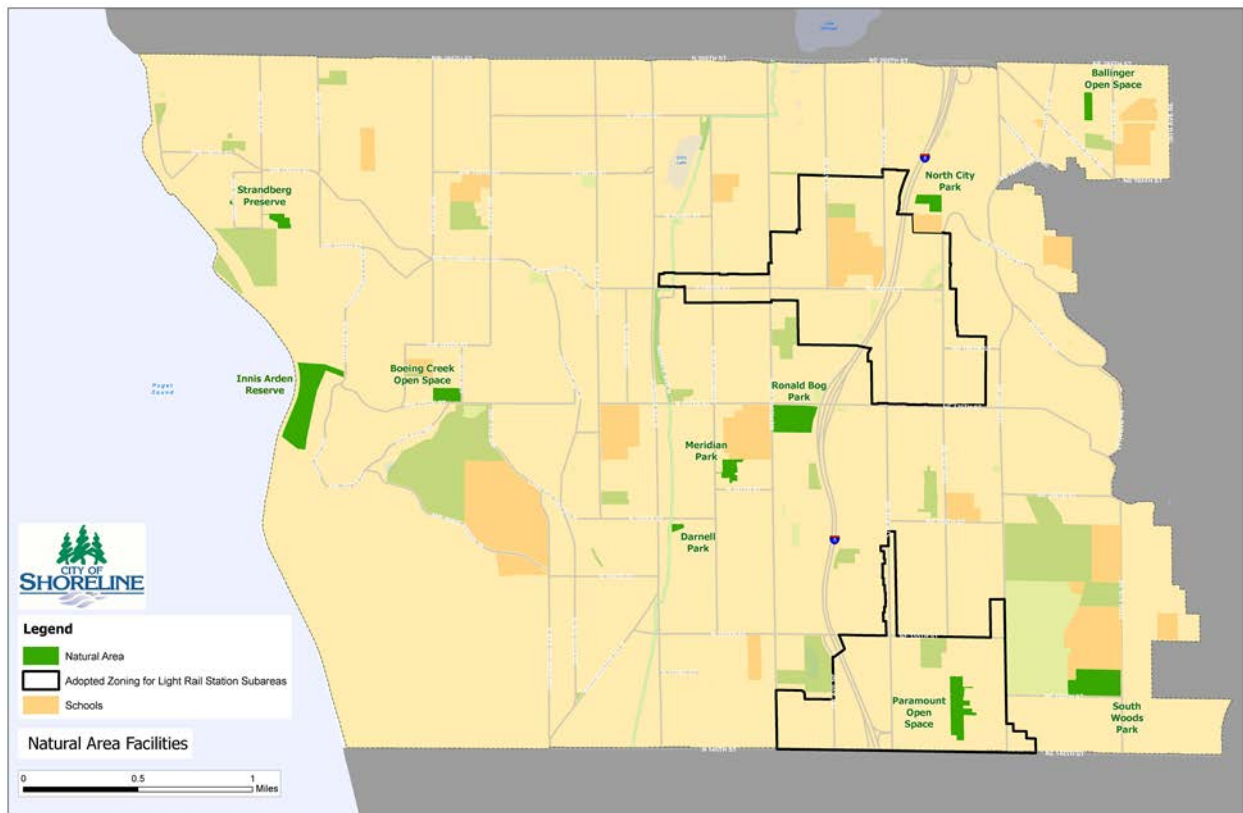


Figure 2.5: Natural Area Facilities

Special Use Facilities and Trail Corridors (Figure 2.6)

Special use facilities may serve one or several specific purposes: such as an indoor pool, community recreation or civic center, botanic garden, regional or local trail connector. The special use facilities in Shoreline are: The Shoreline Pool, Richmond Highlands and Spartan Recreation Center, Shoreline City Hall Civic Center, Kruckeberg Botanic Garden, the Interurban, 195th Street Connector, Gloria's Path and Densmore Trails, and the Park at Town Center. Figure 2.6 depicts the location for the Special Use Facilities and Trail Connectors in Shoreline. Special Use Facilities have a Citywide service area.

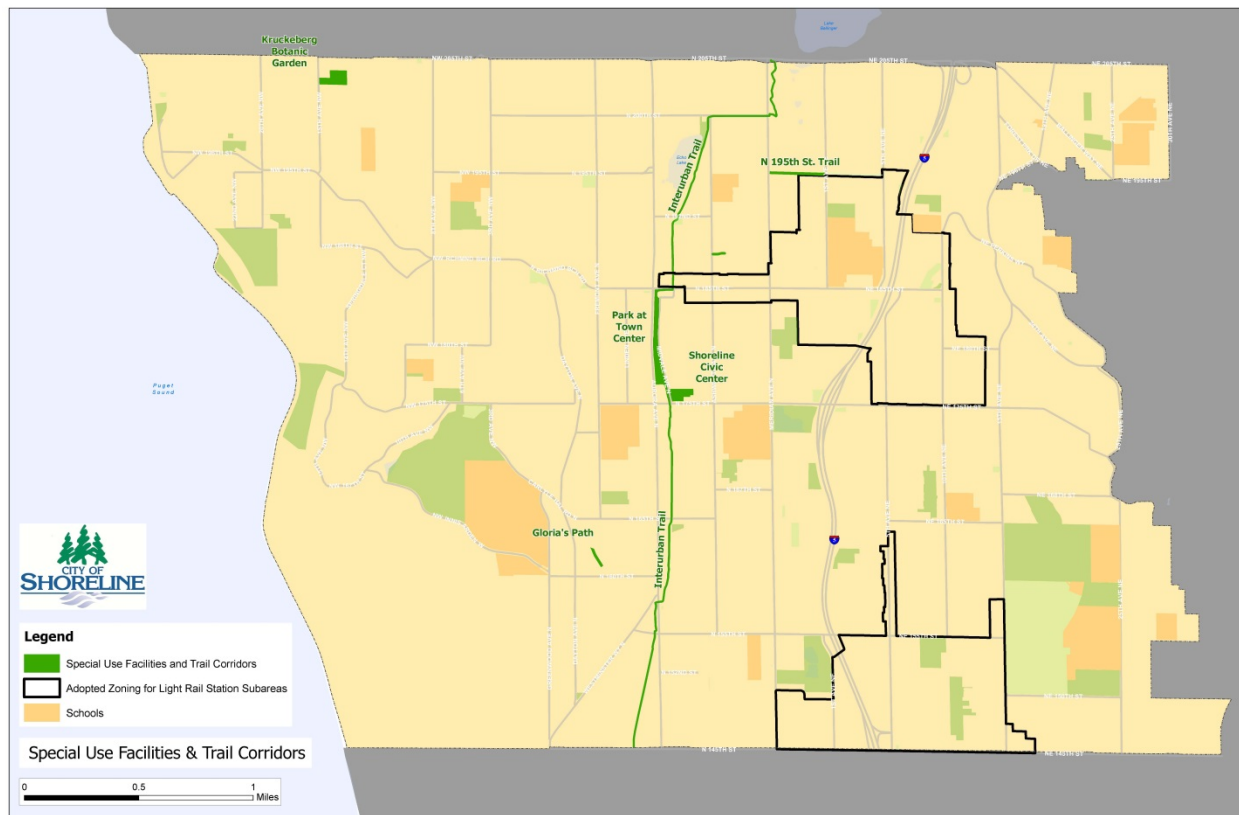


Figure 2.6: Special Use Facilities

DEMOGRAPHIC INFORMATION

Current and Future Population

The State of Washington estimated Shoreline's population to be 54,500 in 2015. The Puget Sound Regional Council projects Shoreline's population growth to increase slowly and steadily through 2035 (Table 2.2).

By the year 2023 the Lynnwood Link Extension of the light rail system is expected to be completed through Shoreline adding one new station at NE 145th Street and I-5 and another at NE 185th Street and I-5. Much of the City's anticipated population growth is a result of development in those areas.

Table 2.2: Population Projections

	2010	2015	2025 Projection	2035 Projection
Shoreline – full city	53,007	55,439	59,801	68,316
Subareas only	15,551	16,265	17,545	26,978

Demographic Characteristics

For the purposes of assessing demographic characteristics, this section draws from census data, demographic and market information, and projections from Environmental Systems Research Institute (ESRI), as well as demographic information from the State of Washington and the Puget Sound Regional Council as it relates to population projections beyond 2020. Table 2.3 summarizes the demographic characteristics of Shoreline.

Table 2.3: Demographic characteristics

Population:	
2010 Census	53,007 ⁸
2015 Estimate	55,574
2020 Estimate	59,299
2025 Estimate	59,801
Number of Households:	
2010 Census	21,561
2015 Estimate	22,638
2020 Estimate	24,168
2025 Estimate	24,409
Number of Families:	
2010 Census	13,168
2015 Estimate	13,858
2020 Estimate	14,805
2025 Estimate	14,950
Average Household Size:	
2010 Census	2.39
2015 Estimate	2.39
2020 Estimate	2.40

⁸ Between 2000 and 2010, the City of Shoreline experienced a 0.4% increase in population based on census data.

2025 Estimate	2.41
Ethnicity (2015 Estimate):	
Hispanic	7.1%
White	68.6%
Black	5.3%
American Indian	0.8%
Asian	17.0%
Pacific Islander	0.4%
Other	2.4%
Multiple	5.5%
Median Age:	
2010 Census	42.2
2015 Estimate	43.6
2020 Estimate	44.2
2025 Estimate	44.8
Median Income:	
2015 Estimate	\$69,553
2020 Estimate	\$79,757
2025 Estimate	\$91,481

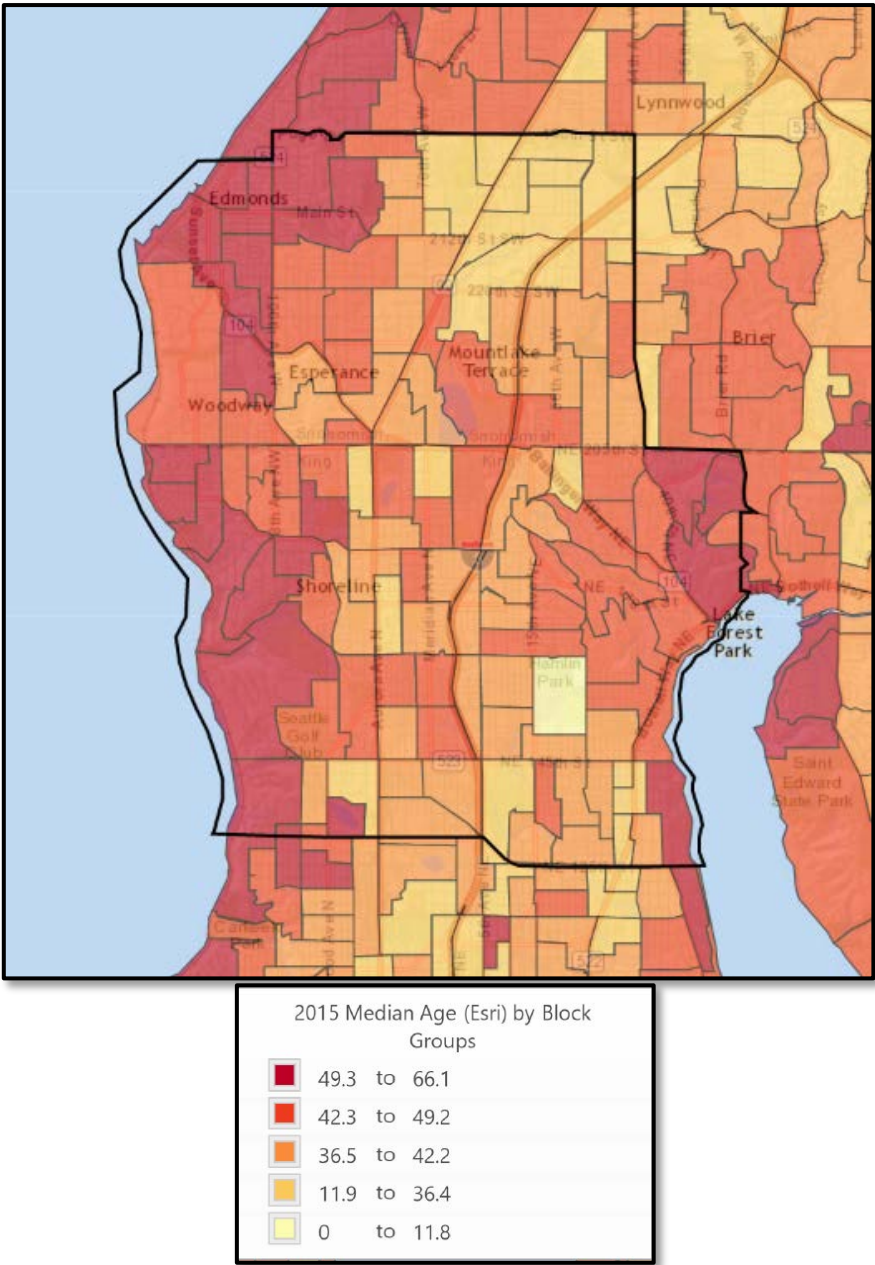
Age

The lower the median age, the higher the participation rates for most recreation activities. As Table 2.4 shows, compared to the State of Washington and nationally, Shoreline has a significantly higher median age. When age is evaluated at the census block group level, the older population is clustered in areas with water views (along Puget Sound and Lake Washington) with younger populations grouped in the central core of the community along I-5 and Highway 99, as Figure 2.7 shows.

Table 2.4: Median Age

	2010 Census	2015 Projection	2020 Projection	2025 Projection
Shoreline	42.2	43.6	44.2	44.8
State of Washington	37.2	38.0	38.5	39.0
Nationally	37.1	37.9	38.6	39.3

Figure 2.7: Median Age by Census Block Group



Households with Children

Just over a quarter of households in Shoreline have children (Table 2.5). Children and youth have higher levels of participation in recreation activities, especially in organized sports and swimming.

Table 2.5: Households w/ Children

	Number of Households w/ Children (2015)	Percentage of Households w/ Children (2015)
Shoreline	6,015	27.9%

The Shoreline School District serves both Shoreline and Lake Forest Park. As part of their regular school planning, the District prepares demographic projections. As Table 2.6 shows, the District is anticipating steady but slow growth in school age children through 2025. Note that these projections do not take into consideration the potential impact of light rail station area development.

Table 2.6: Shoreline School District Future School Age Children Estimate

	2010	2015	2020	2025
Shoreline K-12	8,808	9,352	9,992	10,441

Note: The numbers shown are an average of five different methods of estimating school age children. Figures are from William L. (Les) Kendrick Ph.D., consultant.

These data points indicate that percentage of households with children and youth will continue to follow current trends.

Age Distribution

The population distribution for Shoreline and the projected percent change predicts modest growth in the youth age groups and moderate growth in the 25-44 age group (Table 2.7). Following national trends, the largest growth will be in the older adult and senior age categories. This means that while services for other age groups will continue to be important, the market for senior-focused facilities and programs will increase significantly.

Table 2.7: 2015 Primary Market Service Area Population Distribution (U.S. Census Information and ESRI)

Ages	2010 Census	2015 Projection	2020 Projection	2025 Projection	Percent Change
-5	2,597	2,571	2,728	2,751	+5.9%
5-17	7,537	7,436	7,610	7,654	+1.0%
18-24	4,299	4,482	3,855	3,887	-9.6%
25-44	14,159	14,339	16,040	16,206	+14.5%
45-54	8,660	8,132	7,905	7,953	-8.2%
55-64	7,722	8,788	8,791	8,851	+14.6%
65-74	3,773	5,249	6,929	6,997	+85.4%
75+	4,260	4,579	5,427	5,502	+29.2

Income

The level of recreation participation goes up as median household income rises. Table 2.8 shows median income levels in the Shoreline, compared to the State and nationally.

Table 2.8: Median Household Income

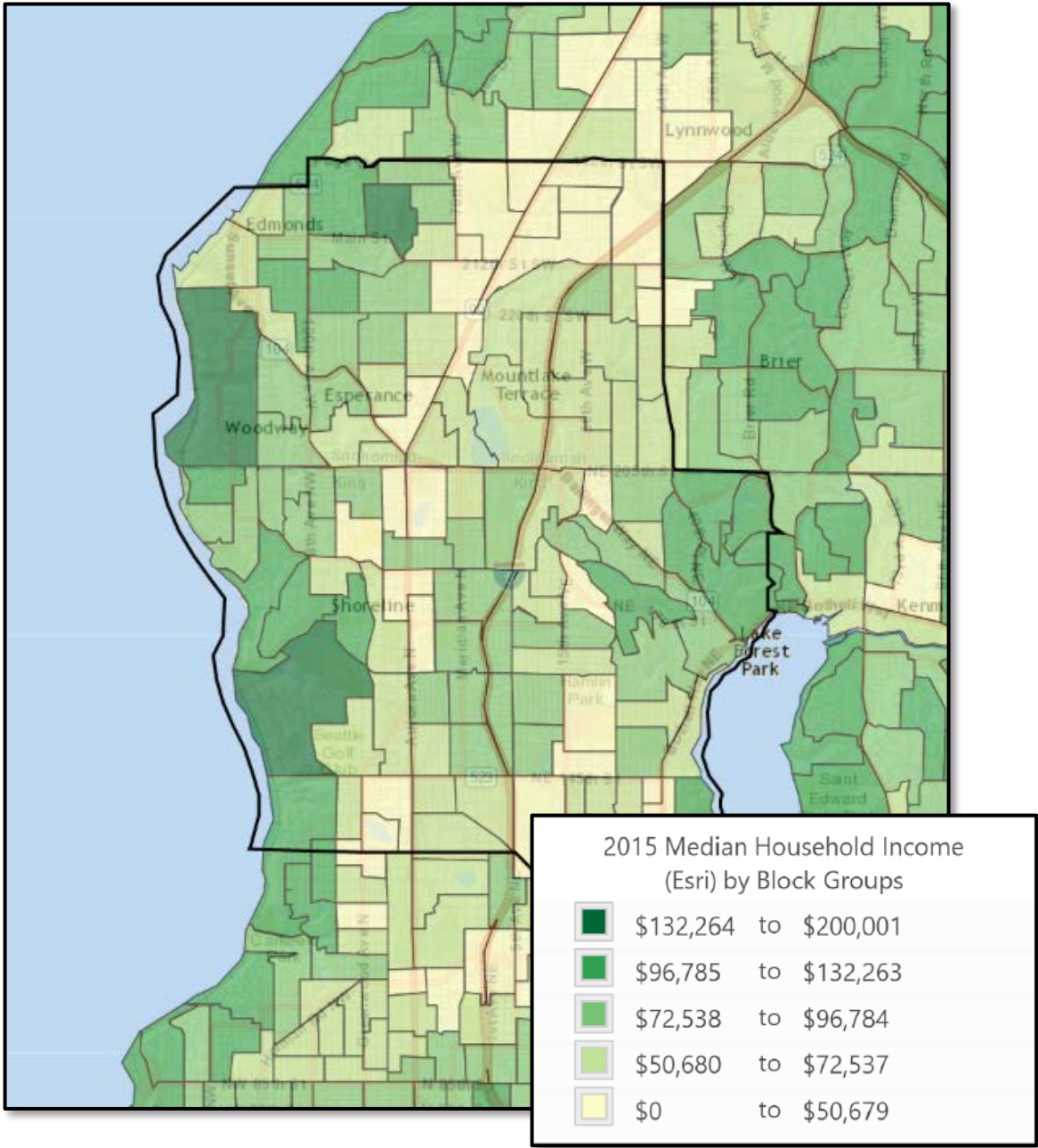
	2015 Projection	2020 Projection	2025 Projection
Shoreline	\$69,553	\$79,757	\$91,481
State of Washington	\$59,229	\$69,388	\$81,323
Nationally	\$53,217	\$60,683	\$69,179

In Shoreline, median income is high. The percentage of households with median income less than \$25,000 per year is 16.7% compared to a level of 23.1% nationally.

With a relatively high median household income level in Shoreline, there will generally be a higher rate of participation in recreation activities and greater ability to pay for services. Though the percentage of the population with lower incomes is less, income levels vary across

the market service areas, as Figure 2.8 shows. Higher incomes generally correlate with higher median age, and are concentrated along Puget Sound and near Lake Washington.

Figure 2.8: Median Household Income by Census Block Group



Ethnicity, Race and Diversity

Shoreline is more diverse than the region, and significantly more diverse than the State of Washington, even though the Hispanic/Latino population is much less than the State of

Washington. Tables 2.9 and 2.10 presents the breakdown by census category, including the median age for each.

Table 2.9: Population by Race and Median Age 2015 (Source – U.S. Census Bureau and ESRI)

Race	Total Population	Median Age	% of Population	% of WA Population
White	38,145	48.0	68.6%	75.0%
Black	2,954	34.3	5.3%	3.9%
American Indian	456	39.1	0.8%	1.5%
Asian	9,427	40.4	17.0%	8.0%
Pacific Islander	196	32.3	0.4%	0.7%
Other	1,330	30.2	2.4%	5.7%
Multiple	3,065	20.3	5.5%	5.1%

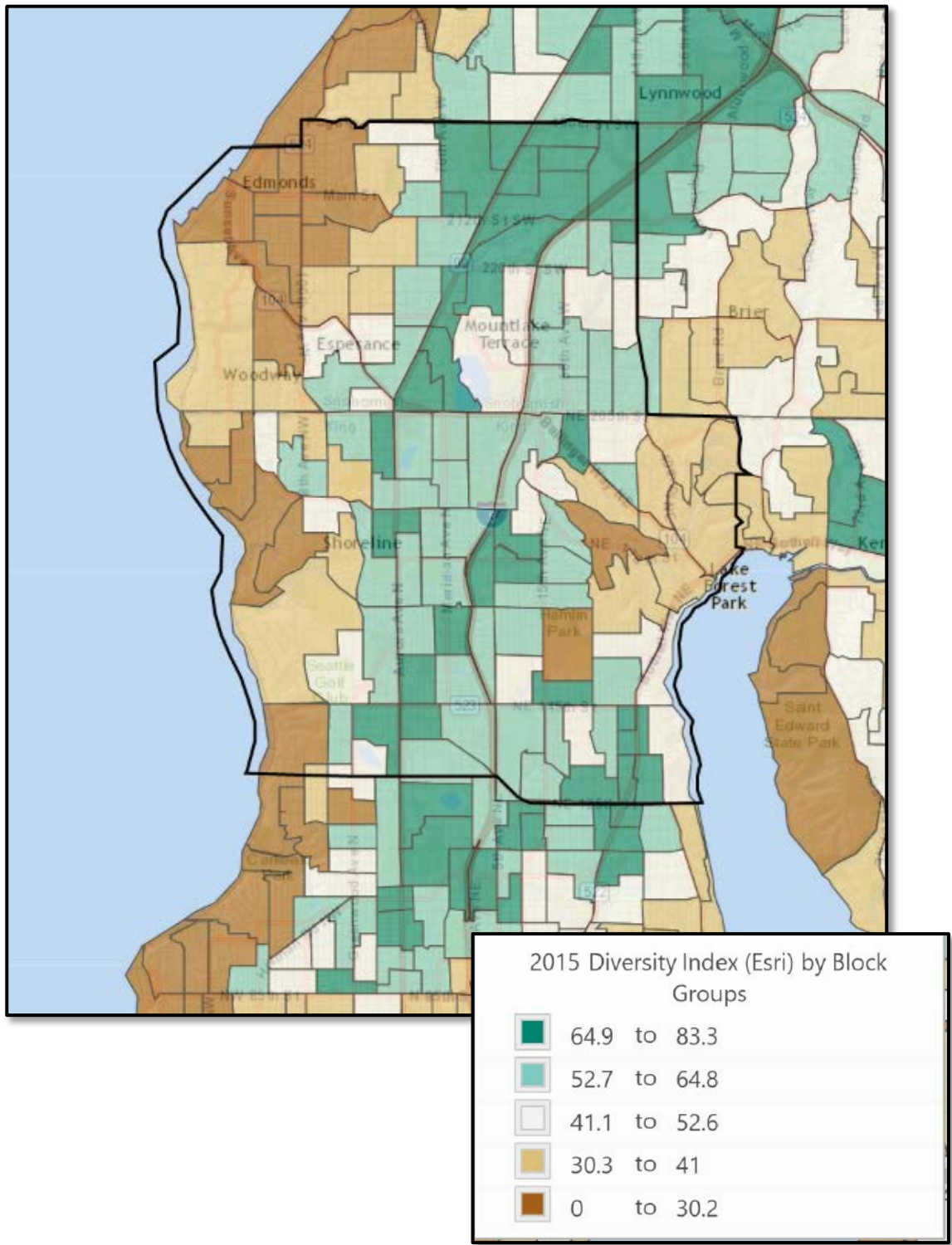
Table 2.10: Hispanic/Latino Population and Median Age 2015 (Source – U.S. Census Bureau and ESRI)

Ethnicity	Total Population	Median Age	% of Population	% of WA Population
Hispanic/Latino	3,972	29.0	7.1%	12.5%

Shoreline residents speak many languages. The Weis report indicates that almost 25 percent of Shoreline residents speak a language in addition to English at home, with the largest share being Asian/Pacific Islander languages. The Asian population is predominantly Chinese with large segments of Filipino and Korean and a sizeable group of Asian Indian residents.

Figure 2.9 depicts the diversity of Shoreline and the surrounding area using a Diversity Index. ESRI defines the Diversity Index as depicting “the likelihood that two persons chosen at random from the same area, belong to different race or ethnic groups” in a range from 0 (no diversity) to 100 (complete diversity)

Figure 2.9: Diversity Index by Census Block Group



Tapestry Segmentation

The Tapestry Segmentation system looks at more than 60 attributes including; income, employment, home value, housing types, education, household composition, age and other key determinates of consumer behavior are used to classify neighborhoods. This segmentation methodology helps describe a relatively small area based on a composite of characteristics.

Tapestry™ segmentation assigns one of 67 distinctive segments to each geographic area. The 67 segments are grouped into 14 subgroups based on similarities. The purpose of this is to better understand market segments. The Tapestry Segmentation concept was developed by ESRI and is more fully described in a white paper on methodology, located at

http://downloads.esri.com/esri_content_doc/dbl/us/J9941Tapestry_Segmentation_Methodology.pdf

The five primary segments in Shoreline account for 75% of the population (Table 2.11). The market segments predominant in Shoreline provide insight into how Shoreline could tailor its parks, recreation and cultural services and its facilities to respond to the market.

- Focus on health and health-related programming and/or the health benefits of existing programs (City Lights, Golden Years, Bright Young Professionals)
- Sports/fitness programming focused on adults and seniors
- Arts and culture programs (Golden Years) that include literary arts (In Style)
- Programming and facilities that encourage social interaction for older adults, especially single householders (In Style, Golden Years, Exurbanites, Pleasantville)

Table 2.11: Shoreline Tapestry Segmentation (ESRI estimates)

Tapestry segment Description	% of Total Households	Cumulative %	Median Age	Median HH Income
<p>City Lights (8A)</p> <ul style="list-style-type: none"> Densely populated urban market Epitome of equality Varied household types Many with some college or a degree Good income in professional and service occupations Diverse, with significant Hispanic/Latino, Asian/Pacific Island, and African-American populations Health conscious in purchases 	27.3%	27.3%	38.8	\$60,000
<p>Pleasantville (2B)</p> <ul style="list-style-type: none"> Older housing in suburban settings. Slightly older couples move less than any other market segment Empty nesters or home to adult children Higher incomes, home values and much higher net worth Significant Hispanic/Latino population 	21.7%	49.0%	41.9	\$85,000
<p>Exurbanites (1E)</p> <ul style="list-style-type: none"> Approaching retirement but not slowing down Active in communities, generous in donations, seasoned travelers Cultivated a lifestyle that is both affluent and urbane Larger market of empty nesters, married couple with no children Primarily white population 	11.0%	60.0%	49.6	\$98,000
<p>Golden Years (9B)</p> <ul style="list-style-type: none"> Independent, active seniors retired or nearing the end of career Primarily singles living alone or empty nesters Actively pursuing leisure – travel, sports, dining out, museums, concerts 	9.0%	69.0%	51.0	\$61,000

Chapter 2: Community Profile

Tapestry segment Description	% of Total Households	Cumulative %	Median Age	Median HH Income
<ul style="list-style-type: none"> Involved, focused on physical fitness and enjoying life Leisure time spent on sports (tennis, golf, boating, fishing) and simple activities like walking Primarily white population 				
In Style (5B) <ul style="list-style-type: none"> Embrace an urban lifestyle Support of the arts, travel and extensive reading Professional couples, singles with no children Focus on home and interests Slightly older population, already planning for retirement Primarily white population 	5.9%	74.9%	41.1	\$66,000
Other	25.1%	100%		

COMMUNITY PROFILE CONCLUSIONS

The following conclusions can be drawn from an analysis of Shoreline's regional context, natural and physical features, history, and demographic data:

- Because of its proximity to Seattle, accessibility, moderate climate, and the quality of schools, neighborhoods, and outdoor resources, Shoreline is a desirable place to live;
- Development patterns in Shoreline are typical of suburban communities that grew extensively in the post-World War II era: numerous commercial strips along major transportation corridors, limited sidewalk systems, and expansive single-family residential neighborhoods;
- Shoreline is already largely developed; therefore, few opportunities for new parkland exist;
- Shoreline's current population exceeds 55,000 and is expected to grow slowly and become more ethnically diverse;
- The demand on existing park facilities and programs will increase in kind;
- Compared to national and state averages, Shoreline has a high percentage of residents who are 35 years of age and older. The interests and needs of an aging community must be considered in the facility and program planning process;
- A high percentage (72%) of the housing units in Shoreline are single-family homes. Single-family homes are more likely to provide some level of private open space. As more apartments and condominiums are constructed in and adjacent to commercial and mixed use areas, more parks and open spaces will be necessary to meet the demands of new residents in high density living environments;
- Household size is smaller than state and national numbers, indicating households with fewer children and an older median age;
- Two new light rail stations will significantly increase Shoreline's population in the years following their completion in 2023;
- Residential areas next to Puget Sound and Lake Washington have significantly different characteristics from the rest of the community with higher incomes, older residents, and less diversity.
- Shoreline is largely Caucasian, followed by a significant Asian population, and increasing numbers of Hispanic, African American and mixed ethnicity residents.

CHAPTER 3

VISION, GOALS AND POLICIES

The vision, goals, policies and implementation strategies presented in this chapter set the trajectory for the long-term vision for Shoreline's parks, recreation, and cultural services facilities and programs and outline the steps to make it successful. These goals, policies and implementation strategies emerged from the values and priorities expressed by the Shoreline community through surveys, community meetings, and written comments over a year of public process.

The vision, goals, and policies presented here will also be incorporated into the Parks, Recreation, and Open Space element of Shoreline's Comprehensive Plan. Shoreline's Comprehensive Plan contains Framework Goals that guide Citywide policies for the transportation system, public safety, parks, recreation and open space and other important facets of the community to create a consistent, unified plan for the future of Shoreline. The SCP Framework Goals are available at: Shorelinewa.gov/government/departments/planning-community-development/comprehensive-plan-and-master-plans/comprehensive-plan

Goals described in this chapter identify the City's aspirations. Policies describe how the goals can be achieved. Implementation strategies put the policies into action and reach the goals.

The PROS Plan goals and policies support the following:

- The preservation, enhancement, maintenance, and acquisition of facilities
- Diverse, affordable community-based recreational, cultural and arts programs
- Equitable distribution of resources
- Partnerships that maximize the public use of all community resources
- Community engagement in parks, recreation and cultural service activities and decisions

VISION

Shoreline will continue to have the highest quality parks, recreation, and cultural services that promote public health and safety; protect our natural environment; and enhance the quality of life of our community.

MISSION

To provide life-enhancing experiences and promote a healthy community and environment. To celebrate arts and culture, enhance our natural environment and pass this legacy to the next generation.

GOAL 1

Preserve, enhance, maintain, and acquire built and natural facilities to ensure quality opportunities exist.

Policy 1.1: Preserve, protect and enhance natural, cultural and historical resources, and encourage restoration, education and stewardship.

Policy 1.2: Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.

Policy 1.3: Plan for, acquire and develop land for new facilities to meet the need of a growing population.

Policy 1.4: Maintain environmentally sustainable facilities that reduce waste, protect ecosystems, and address impacts of past practices.

Policy 1.5: Create efficiencies and reduce maintenance costs by using new technology, contracted services and volunteers where appropriate.

Policy 1.6: Maintain safe, attractive facilities using efficient and environmentally sustainable practices.

Policy 1.7: Encourage a variety of transportation options that provide better connectivity to recreation and cultural facilities.

Policy 1.8: Improve accessibility and usability of existing facilities.

Policy 1.9: Improve and leverage the potential of existing facilities.

Goal 1 Implementation Strategies

1. Acquire access to open spaces and waterfronts.
2. Seek alternative funding methods to acquire, develop, renovate, maintain, and operate facilities.
3. Provide coordination, technical assistance and restoration plans to volunteers to promote enhancement of natural resources.
4. Incorporate innovative, low-impact development design and techniques to renovate and develop facilities.
5. Create opportunities for public art in capital projects.
6. Utilize sustainable best management practices and sound maintenance to ensure responsible stewardship.
7. Reduce water consumption by using efficient, cost-effective fixtures, drought tolerant and native plants, and explore non-potable water sources for irrigation.
8. Conduct regular safety and aesthetic inspections; identify life cycle costs; and repair and replace facilities as necessary.

9. Provide dedicated recycling containers at parks and facilities.
10. Retain and develop public rights-of-way for public use as passive recreation.
11. Ensure facilities are accessible to all individuals and groups of all physical abilities to comply with the Americans with Disabilities Act.
12. Encourage development of bicycle and pedestrian facilities and routes that enhance access to parks and recreation programs and facilities.
13. Conduct Crime Prevention through Environmental Design (CPTED) reviews of public parks and recreation facilities to create safe recreation environments.
14. Use the City's asset management tool to create maintenance efficiencies.
15. Acquire new parks in the 185th Light Rail Subarea and 145th Light Rail Subarea.
16. Enhance and develop trails within parks to enhance the ability of park users to enjoy the natural environment.
17. Ensure the Urban Forest Strategic Plan is used to make decisions related to parks and street trees.
18. Confirm our commitment to environmental standards by considering participation in programs like Green City Program, Tree City U.S.A, Salmon Safe Certification, and Audubon Cooperative Sanctuary Program.

GOAL 2

Provide community-based recreation and cultural programs that are diverse and affordable.

Policy 2.1: Provide and enhance recreational and cultural programs to serve all ages, abilities and interests.

Policy 2.2: Provide affordable programs and offer financial support for those who qualify.

Policy 2.3: Create programs to support and encourage an active and healthy lifestyle.

Goal 2 Implementation Strategies

1. Improve and expand indoor and outdoor recreation opportunities.
2. Offer an expansive mix of passive and active recreation opportunities.
3. Offer programs at times when working families can attend.
4. Provide diverse programs for tweens and teenagers.
5. Expand the scholarship program for low income residents.
6. Provide a variety of specialized recreation programs.
7. Offer programs that celebrate cultural diversity.
8. Develop environmental educational and life-long learning programs.
9. Develop a communitywide cultural plan to guide future arts and heritage program activities.
10. Locate cultural programs and public art throughout the community.

11. Use arts and heritage venues and programs to strengthen “Cultural Tourism.”
12. Explore ideas to create a cultural and multi-arts center.

GOAL 3

Meet the parks, recreation and cultural service needs of the community by equitably distributing resources.

Policy 3.1: Determine the community’s need by conducting need assessments.

Policy 3.2: Adjust program and facility offerings to align with demographic trends and need assessment findings.

Policy 3.3: Equitably distribute facilities and program offerings based on identified need.

Policy 3.4: Identify unserved and underserved populations with unmet recreation and cultural needs.

Goal 3 Implementation Strategies

1. Record and track citizen responses to specific programs, facilities and policies.
2. Evaluate distribution of facilities, programs and resources.
3. Align existing and new programs and services with core mission.
4. Offer children’s and family programming during times that meet the needs of working parents.
5. Adjust offerings to provide specialized recreation programs for those with disabilities.
6. Provide a variety of pool program offerings at varying times.
7. Use technology such as the City’s recreation registration software, GIS and asset management tools to study unserved and underserved population needs.
8. Align programs to better meet unserved and underserved populations.

GOAL 4

Establish and strengthen partnerships with other public agencies, non-governmental organizations, volunteers, and City departments to maximize the public use of all community resources.

Policy 4.1: Collaborate with and support partners to strengthen communitywide facilities and programs.

Policy 4.2: Seek partners in the planning, enhancement and maintenance of facilities and programs.

Policy 4.3: Develop mechanisms for public outreach, communication and coordination among partners.

Policy 4.4: Engage and partner with the business community to create public open space in private development.

Goal 4 Implementation Strategies

1. Coordinate with other City departments to enhance and restore habitat and flood protection of historic watersheds.
2. Coordinate with Shoreline Community College and public/private school districts to expand public use of facilities.
3. Coordinate with other City departments to create public art in future public and private construction projects.
4. Collaborate with partners to provide high quality performance, visual art and heritage opportunities.
5. Create opportunities for marketing of arts and heritage.
6. Actively involve stakeholders and the community in the development and management of facilities and programs.
7. Working with the City's Economic Development Manager, encourage the Chamber of Commerce to promote place making as a component of economic development.
8. Explore park impact fee opportunities to equitably share the cost of new park, recreation and cultural facilities.
9. Engage with religious organizations and other recreation and social service providers to share information about parks, recreation and cultural services with a broader community.
10. Encourage the Fircrest Administration to enhance the community use of the Fircrest Campus.

GOAL 5

Engage the community in park, recreation and cultural services decisions and activities.

Policy 5.1: Encourage consistent and effective public involvement in the short and long-range park planning process.

Policy 5.2: Provide public relations and publicity efforts to inform citizens of community-wide opportunities.

Policy 5.3: Create volunteer opportunities to encourage citizen involvement and participation.

Policy 5.4: Proactively involve typically underserved or unserved populations in park, recreation and cultural service decisions.

Goal 5 Implementation Strategies

1. Make decisions that value Shoreline's social, economic, and cultural diversity.
2. Engage the community and make timely and transparent decisions that respect community input.
3. Actively solicit the advice of the Parks, Recreation and Cultural Services/Tree Board in significant parks, recreation and cultural services decisions.
4. Work with the City's Diversity Outreach Coordinator to reach and involve ethnic groups in decisions.
5. Develop translation and interpretation strategies to provide an opportunity for culturally and linguistically diverse groups to participate in decisions.
6. Host public meetings in accessible locations.

CHAPTER 4

DEMAND AND NEEDS ASSESSMENT

Shoreline's Plan for Parks, Recreation & Cultural Services is based on the community's expression of need and desire. This chapter analyzes the results from a community interest and opinion survey, market analysis, recreation demand study, and community meetings to assess Shoreline's demand and need for parks, recreation, open spaces and cultural services now, and in the future. Major themes that emerged during the year-long planning process are identified and explored.

This chapter covers the following topics:

- DEFINING DEMAND AND NEED
- COMMUNITY DRIVEN DEMANDS AND NEEDS
- KEY FINDINGS
- RECREATION PROGRAM NEEDS
- FACILITY NEEDS
- ACCESS TO QUALITY FACILITIES AND PROGRAMS
- COMMUNITY PRIORITIES
- LEVEL OF SERVICE DRIVEN DEMANDS AND NEEDS
- OUTDOOR RECREATION AMENITIES BENCHMARKS
- LIGHT RAIL STATION SUBAREAS
- CONCLUSION

DEFINING DEMAND AND NEED

There are many factors that influence community demand and need for parks, recreation and cultural services. To understand these demands, it is important to distinguish between demand driven by what the community says it wants and demand driven by the need to maintain a certain level of service (LOS). This Demand and Needs Assessment discusses both approaches.

Community Driven Demand and Needs

Community recreation demand and need are measured by comparing what the community says it wants against the programs and recreation services currently available. This information

is useful in conducting a broad assessment of community needs for parks, facilities, programs, events, trails and natural areas. It is also important in identifying recreation services that could become of interest to Shoreline residents once they are made aware of them.

LOS Driven Demand and Needs

Level of Service (LOS) driven demand analysis quantifies information such as park acreage, number of current programs and services offered to the public, and the number of existing facilities, and uses that data to identify current and future needs based on population forecasts and LOS guidelines.

COMMUNITY DRIVEN DEMANDS AND NEEDS

A communication and public engagement plan developed early in the planning process helped the City reach a diverse cross-section of Shoreline residents, visitors, and employees involving more than 2,300 community members over a one year period. Its goal was to ensure representative participation from a wide range of community members through multiple and varied opportunities, resulting in a holistic understanding of the Shoreline community's desire for park and recreation facilities and programs.

Community Participation Summary

A Community Interest and Opinion Survey (Survey) was conducted in January, 2016. The Survey reached out to 1,500 randomly selected households in Shoreline to inquire about their interest and opinions regarding parks and recreation services. The Survey generated 830 responses.

A series of neighborhood, stakeholder, focus group meetings and community intercepts were also key components of the community participation process. And finally, a self-selecting online questionnaire was conducted to test and refine the City's understanding of the findings.

Public engagement efforts in 2016 included the following:

- Six (6) *Currents* articles and announcements;
- Three (3) Recreation Guide announcements;
- Four (4) E-news announcements;
- Meetings with 12 neighborhood associations;
- Five (5) stakeholder group meetings that included urban forest management stewards, outdoor athletic field users, light rail station subarea citizen groups, pool and recreation program users, and arts and cultural service advocates and providers;
- Six (6) focus group meetings or interviews with underserved or difficult to reach groups including seniors, teens, immigrant/refugee populations, and Spanish-speaking

residents, apartment dwellers and members of the Asian and Pacific Islander community;

- Ten (10) summer intercept events;
- Three (3) community workshops and one (1) open house;
- Comments received by mail and email; and
- Online questionnaire.

Those actions resulted in over 2,300 interactions with a cross section of citizens in a variety of settings (Table 4.1).

Table 4.1: Community Involvement Participation

Activity	Number of Participants
Community Opinion Survey	830
Online Questionnaire	578
Stakeholder Interviews	76
Focus Group Meetings	105
Intercept Events	470
Neighborhood Meetings	111
Community Workshops	100
Open House	30
Written Letters and Email	76
Total	2,346

Additional information from the Community Participation process can be online at:

www.shorelinewa.gov/prosplan

KEY FINDINGS

The community participation process yielded a wealth of information about the community's opinion of PRCS services and recreation preferences. This detailed information will be used to review program ideas and determine outreach and marketing efforts. For the purpose of this PROS Plan, key pieces of information provide insight into 'big picture' priorities that address the community's needs.

The Survey Results

Several questions were asked specifically about whether households' needs for programs and facilities are being met. From a list of 19 parks and recreation programs, respondents were asked to indicate all of the programs their household desires. The following summarizes key findings:

Program Needs: Forty-eight percent (48%) or 10,146 households indicated they had a need for adult fitness and wellness programs (Figure 4.1). Other most needed programs include: nature/environmental education programs (30% or 6,408 households), programs for adults ages 50 and over (30% or 6,323 households), and water fitness programs (27% or 5,660 households).

Program Importance: Based on the sum of respondents' top four choices, 33% indicated that adult fitness and wellness programs were the most important to their household (Figure 4.2). Other most important programs include: programs for adults 50 and over (22%), nature /environmental education programs (19%), and water fitness programs (17%).

From a list of 20 parks and recreation facilities, respondents were asked to indicate all of the parks/facilities their household has a need for. The following summarizes key findings:

Facility Needs: Sixty-nine percent (69%) or 14,824 households indicated they have a need for small neighborhood parks (Figure 4.3). Other most needed facilities include: nature trails (69% or 14,696 households), paved walking/biking trails (68% or 14,439 households), natural areas (63% or 13,521 households), large community parks (61% or 13,051 households), and indoor swimming pool/aquatic center (52% or 11,150 households).

Facility Importance: Based on the sum of respondents' top four choices, 43% indicated nature trails (Figure 4.4). Other most important facilities include: small neighborhood parks (40%), large community parks (37%), and paved walking and biking trails (37%).

Respondents were asked to choose from a list of 23 potential indoor programming spaces which ones their household would use if developed by the City of Shoreline Parks, Recreation, and Cultural Services Department.

Indoor Programming Spaces Households Would Use: Fifty-one percent (51%) of respondents indicated that their household would use a walking and jogging track (Figure 4.5). Other potential program spaces respondents would use include: leisure pool (37%), fitness/dance class space (37%), lanes for lap swimming (36%), exercise facility for adults 50 years and older (35%), and weight room/cardiovascular equipment area (35%).

Respondents were asked to choose from a list of 13 actions the City could take to improve or expand the parks and recreation facilities.

Actions Most Important to Households: Based on the sum of respondent's top four choices, 38% indicated the most important action was for the City to upgrade existing neighborhood parks and playgrounds (Figure 4.6). Other most important actions include:

develop a new indoor community aquatic center (37%), acquire shoreline and beach access (34%), develop multipurpose trails connecting to parks (33%), and upgrade nature trails (31%).

Figure 4.1: Survey Results – Program Needs

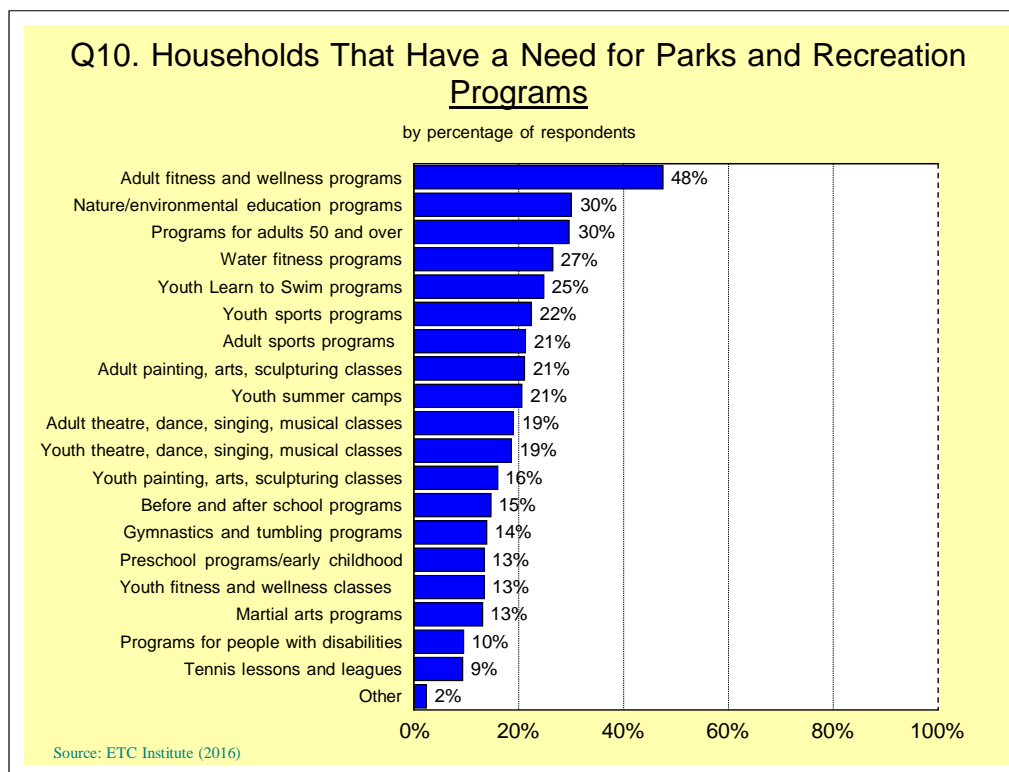


Figure 4.2: Survey Results - Program Importance

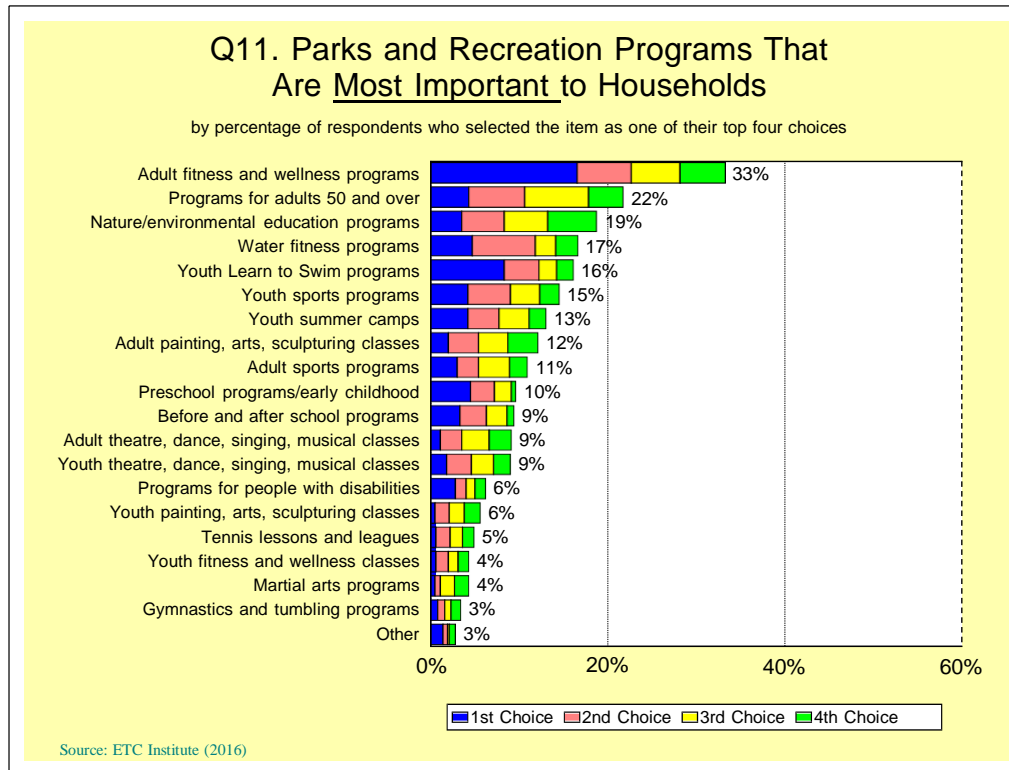


Figure 4.3: Survey Results – Facility Needs

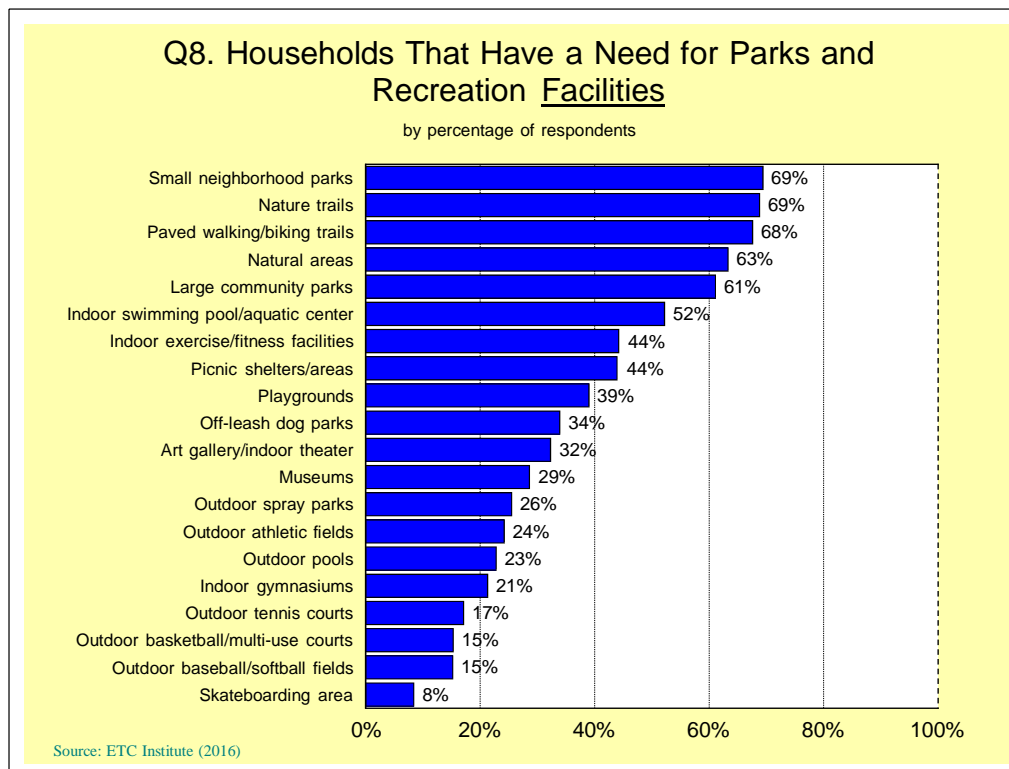


Figure 4.4: Survey Results - Facility Importance

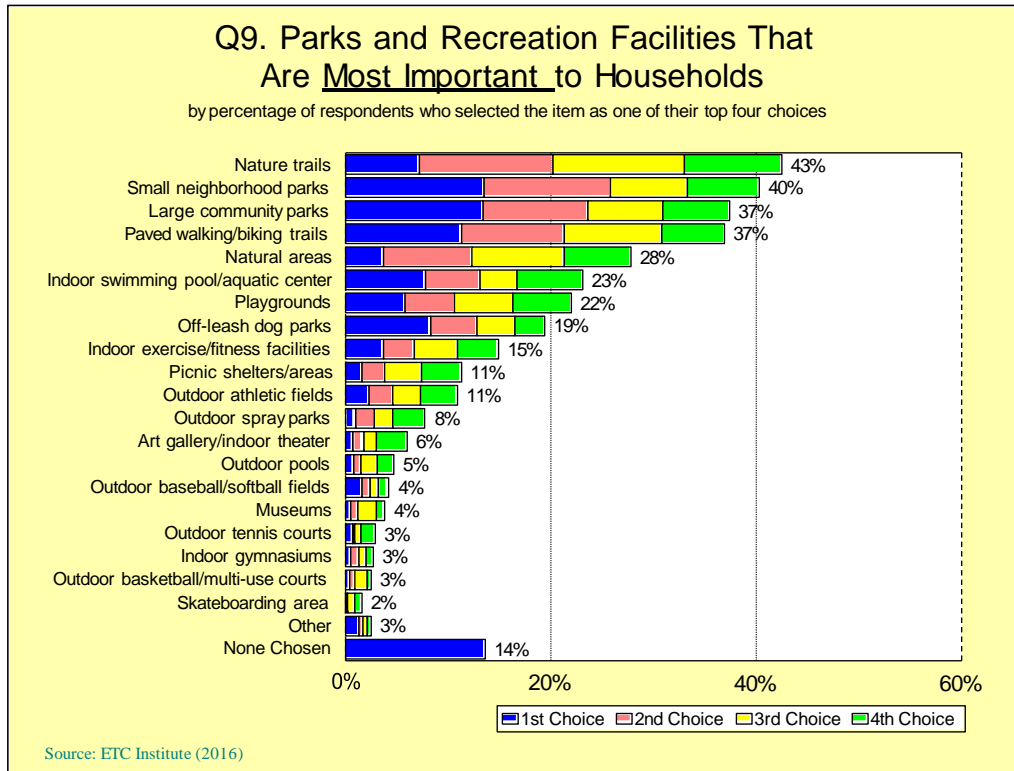


Figure 4.5: Indoor Programming Space

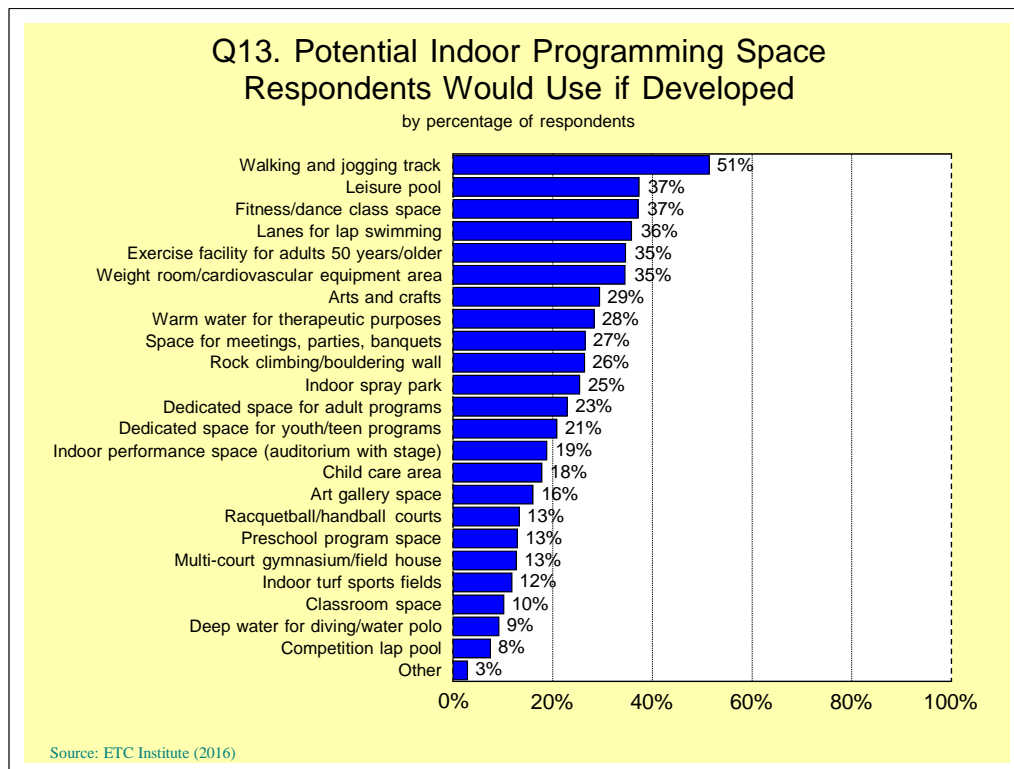
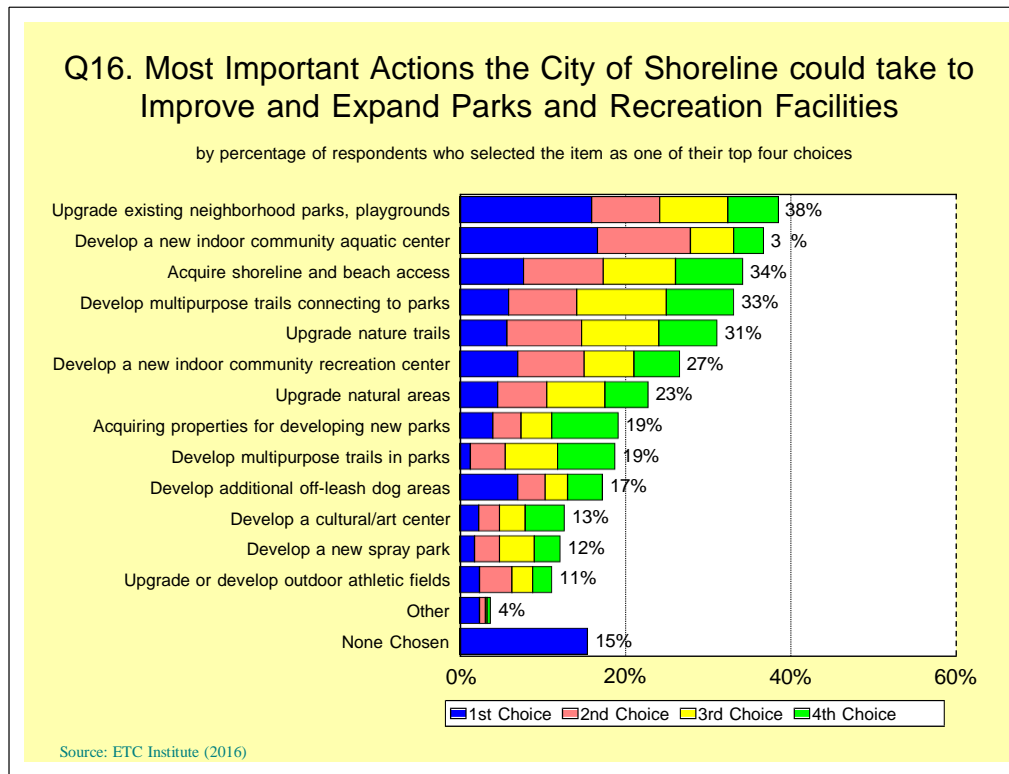


Figure 4.6: Support for Actions to Improve programs or facilities



KEY THEMES

Several themes emerged from the community participation process. These are discussed in more detail below.

Recreation Program Needs

- Add and improve access to aquatics programs
- Expand indoor exercise and fitness opportunities
- Increase options for adults and seniors
- Strengthen access to nature
- Create multigenerational and multicultural opportunities
- Support arts and cultural opportunities

Facility Needs

- Add and improve access to aquatics facilities
- Upgrade and enhance existing parks and facilities; including improving safety
- Expand walking and trail-related activities
- Improve the urban forest health

- Increase connectivity to parks, recreation and open space facilities; including greenways and wildlife corridors
- Manage impacts from future growth including acquisition and expanding outdoor recreation and public art facilities in the station subareas and along Aurora

Access to Quality of Programs and Facilities

- Improve availability of information about facilities and programs
- Continue community partnerships in providing facilities, programs and services

RECREATION PROGRAM NEEDS

The top six recreation and cultural service needs are:

- Add and improve access to aquatics programs
- Expand indoor exercise and fitness opportunities
- Increase options for adults and seniors
- Strengthen access to nature
- Create multigenerational and multicultural opportunities
- Support arts and cultural opportunities

Adding and Improving Aquatics

Aquatics is one of the top priorities across public engagement activities. As shown by the Survey results, 27% of respondents expressed a need for more water fitness programs. Questionnaire responses also reveal an interest in additional aquatic-related activities in Shoreline Parks. Online questionnaire participants selected swimming in a pool or water play (indoor or outdoor) as the activity they would most like offered. When given 23 potential indoor programming spaces and asked which ones they would use, three of the top four responses from the same group of questionnaire participants were aquatic-related (lanes for lap swimming, leisure pool, indoor spray park). The first two, lanes for lap swimming and leisure pool, were also in the top four responses to the same question in the community opinion survey. Both surveys asked respondents how they would allocate a theoretical \$100 among a list of funding categories; construction of new recreation and aquatic facilities was the top choice in the online survey and the second choice in the opinion survey. Finally, desire for aquatic-related activities was a frequent response to the open-ended questions in the online survey and in the neighborhood meetings.

Expanding Indoor Exercise and Fitness

Exercise facilities for older adults was the second highest rated option of the 23 alternatives in the Survey, and weight room/cardiovascular equipment space rated fifth. Similarly,

respondents to the online questionnaire rated aquatic and trail/track facilities among their top four options for new indoor programming spaces. These were followed by fitness/dance class space and weight room/cardiovascular equipment areas. Focus group participants expressed a need for more indoor activities for youth (especially teens) and seniors, as well multi-generational space where families and friends of different age groups can gather, play and be together.

Maintaining Opportunities for Adults and Seniors

When asked which programs are most important, 48% of respondents to the Survey expressed a need for adult fitness and wellness programs (the first overall choice). Thirty percent requested more programs for adults age 50 and older (the second overall choice). The community questionnaire also indicated that adult fitness and wellness programs, and adult art classes, events or festivals are popular. However, respondents wouldn't prioritize expanding programming for seniors and adults over other opportunities when given choices about how to spend limited funding.

Strengthening Access to Nature

According to the Survey, the top priorities for the future included acquiring shoreline and beach access and upgrading natural areas. Nature and environmental education programs were third on the priority list. In addition, questionnaire responses indicated that waterfront parks (especially Richmond Beach Saltwater Park) are the types of parks they visit most often. Other priorities include making natural spaces more accessible and improving how people connect to these spaces. Neighborhood meetings highlighted the importance of scenic views in Shoreline and the use of trails to experience nature, especially connections that lead to the shoreline. Participants also stressed the importance of managing tree canopy and reducing invasive vegetation in parks and natural areas. Based on stakeholder interviews, there is an expressed need for high-performing, watershed-based open spaces that work for both people and the ecosystem when designing light rail projects.

Creating Multigenerational and Multicultural Opportunities

Participants noted that programs and services should adapt to the changing needs of the local population. Multigenerational programming and spaces were identified as a need in focus groups. Families, teenagers and seniors were frequently identified as the three specific groups most in need of attention. Changing demographics indicate a need to take a diverse population into account when assessing current and future services. Focus group participants noted that events celebrating each culture could provide learning and sharing opportunities. Some ideas included non-English speaking liaisons who could communicate information in other languages, and the addition of language classes.

Supporting Arts and Culture

Art and cultural programs/activities were viewed very positively. Nearly half of the respondents to the online questionnaire expressed that public art and cultural activities provide enjoyment to residents and visitors. This was especially true in the in-person engagement activities such as the focus groups, neighborhood meetings and intercepts. In addition, results from several activities suggested a desire for something more and/or different than what the City already provides. Neighborhood meeting participants discussed several ideas including temporary art installations, functional art work and interpretive art (historic, environmental, and cultural). Stakeholder interview participants expressed the desire to add flexible rooms and facilities within a community center for arts and culture classes that could also meet the needs of other programs.

FACILITY NEEDS

The top parks, recreation and public art facility needs are:

- Add and improve access to aquatic facilities
- Upgrade and enhance existing parks and facilities; including improving safety
- Expand walking and trail-related activities
- Improve the urban forest health
- Increase connectivity to parks, recreation and open space facilities; including greenways and wildlife corridors
- Manage impacts from future growth including acquisition and expanding outdoor recreation and public art facilities in the station subareas and along Aurora

Add and improve access to aquatics facilities

Facilities for a variety of aquatic activities were frequently recognized as among the most important or most desired facilities throughout the public engagement activities. For example, online questionnaire participants selected swimming in a pool or water play (indoor or outdoor) as the activity they would most like offered. When given 23 potential indoor programming spaces and asked which ones they would use, three of the top four responses from the same group of participants were aquatic-related (lanes for lap swimming, leisure pool, indoor spray park). The first two, lanes for lap swimming and leisure pool, were also in the top four responses to the same question in the community opinion survey. Both surveys asked respondents how they would allocate a theoretical \$100 among a list of funding categories; construction of new recreation and aquatic facilities was the top choice in the online survey and the second choice in the opinion survey. Finally, desire for aquatic-related activities was a frequent response to the open-ended questions in the online survey and in the neighborhood meetings.

Upgrade and Enhance Existing Parks and Facilities

Shoreline's parks are well visited. Many community engagement participants indicated a desire to enhance these assets. Engagement participants reported they visit City parks at a higher rate than the national average (79 percent visitation). Nearly half of questionnaire respondents and one-third of community opinion survey respondents said they participated in a recreation/cultural program, class or activity offered by the City during the past year. During stakeholder interviews, participants expressed a concern that the City's facilities and/or programs were lagging behind other public and non-governmental competitors. For example, many noted Shoreline's pool felt outdated when compared to the aquatics offerings in nearby municipalities like Lynnwood and Snohomish County. Similarly, recreation users noted more attractive, up-to-date fields and recreational facilities in communities surrounding Shoreline. Exterior lighting was frequently mentioned as a way to extend the use of parks and outdoor facilities.

Adding Variety

Based on focus group results, participants would like to see more variety of programming and facilities to appeal to all age groups throughout the year. Teen focus groups would like more variety in programs and additional activities. Parents would like additional programs for their kids, to tire them out and keep them out of trouble. Meeting participants also expressed a need for a greater variety of park amenities such as spray grounds for kids, skate parks and off-leash dog areas.

Improving Community Gardens and Healthy Eating

Focus group participants expressed a desire for additional garden plots, as well as classes on gardening, cooking and healthy eating. Comments also indicated the desire for community gatherings to share and sample cuisine from other cultures to strengthen cultural awareness and celebrate diversity. Stakeholder interview participants discussed the benefit of additional food preparation facilities and community kitchens.

Improving Safety

General safety of facilities, trails, and parks emerged as a priority from all public feedback sources. Participants noted an increase in homelessness and corresponding concerns. The absence of lighting was seen as a related issue (such as the lack of lighting along the Interurban Trail), and addressing it was seen as an opportunity to expand hours, and increase the accessibility and safety of recreation sites. Inadequate lighting prevents users from visiting parks after dark and limits hours of use in the winter.

In neighborhood meetings, street crossings into parks and other sites, as well as the cleanliness of these areas, was highlighted as an area of concern. Stakeholder interviewees expressed the need for enforcement of dog leash laws, active discouragement of parties and off-trail camping in the woods, especially related to underage drinking and smoking. Focus group outcomes

indicated that safety concerns kept people from visiting parks. Vegetation, including overgrown shrubs and weeds, and hidden corners block sightlines and allow undesirable behavior and illegal activities such as underage smoking and drinking.

Expanding Walking and Trail-Related Activities

Survey results showed that 51% of respondents would use an indoor walking or jogging track. At intercept events, participants ranked more walking/biking opportunities highest. Trails were positively viewed in the stakeholder interviews and neighborhood meetings as well. In the community opinion survey, respondents were asked to identify their needs from a list of 20 parks and recreation facilities. Two of the three top selections were nature trails and paved walking/biking trails.

Improve the Urban Forest Health

Shoreline is a community that has a passion for its urban forest. Recognizing the urban forest as a powerful asset, the City pursued a comprehensive strategy for how to build a sustainable urban forestry program. In 2014 Shoreline's Urban Forest Strategic Plan was adopted by the City Council that includes a comprehensive set of goals for urban forestry and strategies for an urban forestry program. A Tree Board was established as a subset of the Parks, Recreation and Cultural Services Board to oversee public tree management and a lengthy community input process led to a strong and sustainable plan.

The success of the plan relies heavily on City Council and community support of its goals and strategies. Of Online Questionnaire respondents, 46% replied that managing the vegetation and trees in Shoreline's parks and open spaces are "very important" to maintaining Shoreline's community character and environmental health with another 27% responding "important." During Neighborhood Association meetings, some of the rationale for managing the urban forest included:

- Removing invasive plants protects our native plant and wildlife habitat ecosystem
- Tree and understory planting increases diversity of the urban forest
- Maintenance aids in keeping the urban forest healthy
- Planting the right trees in the right places avoids the need for future removal
- Retaining the natural character of our parks and open spaces
- Maintenance supports Shoreline's Healthy City goal
- Enhances the use of our urban forest by wildlife
- Provides a venue for outdoor environmental learning in parks
- Maintaining the urban forest enhances the experience of nature trails

Adequate funding and resources committed to the program are critical to cultivate a more sustainable urban forest. In an effort to continue the momentum, the City is seeking ways to

begin implementing a number of strategies. The Urban Forest Strategic Plan can be found at: shorelinewa.gov/urbanforest.

Increase connectivity to parks, recreation and open space facilities

In Shoreline, as in other communities, the community is asking for better active transportation connections that feel safer, more inclusive and more welcoming. Shoreline residents were clear that they experience and consider their access to open spaces as more than *just* their access to parks. Their user experience of the City's open spaces combines parks, storm water facilities, transportation rights of way, street trees, steep slopes, wetlands, schools and smaller social spaces like plazas.

One of the significant themes to emerge from the parks planning process was the importance of providing safe access to parks and open spaces. Community members emphasized the importance of "safe routes to parks" and encouraged staff to work across agencies and jurisdictions to provide safe and equitable access for all park users. Across City departments, many residents were happy to find that existing plans and projects have begun to implement necessary infrastructure improvements to provide better open space connections, yet the parks planning process also revealed that some user needs had changed and residents offered suggestions about where the City could offer better, healthier connections for *all* residents.

New tools have been developed to entice willing but wary cyclists onto City streets and into parks. Communities are implementing neighborhood greenways and wildlife corridors that connect parks, schools and community destinations to create designated, prioritized routes for biking and walking on local streets and through parks and school properties. Neighborhood greenways can also be developed in tandem with storm water and urban re-leafing programs by creating green streets along the route and/or using low impact development techniques.

Manage impacts from future growth

Neighborhood meeting participants emphasized the need to consider demands on parks and facilities from population growth and increased use. In conversations with stakeholders, a key concern is the anticipated significant change that will come to Shoreline with the addition of two light rail stations. Changing demographics, more wear and tear on nearby parks, and new opportunities to access previously underutilized spaces were just some of the ways every interest group expects light rail to have an impact. Community comments echoed the need to develop park designs and implement maintenance practices that will accommodate more intense use of smaller park spaces. Acquisition and expanding outdoor recreation and public art facilities in the station subareas and along Aurora was emphasized as a top priority to manage growth. In addition to the need for land acquisition, other ideas to manage impacts from future growth included:

- Utilizing other public property such as public rights-of-way;

- Adding additional recreation amenities within existing parks and open spaces;
- Expanding parks through acquisition of adjacent property; and
- Seeking partnerships with other public and/or private property owners to provide access to recreation and public open space.

Access to quality facilities and programs

Access to quality facilities and programs was an important theme echoed throughout the 2016 year-long public engagement process including the Community Interest and Opinion Survey (Survey), Online Questionnaire and comments received during neighborhood and community event intercepts. Responses measure current satisfaction and identify both current and future needs. The following section highlights results based on respondent visitation, use and participation of parks and recreation facilities and/or programs (or lack thereof) including access to information. This section also discusses ways to expand the availability of facilities and programs through continued partnerships.

Parks and Outdoor Recreation Facilities

Survey respondents were asked to indicate whether or not they had visited any City of Shoreline parks over the past 12 months. Eighty-eight percent (88%) indicated yes, they had visited parks. This is significantly above the national average of 79% visitation. Based on the percent of respondents who visited parks, 92% indicated the overall physical condition of the quality of City of Shoreline parks they had visited over the past 12 months were either “excellent” (29%) or “good” (63%).

Indoor Recreation Program Participation

Survey respondents were asked to indicate whether they had participated in any programs offered by the City of Shoreline Parks, Recreation, and Cultural Services Department during the past 12 months. Thirty-two percent (32%) of respondents indicated that their household has participated in programs. Of those 32%, 62% participated in 1-2 programs, 35% participated in 3-5 programs, and 3% participated in 6 or more programs. Respondents were asked to indicate the three primary reasons why their household participated in City of Shoreline programs. The top three reasons for participation include: location of the facility (20%), economical fees (19%), and program schedule (14%). Based on the percentage of respondents who participated in programs over the past 12 months, 94% rated the overall quality as either “excellent” (30%) or “good” (64%).

Reducing Park and Recreation Facility Barriers

Survey respondents were asked to choose from a list of 20 potential reasons why their households don’t use City of Shoreline Parks, Recreation, and Cultural Services Department facilities and programs more often. The top reason is because they are too busy (38%). Other

reasons include: not interested in programs offered (22%), program times are not convenient (21%), and lack of knowledge about what is being offered (18%).

Participants noted a range of access concerns across the various engagement activities. Focus group participants described physical barriers including distance from parks, limited parking and lack of public transit or sidewalks. This sentiment was echoed by respondents to the online questionnaire. A majority selected the lack of sidewalks, trails or safe street crossings for walking as the main barrier they experience in getting to parks, open spaces or recreation areas in Shoreline. In stakeholder interviews, access was also associated with the need for more parks throughout the City. Focus group participants identified a need to consider expanding public transportation and non-motorized (walking and biking) solutions to improve access to parks and recreation opportunities.

Improving Availability of Information

Survey respondents were asked to select from a list of 10 resources all the ways they learn about parks, recreation and cultural programs, and services. Sixty percent (60%) of households indicated they learn through the City of Shoreline *Currents* newsletter. Other ways include: program fliers and posters (48%), City of Shoreline Recreation Guide (45%), word of mouth (44%), and the City of Shoreline website (30%) which is significantly above the national average of 21%.

Participation in programs and usage of parks may be impacted by the ways in which users are receiving, or not receiving, information about opportunities throughout the City. Findings from the community opinion survey indicate that nearly all information about Shoreline programs and activities is conveyed through written sources. In the focus group, participants noted that park attendance would likely improve if outreach and communications materials were translated into more languages. Focus group outcomes highlighted a need for the City to provide resources for non-English speakers.

Continuing Partnerships

Forty-six percent (46%) of Survey respondents indicated they use the City of Shoreline Parks, Recreation, and Cultural Services Department. Respondents also use these other organizations: King County Parks (43%), City of Seattle Parks (38%), and Shoreline School District facilities (30%). In the community opinion survey, participants identified an expansive range of organizations that meeting their needs for parks and recreation. While the City of Shoreline was the most frequently utilized, other regional government entities were cited as important providers of services. In the stakeholder interviews and other engagement activities, partnerships were also noted as a means of providing new opportunities and expanding access to underrepresented populations. Continuation, and perhaps formalization, of these partnerships would be supported by the Shoreline community. Volunteerism was also

frequently noted, with a need to strengthen use of volunteers in parks and recreation and recruit and retain more park and program supporters.

COMMUNITY PRIORITIES

Survey results assess the priority that should be placed on parks and recreation facilities and recreation programs in the City of Shoreline. The Importance-Unmet Needs Assessment shown in Figure 4.7 and 4.8 is divided into one of four categories listed below.

1. **Top Priorities (higher importance and high unmet need).** Items in this quadrant should be given the highest priority for improvement. Respondents placed a high level of importance on these items, and the unmet need rating is high. Improvements to items in this quadrant will have positive benefits for the highest number of residents.
2. **Continued Emphasis (higher importance and low unmet need).** Items in this quadrant should be given secondary priority for improvement. Respondents placed a high level of importance on these items, but the unmet need rating is relatively low.
3. **Lower Priority (lower importance and high unmet need).** This quadrant shows where improvements may be needed to serve the needs of specialized populations. Respondents placed a lower level of importance on these items, but the unmet need rating is relatively high.
4. **Lowest Priority (lower importance and low unmet need).** Items in this quadrant should receive the lowest priority for improvement. Respondents placed a lower level of importance on these items, and the unmet need rating is relatively low.

The top priorities for both unmet needs for facilities and programs were used as the basis for establishing the PROS Plan recommendations and implementation actions.

Programs that should receive the highest priority for funding include (Figure 4.7):

- Adult fitness and wellness programs
- Programs for adults 50 and over
- Nature/environmental education programs and
- Water fitness programs

Facilities that should receive the highest priority for funding include (Figure 4.8):

- Nature trails
- Small neighborhood parks
- Paved walking/biking trails
- Natural Areas
- Indoor swimming pool/aquatic center

Figure 4.7: Priority Matrix for Meeting Program and Service Needs

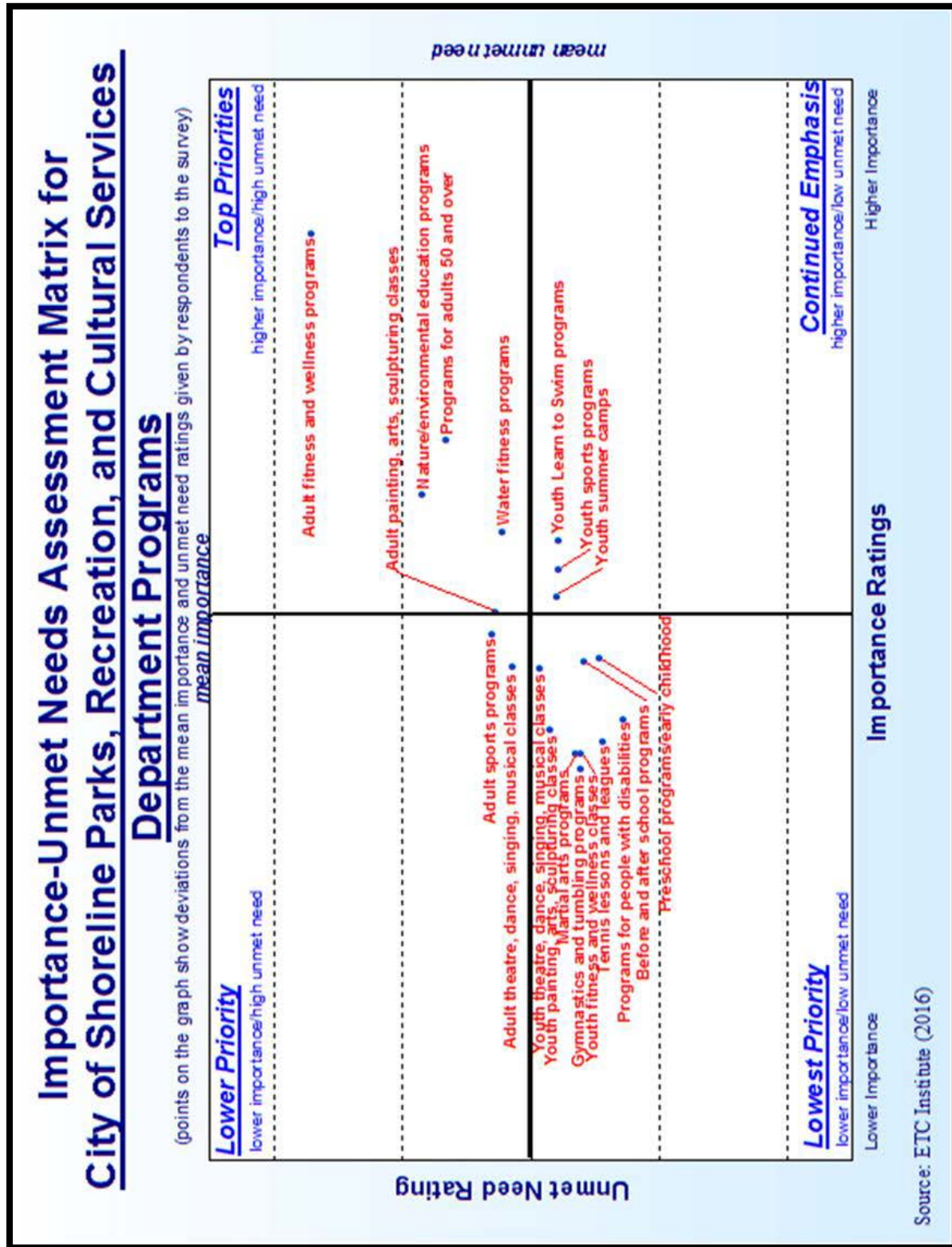
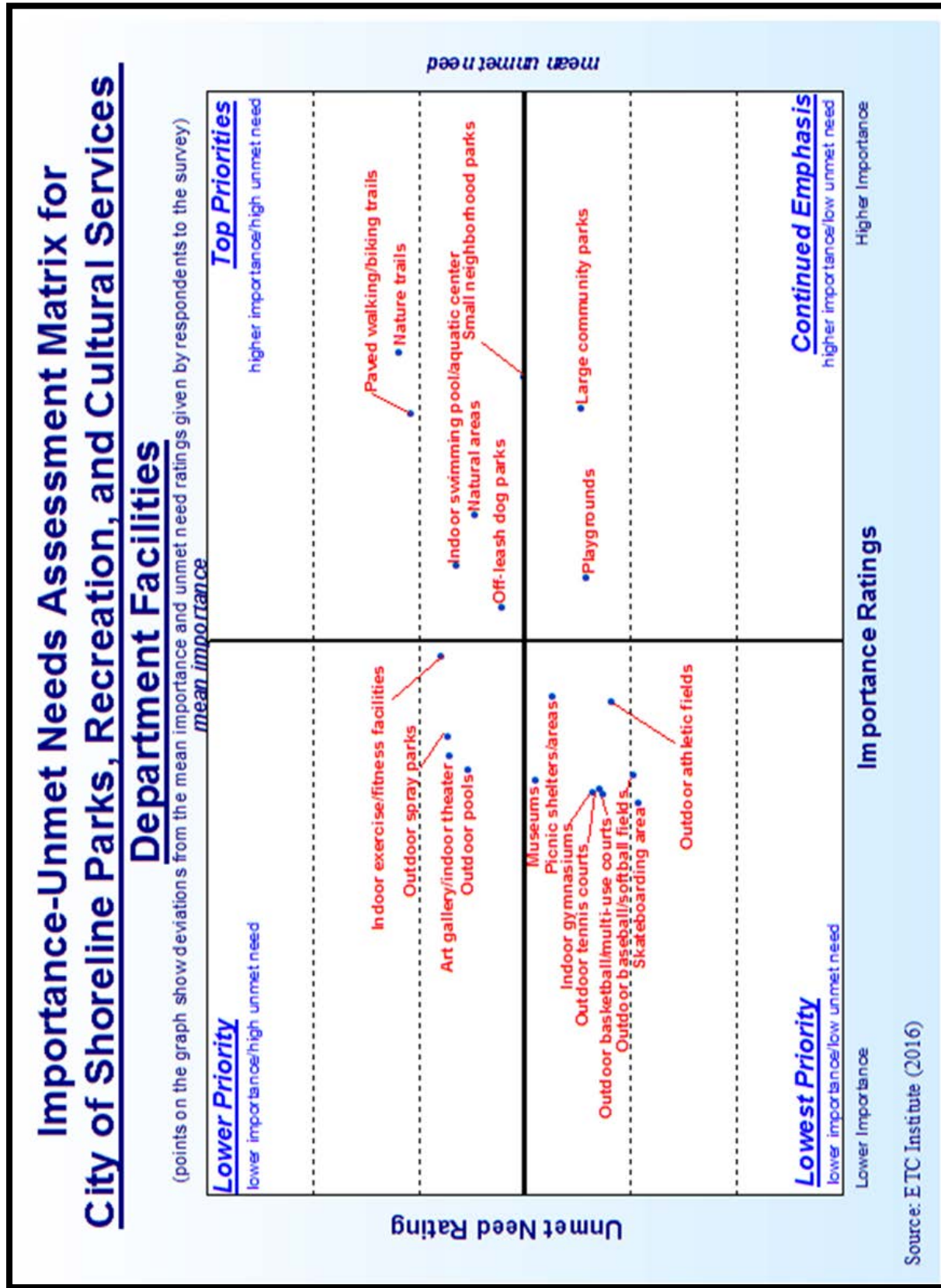


Figure 4.8: Priority Matrix for Meeting Facility Needs



LEVEL OF SERVICE DRIVEN DEMANDS AND NEEDS

The purpose of a Level of Service (LOS) analysis is to quantify how accessible the existing park system is to residents. LOS is a term that describes the amount, type, or quality of facilities that are needed to serve the community at a desired and measurable level. LOS can be used to assess recreation facilities that are currently offered in our parks and open spaces and identify deficiencies that exist in providing them. The target LOS informs long-term strategies for improving access to outdoor recreation facilities. Without outcomes and metrics such as LOS standards, planning goals are abstract concepts without ties to practical actions.

The traditional practice has been to measure the need for parks with a single LOS metric such as total park land per 1,000 of the population or percentage of residents living within a certain distance of a park. With the advent of new technology such as asset management and geographic information systems, park LOS measures are becoming more sophisticated. It is now possible to consider walking times to parks, detailed amenities available at parks, more precise measures of geographic distribution of parks, and maintenance needs of park amenities.

This LOS analysis focusses on 1) the availability of park amenities and 2) the geographic service areas and walksheds to various types of parks, and the availability of park amenities. LOS standards are intended to make sure there is the right number of park amenities, located in proper places to adequately serve the Shoreline community.

Population Estimates

A key element of measuring LOS is showing the population base and expected changes over time. There is a substantial amount of demographic information available and appropriate to use for planning parks and recreation programs and facilities. Staff uses various levels of detailed population data to plan and manage specific programs offered by PRCS. For the PROS Plan it is most appropriate to use overall population numbers to ensure that facilities are being provided to adequately serve the entire community.

As described in Chapter 2, the Puget Sound Regional Council estimated Shoreline's population to be 55,439 in 2015. The Puget Sound Regional Council projects population for the region, using their Land Use Vision technique. Table 4.2 shows Shoreline is expected to have a slow but steady rate of growth through 2025 followed by a higher level of growth associated with the light rail station subareas. Anticipating the change in demand for housing that will come with the light rail stations, the city changed its zoning and prepared population estimates for what growth is anticipated around the stations. The full impact of light rail stations on the demographics may not be known until well after 2023. It is anticipated that the population will increase to as high 26,978 in the light rail station subareas by 2035.

Table 4.2: Future Population Projections

	2010	2015	2025 Projection	2035 Projection
Shoreline – full city	53,007	55,439	59,801	68,316
Subareas only	15,551	16,265	17,545	26,978

CITYWIDE PARKLAND TARGETS

Shoreline has 409 acres of parkland. Shoreline's current parkland per resident is 7.38 acres per 1,000 residents, which is about 20% below the median level of 9.19 acres per 1,000 residents found in other cities of similar population. The benchmark for Shoreline is set at 7.38 acres per 1,000 residents to ensure we maintain our current LOS as our population grows.

It is important to note that the total parkland of 409 acres includes land that is not owned by the City of Shoreline. Table 2.1 in the Community Profile chapter indicates parks and recreation facilities that are located partially or entirely on land owned by other agencies. These lands could be needed for schools, enhancing utilities or future roadway connections. It will be important to reevaluate the need for additional land above the current target if any of these sites are removed from the City's parkland inventory.

Table 4.3 shows there will be a need for an additional 95 acres of parkland in Shoreline of which approximately 43 acres should be in and around the two light rail station subareas. The increase of 95 acres is equivalent to another park the size of Hamlin Park, which is 80 acres, plus some.

Table 4.3: Current and Future demand for Acres of Parkland

	Current LOS: Acres per 1,000 population	2016 Total Acres	2035 Projected Demand	Acres Needed to maintain current LOS
Citywide	7.38	409	504	95
Light rail station Subareas	4.06	66	109	43

Finding and acquiring 95 acres of additional parkland may be a challenge. It will be necessary to develop park designs and implement maintenance practices that will accommodate more intense use of smaller park spaces. In addition to purchasing land, other ways to add capacity to the park system include:

- Programming other public property such as public rights-of-way and other agency open space for recreation purposes;
- Maintaining or acquiring rights-of-way adjacent to natural area parks as natural areas such as at Richmond Reserve Natural Area and Paramount Open Space;
- Adding additional recreation amenities within existing parks and open spaces;
- Seeking partnerships with other public and/or private property owners in providing access to recreation and public open space such as enhancing access to Grace Cole Park in partnership with Lake Forest Park.

OUTDOOR RECREATION AMENITIES BENCHMARKS

An amenity-driven approach to LOS addresses the quality and mix of park facilities within the park system. Park amenities include features such as playgrounds, community gardens, skate parks, picnic tables and shelters, basketball and tennis courts, etc. Chapter 5 provides a complete list of all the amenities currently available in Shoreline Parks.

Establishing Benchmarks

Benchmarks were developed using the 2016 National Recreation and Park Association (NRPA) Field Report. The report provides comparative data from other communities in the U.S. with a population of between 50,000 and 100,000 people for parkland and outdoor recreation facilities. The NRPA Field Report data on amenity per person and acres of parkland per 1,000 residents was used to set benchmarks for LOS for Shoreline.

For some amenities, the NRPA Field Report did not report data. For those amenities, the benchmark was set at the current LOS provided by Shoreline. In essence, the population of Shoreline was divided by the number of each amenity to calculate the number per person found in Shoreline. For example there are four swing sets in Shoreline, or one swing set for every 13,860 people. Based on projected population growth, one new swing set would be needed by 2035 to keep number of existing swing sets people per swing set at 13,860. There are some new amenities that were not included in the NRPA Report and are not currently provided by Shoreline. For those amenities, benchmarks have been set by assessing the level of community demand expressed through the public process.

Table 4.4 lists the park amenities found in Shoreline in 2016. It also presents the number of those amenities located in light rail station subareas. The final column in Table 4.4 shows the LOS (amenities per person) established for each amenity. Finally, Table 4.4 shows the demand for those amenities projected for 2035 based on anticipated population growth.

Table 4.5 presents the number of each type of amenity that will need to be added to meet the benchmarks listed in Table 4.4. Table 4.5 is used to determine what outdoor recreation amenities need to be added to existing and future parks and open spaces citywide and within the light rail station subareas.

Table 4.4: 2016 Outdoor Recreation Amenities and 2035 Projected Demand

Park Amenity	2016 Citywide Existing Count	2035 Citywide Projected Demand	2016 Subarea Existing Count	2035 Light Rails Station Subarea Projected Demand	LOS Data – Residents per (unless otherwise noted)
LOS SET BY NRPA BENCHMARKS					
Community Gardens	2	2	1	1	39,555
Court - Basketball	4	9	1	3	7,788
Court- Tennis	5	4	4	2	15,250
Field - Baseball/Softball	14	5	4	2	14,978
Field - Multi-Purpose Rectangular	4	4	3	3	15,288
Field - Synthetic	3	3	3	3	28,541
Off-Leash Dog Areas	2.5	1	1	1	57,535
Playgrounds	24	20	5	8	3,493
LOS SET BY CURRENT LOS IN SHORELINE					
Swing Sets	4	5	3	5	13,860
Exercise Station	3	4	1	2	18,480
Public Art	55	68	10	17	1,008
Picnic Shelters	7	9	2	3	7,920
Path - Loop	6	7	2	3	9,240
Trail (miles)	24	30			2,310 (per mile)
Skate Parks	1	2	1	1	27,719
NEW and existing AMENITIES with PROPOSED LOS					
Court - Pickleball	1	4	0	2	15,250
Skate Parks	1	2	1	1	27,719
Spray Park	0	2	0	1	27,719
Adventure Playground	0	2	0	1	27,719

Table 4.5: 2035 Outdoor Recreation Amenity Targets

Recreation Amenity	2035 Citywide Target for added Amenities	2035 Subarea Target for added Amenities
Community Gardens	0	1
Court - Basketball	5	2
Court - Multi-purpose/Pickleball	3	2
Playgrounds	0	3
Swing Sets	1	2
Exercise Station	1	1
Art- Outdoor Public Art	13	7
Picnic Shelters	2	1
Path - Loop	3	1
Trail (miles)	6	
Skate Parks	1	0
Spray Parks	2	1
Adventure Playground	2	1

GEOGRAPHIC LOS AREAS AND WALKSHEDS

Geographic LOS is used to determine how effectively parks and open spaces are distributed throughout the City. This method involves setting geographic radii service areas around parks based on the park classification and their service area (Table 4.6). Park Facility Classifications are described in more detail in the Community Profile Chapter.

Establishing level of service standards based on geographic distance and walk time is challenging and fraught with uncertainty. The distance a person is willing to walk to a park or recreation facility is dependent on age, health, time availability, weather, topography, street traffic, perception of safety, and numerous other factors. The length of time it takes a person to walk a certain distance is also widely variable. This again may be dependent on age, health, whether they are walking with a companion, pushing a baby stroller, crossing streets, juggling a cup of coffee, etc. The average human walking speed is about three miles per hour. At that rate an average person would walk about $\frac{3}{4}$ of a mile in fifteen minutes. Some people will walk faster, some slower. The use of the 15-minute walkshed as a LOS measure provides a guide for locating parks and park amenities but it's important to recognize it has limitations. Using geographic information systems (GIS) technology, we can account for barriers such as I-5 and large parcels such as the Community College and Fircrest so the maps below reflect walkability to parks.

Shoreline's Regional, Large Urban, Special Use Facility Classifications serve the City and do not need LOS analysis since their service areas are Citywide. Community Park LOS target is a 1 ½ mile radius service area and Neighborhood, Pocket Parks and Natural Areas LOS targets are fifteen-minute walkshed. In addition to Parks it is important that certain park amenities are readily accessible to Shoreline residents regardless of how the park they are in is classified. Essential Park Amenities include children's playgrounds, picnic areas, trails, and open grass areas for active and passive uses.

Table 4.6: Geographic LOS Service Area Targets

Facility Type	Service Area LOS Target
Regional Park	Citywide
Large Urban Parks	Citywide
Special Use Facilities	Citywide
Community Parks	Within 1.5 miles of every resident
Natural Area Parks	Within 15-minute walk of every resident (approximately 3/4 of a mile)
Neighborhood Parks	Within 15-minute walk of every resident (approximately 3/4 of a mile)
Pocket Parks	Within 15-minute walk of every resident (approximately 3/4 of a mile)
Essential Park Amenities*	Within 15-minute walk of every resident (approximately 3/4 of a mile)

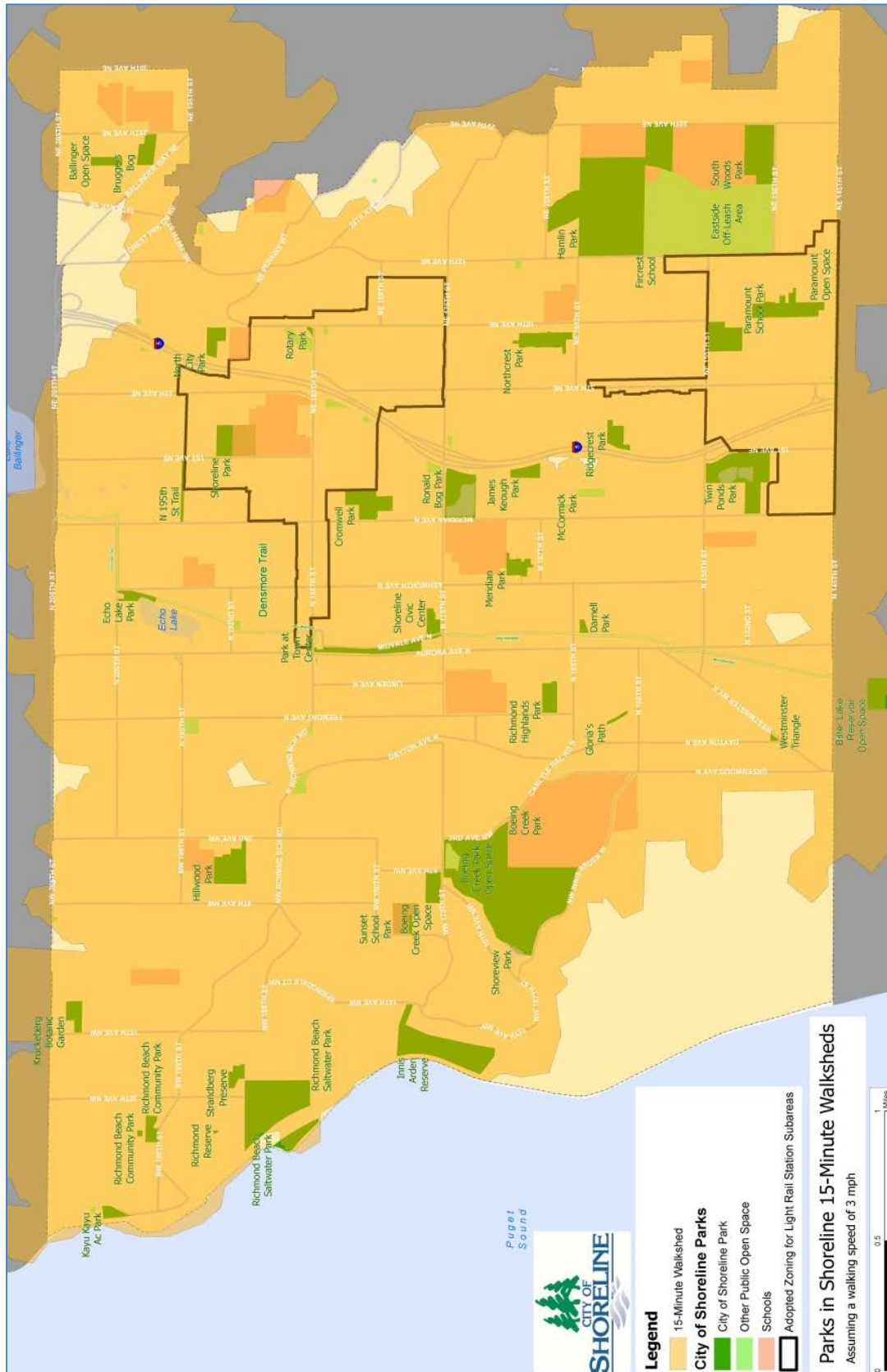
**(playgrounds, picnic areas, trails, and open lawn areas for active and passive uses)*

Overall Parkland Distribution

Applying a 15-minute walkshed to all parks allows the City to determine how effectively we are providing parkland. Applying the 15-minute walkshed to recreation amenities within parks allows the City to determine how effectively we are meeting the need for outdoor recreation amenities.

Figure 4.9 demonstrates that when the 15-minute walkshed is applied to all parks and open spaces in the City, there are a just few gaps along the eastern edge of Shoreline, in the Ballinger neighborhood commercial area and The Highlands. Almost every resident in Shoreline is within a 15-minute walk to a park or open space.

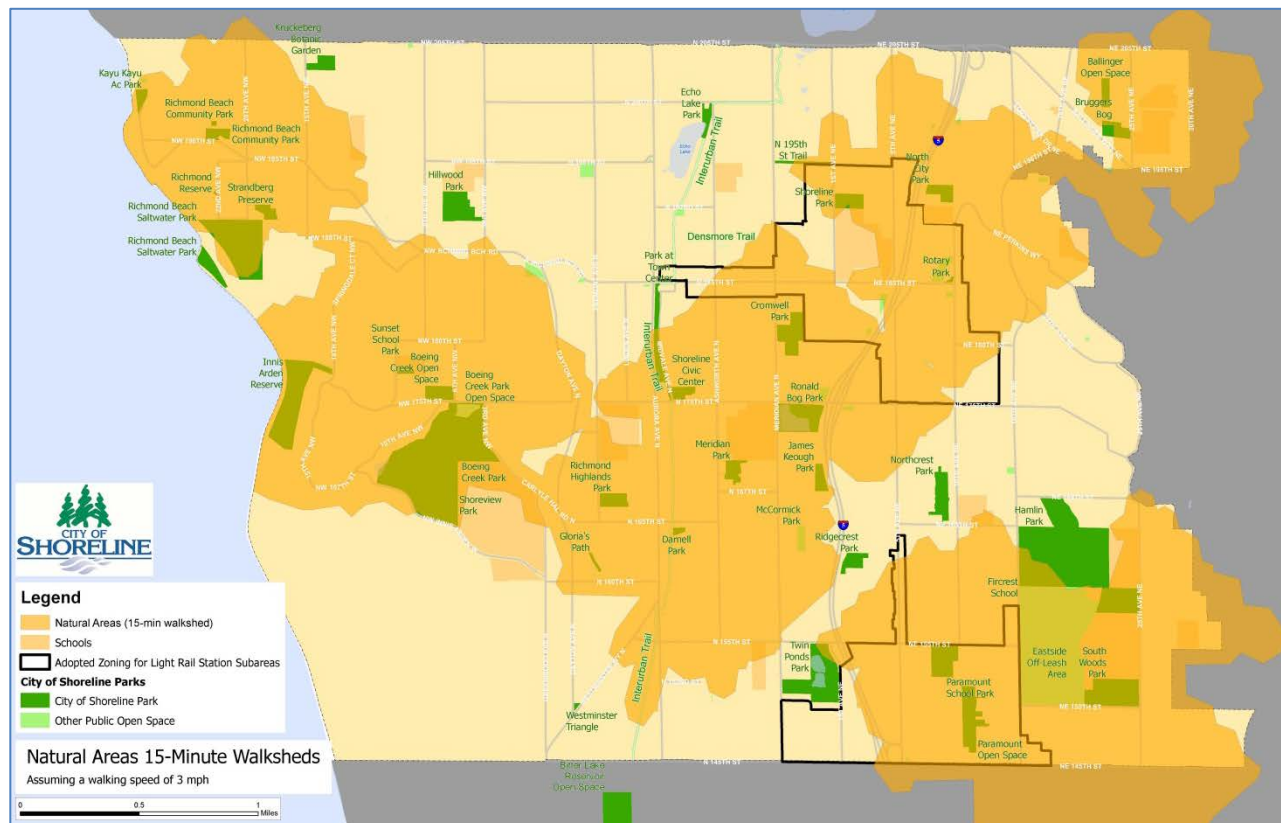
Figure 4.9: Citywide Parkland LOS Analysis



Parkland LOS – Natural Areas

Figure 4.11 applies the 15-minute walkshed to parks classified as Natural Areas to see how accessible this type of open space is in Shoreline. The Hillwood and Echo Lake neighborhoods are mostly devoid of Natural Area Parks. Major gaps are located generally between Kruckeberg Botanic Garden and North City Park. The location and availability of Natural Area Parks is dependent on resource opportunities. Through the citizen participation component of the needs assessment, residents identified a strong desire for additional natural area sites, walking trails, and wetland and urban forest conversation. Figure 4.11 only reflects properties that are designated as Natural Area Parks but it is important to note that many other park types provide a natural area experience. Light Rail Station Subareas are largely within the 15-minute walkshed of a Natural Area park. The west portion of the 145th Street Station area is not in the walkshed of a Natural Area designated park but is near Twin Ponds which has large areas of natural areas within it.

Figure 4.11 Natural Area Parks Service Area Analysis



Parks designated as Natural Areas are not the only places where people can connect with nature. Several other parks in different classifications have natural resources to enjoy. Figure 4.12 shows other existing parks with access to natural resources with a 15-minute walkshed around them. They include Hamlin, Northcrest, Twin Ponds, Brugger's Bog, Shoreline, Echo Lake, Hillwood, Boeing Creek and Shoreview, Richmond Beach Saltwater Park, and Kruckeberg Botanic Garden.

Figure 4.12: Other Parks with Natural Areas

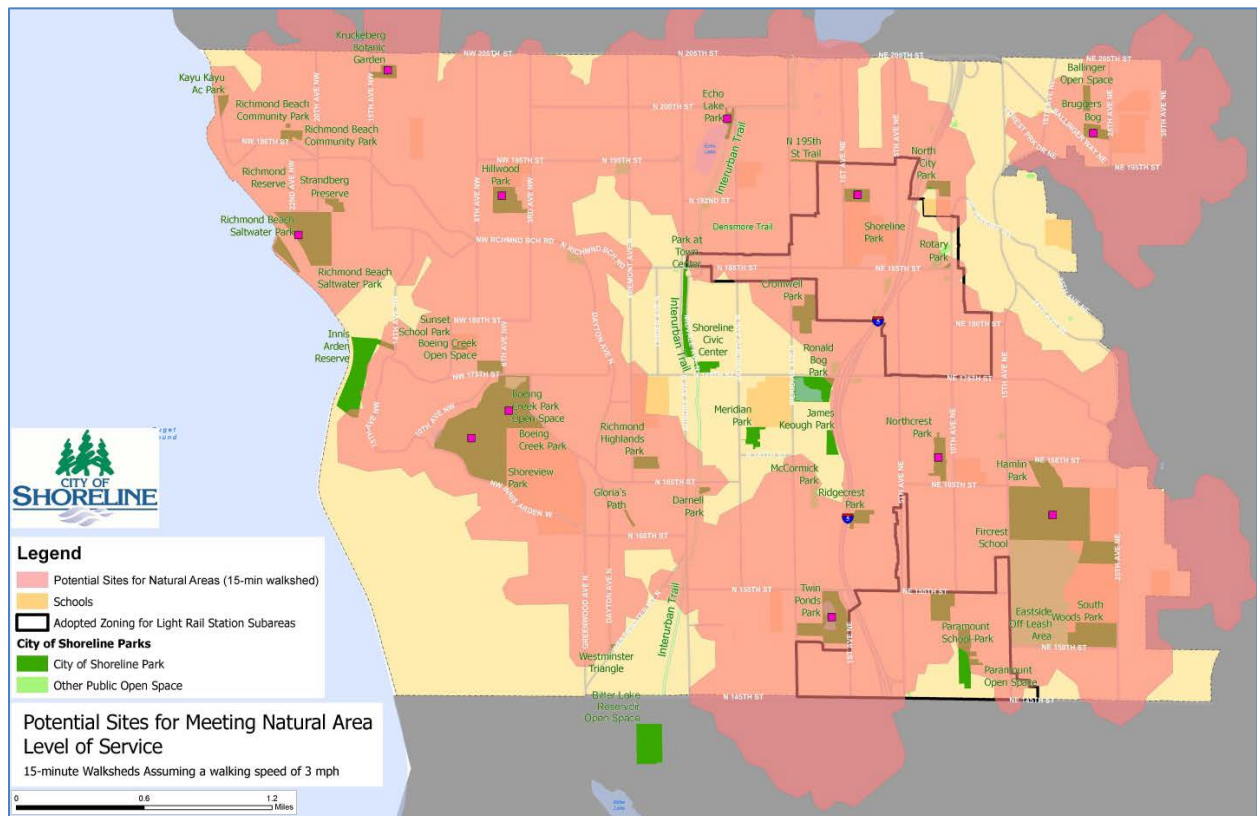
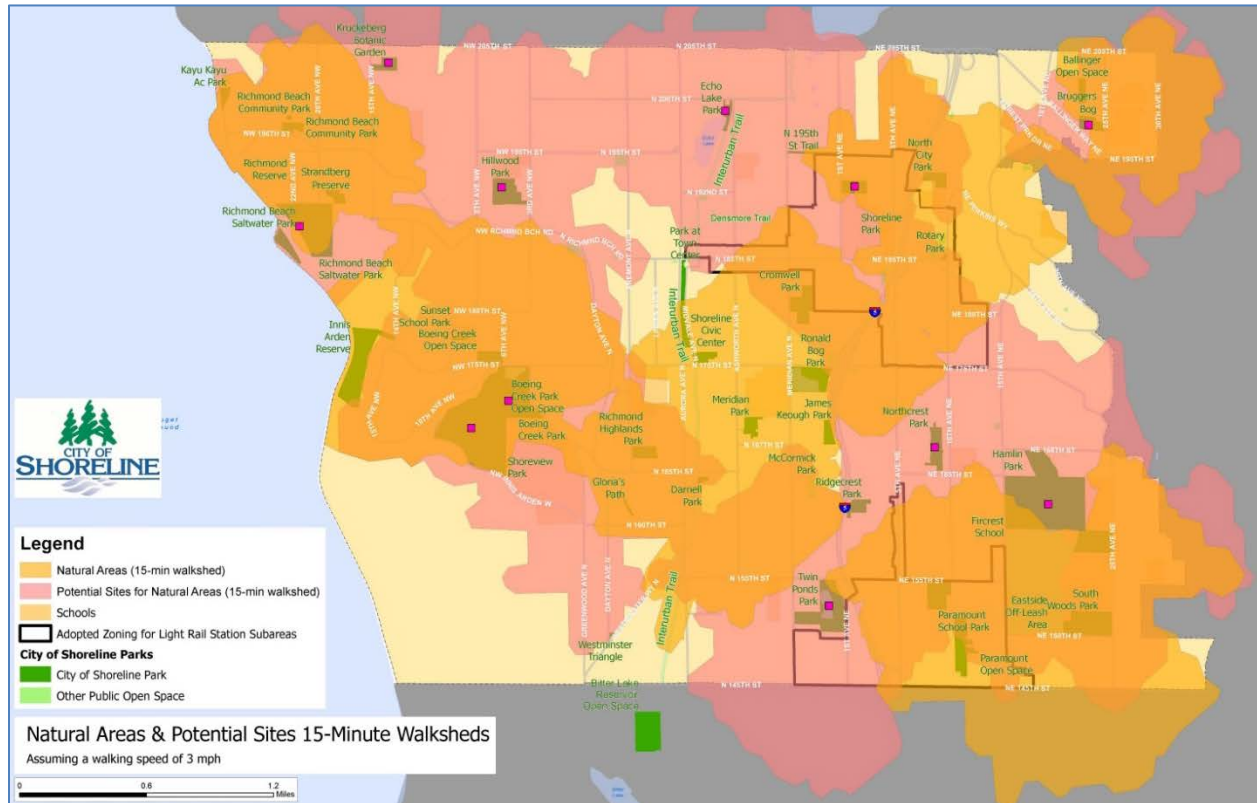


Figure 4.13 combines Natural Area Parks with other potential sites for meeting the Natural Area LOS. By adding the eleven additional parks that provide natural area experiences, the park system almost meets the Natural Area LOS target. Parts of Westminster, Richmond Highlands, Hillwood, Echo Lake, Ballinger and North City neighborhoods contain fewer natural area experiences.

Figure 4.13: Combined map of Natural Area Parks and areas

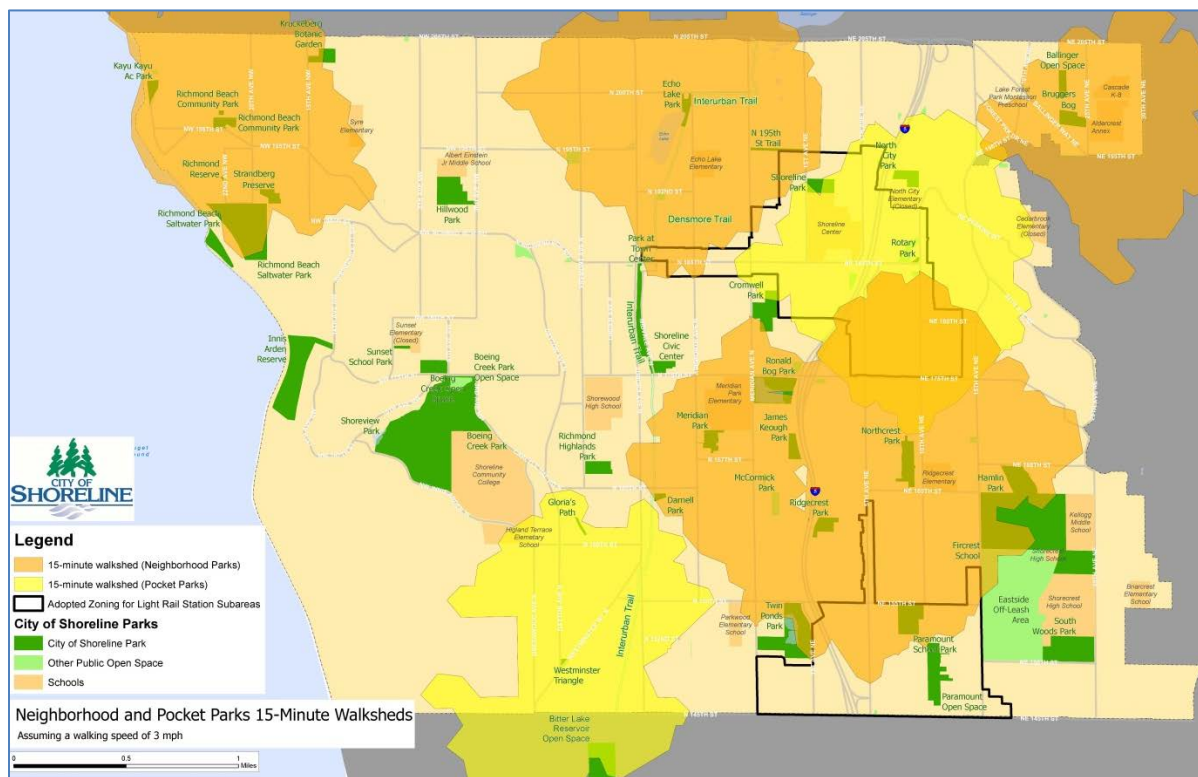


Parkland LOS - Neighborhood & Pocket Parks

Figure 4.14 illustrates the service areas of the nine parks classified as Neighborhood Parks and two as Pocket Parks.

Based exclusively on geographic LOS standards (15-minute walkshed), Shoreline is lacking in neighborhood parks that are close to all residents. Substantial portions of the Light Rail station subareas are not within 15 minutes of Neighborhood Park. When Rotary Park, designated as a pocket park, is included most of the area in the 185th Street station subarea is within the LOS standard. The southern half of the 145th Street station subarea is outside of the LOS standard for Neighborhood Parks.

Figure 4.14: Neighborhood and Pocket Park Service Area



Neighborhood Parks are not the only places where people can have a neighborhood-like park experience. While school sites don't fully provide a neighborhood park experience due to limitations on public use during the school day, public school sites offer many amenities similar to those in a neighborhood park and are available to the entire community before and after school hours on weekdays, on weekends and throughout the summer months.

In addition, neighboring cities whose parks include neighborhood park amenities that serve Shoreline residents within a 15-minute walk includes: Hickman Park in Edmonds, just north of

Shoreline, and Bitter Lake Reservoir Park in Seattle just south of the Interurban Trail entrance in Shoreline at 143rd and Linden Avenue North.

Figure 4.15 shows school sites as well as neighboring cities' parks, and potential areas for additional neighborhood park amenities with a 15-minute walkshed around them. Figure 4.16 shows potential sites and existing neighborhood and pocket parks.

Figure 4.15: Other sites providing Neighborhood Park experiences

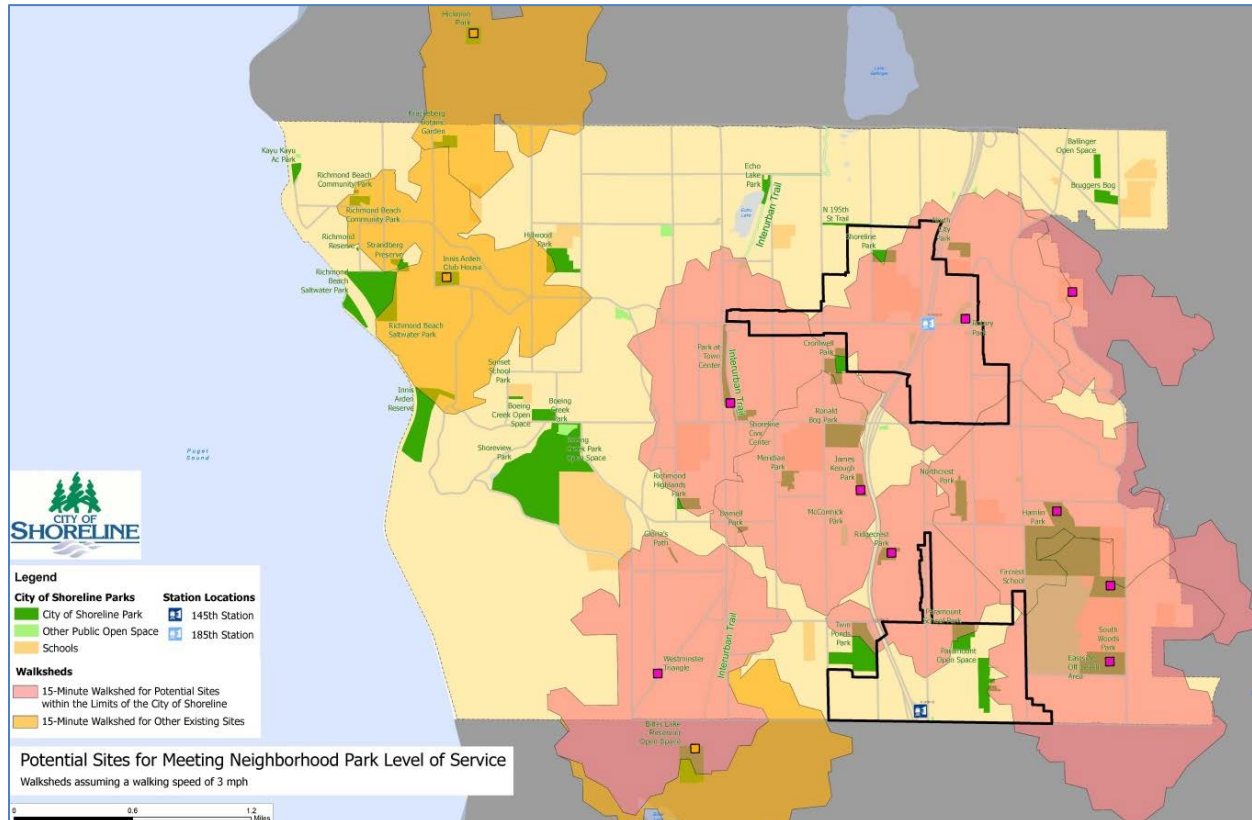
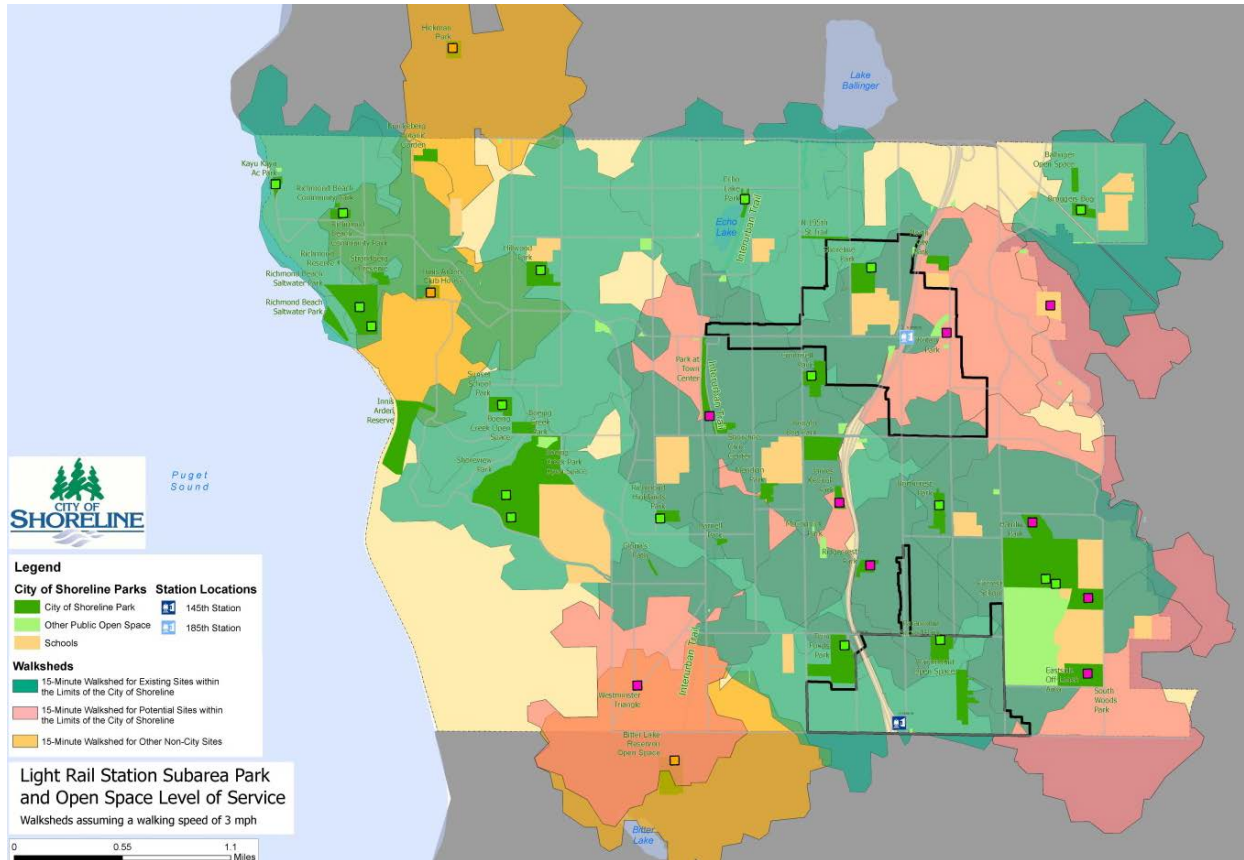


Figure 4.16: Existing and other sites providing Neighborhood Park experiences



Essential Park Amenities

Essential Park Amenities include children's playgrounds, picnic areas, trails, and open grass areas for active and passive uses. Figure 4.17 reveals gaps that demonstrate the City does not meet LOS target for Essential Park Amenities within a 15-minute to all Shoreline residents.

The areas underserved include:

- NE Shoreline from 205th to 175th Street east to the City boundary
- SE Shoreline between South Woods Park to 145th Street and east to the City boundary
- NW Shoreline near Kruckeberg Botanic Garden
- West Shoreline between Richmond Beach Saltwater Park and Innis Arden Reserve
- Along Aurora Avenue N between 195th and 175th Streets
- Near James Keough Park and Ridgecrest Park (these substandard amenities were not calculated)
- And along 175th Street between Richmond Highlands Park and Boeing Creek Park

Figure 4.17 Citywide Outdoor Recreation Amenities Service Area Analysis

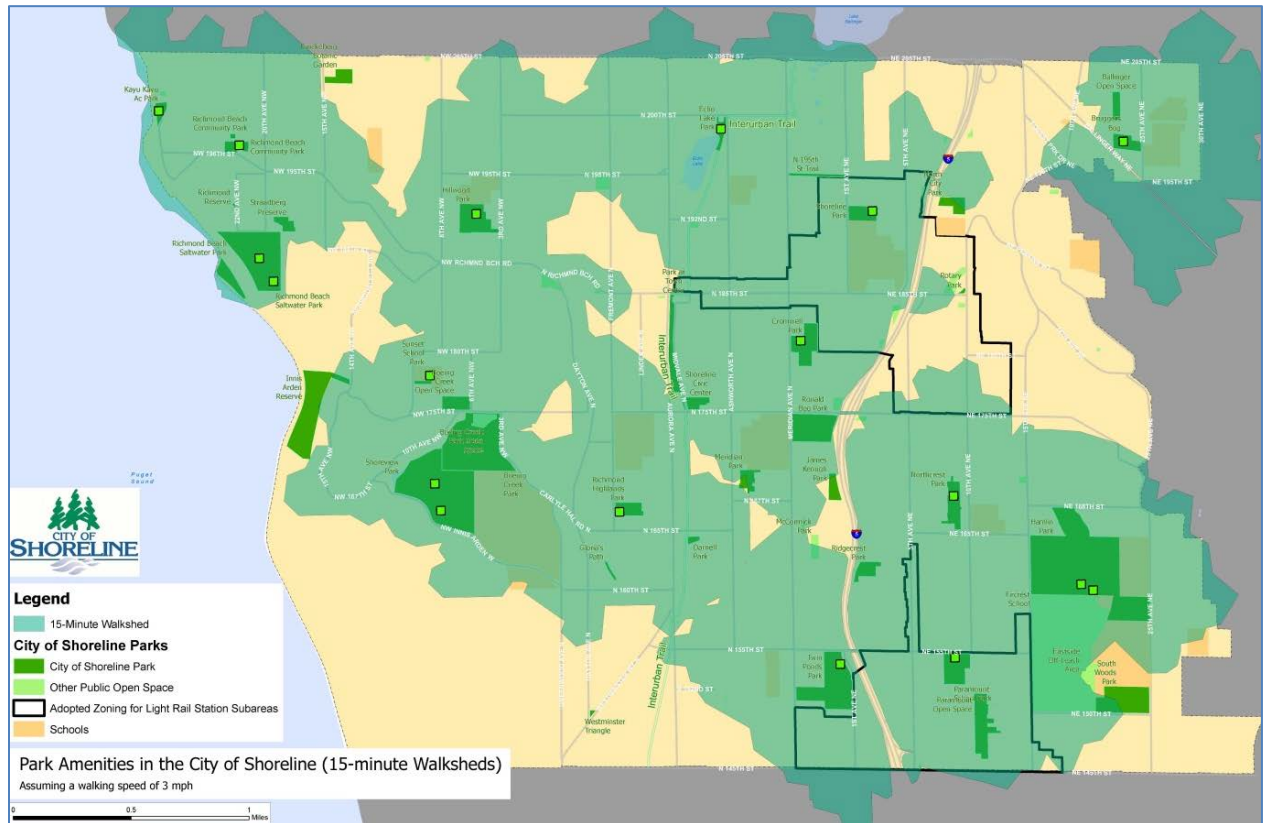
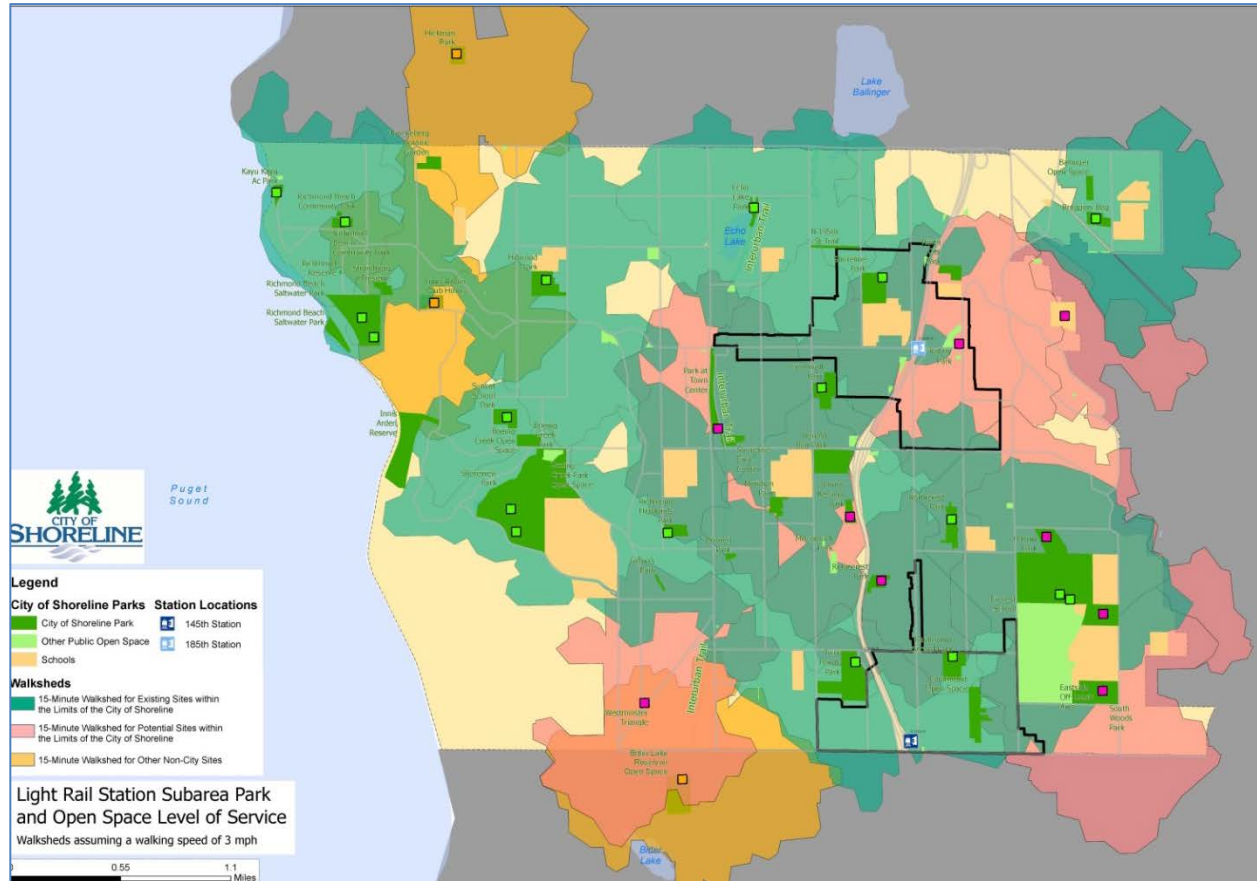


Figure 4.18 shows additional potential and existing sites that provide Essential Park Amenities. These potential sites include Cedarbrook Elementary School property, Rotary Park, Westminster Triangle, the Park at Town Center, James Keough Park, Ridgecrest Park, Hamlin Park and South Woods. Locating children's play grounds, swings, picnic tables and shelters in these locations would alleviate the LOS shortcomings for Essential Park Amenities within a 15-minute walk.

Figure 4.18: Existing and Potential Targets for Neighborhood Park LOS



There are still some gaps that can be targeted for land acquisition specifically to meet the projected population growth in the 145th and 185th Street Station Subareas, and along Aurora. Although there are no public facilities between Richmond Beach Saltwater Park and Innis Arden Reserve, the Innis Arden Club has some recreation amenities that address the need in this area.

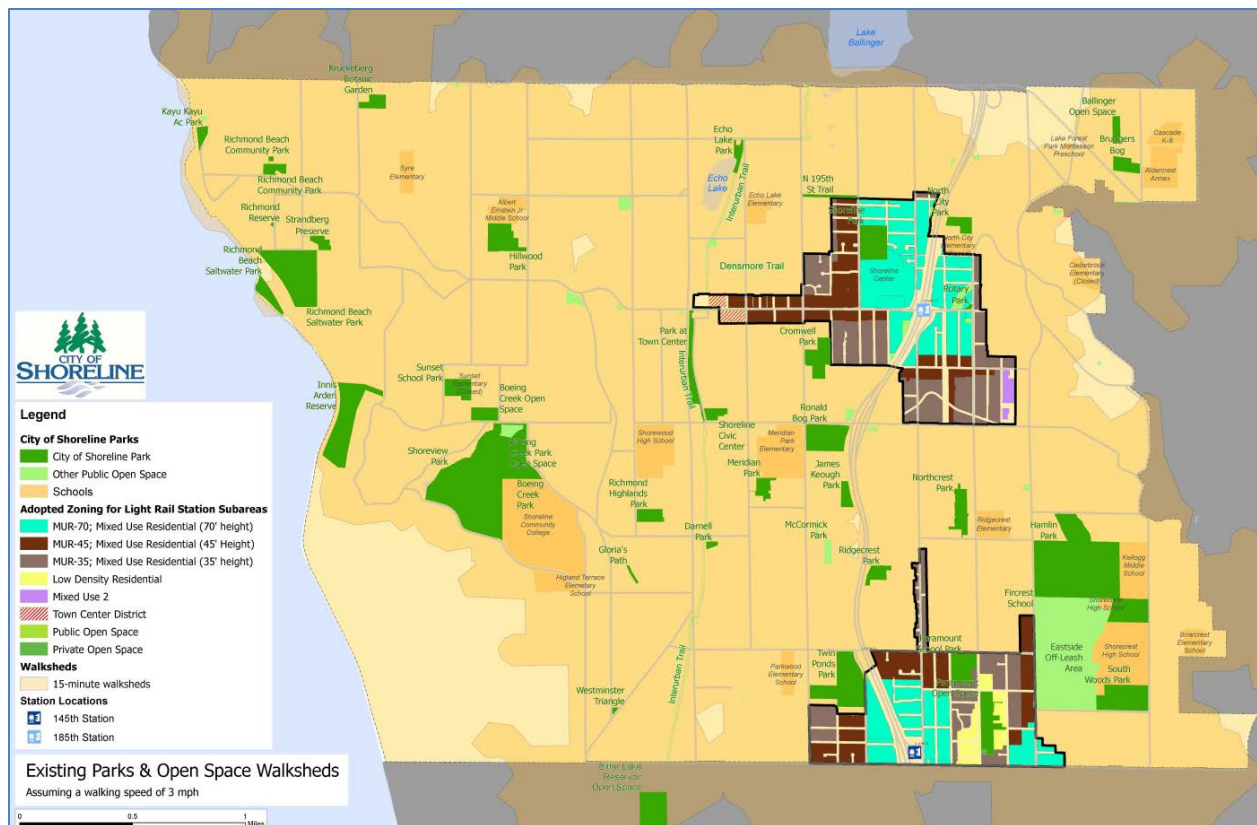
Remembering that the designation of a 15-minute walkshed has limitations in that it may not capture the needs of people who walk slower because of age, health, pushing a stroller or holding the hand of a child, it may be useful for Shoreline to revisit it as an LOS measure in the future. After Shoreline is successful in meeting the 15-minute walkshed LOS it may be useful to consider shortening it to a 10-minute walkshed LOS.

LIGHT RAIL STATION SUBAREAS

Parkland and Outdoor Recreation Amenities Targets

Figure 4.19 shows the light rail station subareas and adopted zoning in relationship to the Citywide parkland and outdoor recreation amenities walksheds. Although, parkland LOS is currently being met there, future demand for parks, recreation and open space in and around the two light rail stations is expected to experience increasing intensity of use due to a higher density of people.

Figure 4.19 Light Rail Station Subarea and Citywide Parkland Service Areas



CONCLUSION

Shoreline's Plan for Parks, Recreation & Cultural Services reflects the community's needs and desires. Top priorities for facilities and programs provide the basis for establishing the PROS Plan recommendations and implementation actions. They include:

Recreation Program Needs

- Add and improve access to aquatics programs
- Expand indoor exercise and fitness opportunities

- Increase options for adults and seniors
- Strengthen access to nature
- Create multigenerational and multicultural opportunities
- Support arts and cultural opportunities

Facility Needs

- Add and improve access to aquatics facilities
- Upgrade and enhance existing parks and facilities; including improving safety
- Expand walking and trail-related activities
- Improve the urban forest health
- Increase connectivity to parks, recreation and open space facilities; including greenways and wildlife corridors
- Manage impacts from future growth including acquisition and expanding outdoor recreation and public art facilities in the station subareas and along Aurora

Access to Quality Programs and Facilities

- Improve availability of information about facilities and programs
- Continue community partnerships in providing facilities, programs and services

The LOS analysis focusses on 1) the availability of park amenities and 2) the geographic service areas and walksheds to various types of parks that reflect the availability of park amenities. LOS standards are intended to ensure an appropriate number of park amenities, located in proper places to adequately serve the Shoreline community.

An amenity-driven approach to LOS addresses the quality and mix of park facilities within the park system. The number of additional amenities needed to meet the benchmarks listed in Table 4.4 and Table 4.5 will be used to determine future outdoor recreation amenities in existing and future parks and open spaces Citywide and within the light rail station subareas.

There will be a need for an additional 95 acres of parkland in Shoreline, of which approximately 43 acres should be in and around the two light rail station subareas. The increase of 95 acres is equivalent to another park the size of Hamlin Park which is 80 acres, plus some. It is important to note that the total parkland of 409 acres includes land that is not owned by the City of Shoreline and could be reclaimed for schools, enhanced utilities or future roadway connections.

It will be important to reevaluate the need for additional land above the current target if any of these sites are removed from the City's parkland inventory.

Geographic LOS is used to determine how effectively park and open spaces are distributed throughout the City. Applying a 15-minute walkshed to all parks allows the City to determine how effectively we provide parkland. Applying the 15-minute walkshed to recreation amenities

within parks allows the City to determine how effectively we are meeting the need for outdoor recreation amenities.

Almost every resident in Shoreline is within a 15-minute walk to a park or open space. Essential Park Amenities include children's playgrounds, picnic areas, trails, and open grass areas for active and passive uses. The City is below LOS target for providing Essential Park Amenities within a 15-minute walk to all Shoreline residents.

All of Shoreline is served by community parks, large urban parks, and regional parks. Natural Areas are mostly accessible to all residents except for the Hillwood and Echo Lake neighborhoods. Major gaps are generally located between Kruckeberg Botanic Garden and North City Park. Based exclusively on geographic LOS standards, Shoreline is lacking in neighborhood parks close to all residents.

Substantial portions of the Light Rail station subareas are not within 15 minutes of Neighborhood Parks. When Rotary Park, designated as a pocket park, is included, most of the area in the 185th Street station subarea is within the LOS standard. The southern half of the 145th Street station subarea is outside of the LOS standard for Neighborhood Parks.

Neighborhood Parks are not the only places where people can have a neighborhood-like park experience. While school sites don't fully provide a neighborhood park experience due to limitations on public use during the school day, public school sites offer many amenities similar to those in a neighborhood park and are available to the entire community before and after school hours on weekdays, on weekends and throughout the summer months.

In addition, neighboring cities whose parks include neighborhood park amenities that serve Shoreline residents within a 15-minute walk includes: Hickman Park in Edmonds just north of Shoreline, and Bitter Lake Reservoir Park in Seattle just south the Interurban Trail entrance in Shoreline at 143rd and Linden Avenue North.

There are still some gaps that can be targeted for land acquisition specifically to meet the projected population growth in the 145th and 185th Street Station Subareas, and along Aurora.

CHAPTER 5

SECURING OUR FOUNDATION: FACILITIES, SERVICES, AND PROGRAMS

A key element of this PROS Plan is the importance of Securing the Foundation of parks, recreation and cultural services in Shoreline. Securing the foundation that has been carefully laid over the past twenty-two years is vital to the ongoing maintenance and relevance of investments in Shoreline's parks, programs, and services.

The purpose of Chapter 5 is to describe and provide baseline information for current facilities, recreation and cultural programs, and maintenance services offered to the residents of Shoreline.

- Department History
- Indoor Recreation Facilities
- Asset Inventory and Management
- Past Capital Investments
- Park Maintenance and Urban Forestry
- Routine Maintenance of Active Recreation & Developed Parks
- Urban Forestry & Natural Areas
- Cultural Services Support
- Repair and Replacement
- Recreation Programs
- General Recreation Programs
- Cultural Services
- Arts
- Community Events
- Heritage

DEPARTMENT HISTORY

Additional information on the Parks, Recreation, and Cultural Services Department can be found on the City of Shoreline website at: shorelinewa.gov/parks.

The City of Shoreline was incorporated in 1995, becoming a codified city with a Council-Manager form of government. With this incorporation, citizens “expected enhanced safety, a revitalized parks system, improvement of the public works infrastructure, and local taxes going to local projects” (City Council, 2002). Approximately two years later in the summer of 1997, the City assumed all responsibility for the parks and recreation programs from King County. This transfer consisted of 330 acres of parkland and facilities including neighborhood and community parks, a regional facility at Richmond Beach Saltwater Park, open space, sports fields, and a 25-yard indoor pool. This transfer enabled the formation of the Parks, Recreation, and Cultural Services Department.

The Shoreline School District partnered with the City to provide property for the City system based on its initial relationship, and inter-local agreements with King County allowed certain District-owned properties to be used as parklands and County-owned property to be used for school purposes. The District and County worked closely together on the maintenance, construction, and programming of these properties.

The Parks, Recreation and Cultural Services Department was formed with the purpose of providing long-term planning and capital project oversight, maintaining the park system, and developing and implementing comprehensive recreation programs, services, and events. The Shoreline Parks, Recreation and Cultural Services Department not only acts as stewards of the City’s parks through maintenance and planning, but provides recreation, aquatic and cultural experiences to the community through a wide range of programs. The Department will administer this PROS Plan.

INDOOR RECREATION FACILITIES

Shoreline provides community programs to recreate the mind and the body. Classes and activities for people of all ages and abilities are housed in several locations throughout the City and all are designed with the wellbeing of the whole person in mind. These indoor facilities include the Shoreline Pool, Spartan Recreation Center, Richmond Highlands Recreation Center and Shoreline Civic Center.

Shoreline Pool

The Shoreline Pool, constructed in 1971, is located on a portion of Shoreline School District property in Shoreline Park. It is home to Shoreline’s aquatics programs. The City of Shoreline owns and maintains the facility. The local Shoreline High Schools are a major user of the pool

facility, which supports its competitive swimming and diving teams. The facility also supports other swimming groups and runs a full schedule of programs to meet the needs of the community. The pool facility is approximately 15,000SF with a 215,820-gallon swimming pool. As pools age, the cost to operate, and hence that subsidy, is bound to increase as more and more maintenance is required and systems become less efficient. Therefore, the City of Shoreline took proactive steps to make major maintenance repairs in 2016 to preserve the pool. In 2017, the City began a planning process for future replacement.

Features

- 6 lanes, 25-yard pool (plus bulkhead): 4 ft. to 12 ft. depth
- 6 lanes, 10-yard shallow pool: 3 ft. to 4 ft. depth
- Diving board
- Rope swing
- Party rentals available on Saturday and Sunday, 2:30 - 6:00 p.m.
- Use of all the pool "fun" gear and lifeguards are included in cost
- Public balcony is available during pool rentals in place of party room

Spartan Recreation Center

The Spartan Recreation Center building is owned by the Shoreline School District and operated as a public recreation center by the City of Shoreline. It is a prime example of how the joint use agreement between the City and School District helps provide better community use of public facilities. The facility is used for a variety of School District and City Parks, Recreation and Cultural Services programs as well as by other local organizations such as the Shoreline-Lake Forest Park Senior Center. The Spartan Recreation Center is available for drop-in recreation when other programs are not scheduled and can be rented for special events and programs.

Features

- Competition-size gym and two courts for adult volleyball and youth basketball contests, three courts for Pickleball, and six courts for badminton. Gym capacity 955.
- Gymnastics/fitness room with cushioned vinyl floor and mirrored walls. Capacity 50.
- Aerobics/dance room with finished wood floors, mirrored wall, natural lighting. Capacity 100.
- Two multi-purpose rooms, one with an adjacent kitchen. Capacity 50.
- Shoreline Pool within walking distance.
- Adjacent grass field may also be available.
- Great for families, reunions, youth group activities, social gatherings and athletic activities.

Richmond Highlands Recreation Center

The Richmond Highlands Recreation Center, informally known as The “REC”, is home to the City of Shoreline’s Teen Program and the Specialized Recreation Program. In addition, The Rec is available for rent for special events.

Features

- Small gym with stage
- Game room with billiard table
- Meeting room with kitchen and tables for 48
- Adjacent ball field may be available for an additional fee
- Adjacent outdoor playground
- Maximum building occupancy 214

Shoreline City Hall and Civic Center

The relatively new Civic Center provides a fixed location for citizens to meet, exchange ideas, and explore issues that support and benefit our community. This facility belongs to the taxpayers and citizens of the City of Shoreline, who have an important role in establishing a community gathering point that identifies the City's place of government. With its location along the Interurban Trail and major transit routes, it serves as a signature landmark for the community. Shoreline Civic Center is a venue for public art and includes an art gallery. The outdoor lawn area is maintained by Shoreline Parks and is the venue for summer theatre productions and other special events.

Features

- City Hall Building
- Open lawn Amphitheater and Performance stage
- Outdoor Veteran's Recognition Plaza
- Green Roof and 3rd Floor Terrace
- Indoor and Outdoor Public Art
- City Council Chamber, 120 audience seating capacity
- City Hall Lobby for receptions and gatherings
- Three conference rooms for meetings and presentations 45 audience seating capacity
- Art Gallery

OUTDOOR PARK AND RECREATION FACILITIES

City of Shoreline parks and open spaces offer a wealth of beauty and attractions to suit all visitors. Shoreline's outdoor opportunities feature saltwater beaches with commanding views of the Olympic Mountains, dense forests with flowing creeks where wildlife abounds and trails that can take you through the heart of the City or into the hidden corners of Shoreline. Shoreline parks feature numerous playgrounds, athletic fields, community gardens and two off-leash dog parks for those with exercise on their agenda. Figure 5.1 is a map of Shoreline's existing park and recreation facilities. Table 5.1 is a list of facilities, physical addresses and recreation amenities available at each facility. There are over 20 developed parks, 10 natural areas and two bike and pedestrian trails to provide recreation activities.

Figure 5.1: Shoreline's Park and Recreation Facilities

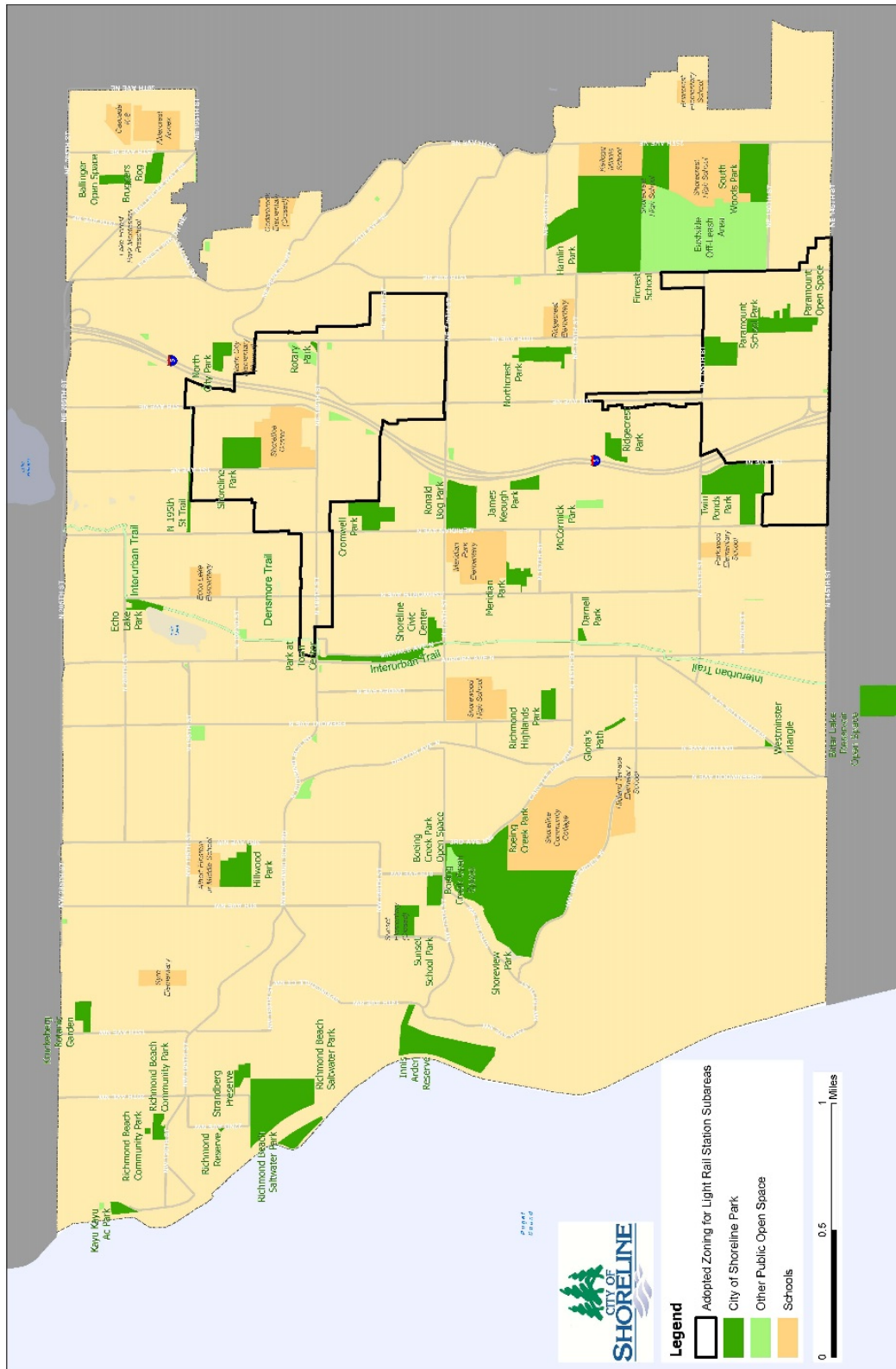


Table 5.1: Parks and Site Features

Park Name and Location	Baseball/Softball	Basketball	Formal Garden	Handball	Horseshoe Pit	Open Space/ Natural Area	Open Water Access	Picnic Area	Playground	Public Art	Restrooms/Sani-can	Skate Park	Soccer	Tennis	Trails
Ballinger Open Space 2350 NE 200 th Street						✓									
Boeing Creek Open Space 601 NW 175 th Street						✓									
Boeing Creek 17229 3 rd Avenue NW						✓	✓	✓							✓
Brugger's Bog 19553 25 th Avenue NE								✓	✓						✓
Cromwell Park 18030 Meridian Avenue N	✓	✓				✓		✓	✓	✓	✓		✓		✓
Darnell Park 1125 N 165 th Street						✓									✓
Echo Lake Park 1521 N 200 th Street							✓	✓		✓	✓				✓
Hamlin Park 16006 15 th Avenue NE	✓				✓	✓		✓	✓	✓	✓				✓
Hillwood Park 19001 3 rd Avenue NW	✓				✓				✓				✓	✓	

Park Name and Location	Baseball/Softball	Basketball	Formal Garden	Handball	Horseshoe Pit	Open Space/ Natural Area	Open Water Access	Picnic Area	Playground	Public Art	Restrooms/Sani-can	Skate Park	Soccer	Tennis	Trails
Innis Arden Reserve Open Space 17701 15th Avenue NW						✓									✓
Interurban Trail N 145th St to N 205th Street										✓					✓
Kayu Kayu Ac Park 19911 Richmond Beach Drive NW								✓	✓	✓	✓				✓
James Keough Park 2350 N 167th Street									✓				✓		
Kruckeberg Botanic Garden 20312 15th Avenue W			✓							✓	✓				✓
Meridian Park 16765 Wallingford Avenue N						✓									✓
North City Park 19201 10th Avenue NE						✓									✓
Northcrest Park 827 NE 170th Street						✓			✓						✓
Paramount Open Space 946 NE 147th Street						✓									✓

Park Name and Location	Baseball/Softball	Basketball	Formal Garden	Handball	Horseshoe Pit	Open Space/ Natural Area	Open Water Access	Picnic Area	Playground	Public Art	Restrooms/Sani-can	Skate Park	Soccer	Tennis	Trails
Paramount School Park 15300 8th Avenue NE	✓							✓	✓		✓	✓	✓		✓
Park at Town Center 175th to 185th Street										✓					
Richmond Beach Community Park 2201 NW 197th Street								✓	✓		✓			✓	
Richmond Beach Saltwater Park 2021 NW 190th Street							✓	✓	✓	✓	✓				✓
Richmond Beach Saltwater Park Seasonal Dog Off Leash Area 2021 NW 190th Street (Open Nov 1. through March 15)							✓				✓				

Park Name and Location	Baseball/Softball	Basketball	Formal Garden	Handball	Horseshoe Pit	Open Space/ Natural Area	Open Water Access	Picnic Area	Playground	Public Art	Restrooms/Sani-can	Skate Park	Soccer	Tennis	Trails
Richmond Highland Park 16554 Fremont Avenue N	✓							✓	✓		✓				
Richmond Highlands Recreation Center 16554 Fremont Avenue N															
Richmond Reserve 19101 22nd Avenue NW						✓									
Ridgecrest Park 108 NE 161st Street	✓			✓							✓				
Ronald Bog Park 2301 N 175th Street			✓				✓	✓		✓					
Shoreline Park 19030 1st Avenue NE							✓	✓	✓	✓			✓	✓	✓
Shoreline Pool 19030 1st Avenue NE															
Shoreview Park 700 NW Innis Arden Way	✓							✓	✓		✓		✓	✓	✓

Park Name and Location	Baseball/Softball	Basketball	Formal Garden	Handball	Horseshoe Pit	Open Space/ Natural Area	Open Water Access	Picnic Area	Playground	Public Art	Restrooms/Sani-can	Skate Park	Soccer	Tennis	Trails
Shoreview Dog Off-Leash Area 320 NW Innis Arden Way											✓				
South Woods Park 2210 NE 150th Street						✓									✓
Strandberg Preserve 19101 17th Avenue NW						✓									✓
Sunset School Park 17800 10th Avenue NW	✓	✓				✓			✓	✓	✓			✓	
Twin Ponds Park 15401 1st Avenue NE						✓	✓	✓	✓		✓		✓	✓	✓

ASSET INVENTORY AND MANAGEMENT

Shoreline has 409 acres of parkland with a replacement value of approximately \$50,000,000. Table 2.1 in Chapter 2 contains an inventory of facilities by classification, size. In addition, there are a large variety of recreation amenity assets within Shoreline's outdoor recreation facilities including public art.

Staff reviewed the physical condition of the various assets in the parks rating their condition as good, fair or poor. The condition rating is used to determine needed maintenance, repair or replacement improvements. Items that are in poor condition or nearing their end of their recreational value is assigned an estimated cost to replace and are assigned an estimated year for replacement. Asset replacement values were estimated using best available information from previous purchases and completed capital improvement projects costs. Asset conditions are updated by Park Operations staff upon completion of regular maintenance, repair or replacement of assets.

PAST CAPITAL INVESTMENTS 2011-2017

Since the adoption of the PROS Plan in 2011, over 14 planning documents were prepared and over 20 capital improvement projects have been completed to implement the goals of the PROS Plan. These have laid a solid foundation for the City of Shoreline.

- Kruckeberg Botanic Garden Parking Lot, Frontage & Pedestrian Entrance Development Project, 2012
- Twin Ponds Community Garden, 2012
- Richmond Beach Saltwater Park Water Line Replacement, 2012
- Paramount School Park Playground Equipment & Swings Project, 2012
- Hamlin Park 25th to 15th Av NE Connector Trail, 2012
- Hamlin Park 15th Avenue NE Frontage Improvements, 2013
- East-side Off-Leash Dog Area, 2013
- Sunset School Park Development with Community Gardens & artwork, 2014
- Paramount Open Space Park Expansion, 2014
- 195th Street Separated Trail, 2015
- Richmond Highlands Park Patch Greenhouse Development Project, 2015
- Echo Lake Park Improvements, 2015
- Northcrest Park Playground Replacement Project, 2015
- Meridian Park Wetland Creation Project, 2015
- Richmond Beach Saltwater Park Pedestrian Bridge Repair, 2015
- Shoreline Civic Center, Veterans Recognition Memorial Site Development, 2015
- Shoreline Pool Major Maintenance Improvements, 2016
- Shoreline Park Turf and Lighting Repair Project, 2016
- Interurban Trail Wayfinding Signage Project, 2017
- Twin Ponds Soccer Field Turf & Light Replacement Project, 2017

Planning Efforts:

- Shoreline Pool Assessment & Addendum, 2014-15
- Shoreline Facilities Turf and Field Lighting Evaluation Report, 2014
- Street Tree Inventory, 2013
- Tree Ordinance and Tree Board Creation, 2011
- Tree City USA, 2012-16
- Urban Forest Strategic Plan, 2014
- Street Tree List Update, 2014
- King County Urban Forest Health Management Program, 2015-17
- Boeing Creek/Shoreview Park Hidden Lake Dam Removal Study, 2015-16
- Twin Ponds Vegetation Management Plan, 2016
- Recreation Demand Study, 2016

- Aquatics-Community Center Market Analysis, 2016
- Light Rail Station Subareas Parks and Open Space Plan, 2017
- Aquatics and Community Center Feasibility Study, 2017

2006-2011

2006 Open Space, Parks & Trails Bond: Projects included three property acquisitions totaling 24.7 acres and over \$9,745,000 and eight major capital improvement projects equaling over \$8,755,000.

- South Woods 12.6-Acre Park Expansion Acquisition and sidewalk, 2007/09
- Kruckeberg Botanic Garden 3.8-Acre Acquisition, 2008
- Hamlin Park 8.3-Acre Park Expansion Acquisition, 2008
- Twin Ponds Synthetic Turf Soccer Field Improvements, 2008
- Shoreline Park Tennis Court Lights, 2008
- Richmond Beach Saltwater Park Improvements, 2009, including artworks
- Shoreview Park and Richmond Beach Saltwater Park Off-Leash Dog Areas, 2009
- Cromwell Park Development Project, 2010 including artwork
- Hamlin Park Improvement Project, 2010, including artworks
- Twin Ponds Park Synthetic Turf Soccer Field, 2010
- Richmond Highland Park Outdoor Restroom Replacement, 2010
- 195th Street Trail Corridor, 2011
- Trail corridor improvements, 2007-2011

Other Improvements:

- Shoreline Park Synthetic Turf Soccer Fields, 2006
- Interurban Trail Development, Sections 4-5, 2007-08
- Boeing Creek Park Trail and Storm Water Improvements, 2008
- Darnell Park Creek and Vegetation Improvements, 2009
- Kayu Kayu Ac Park Development Project, 2009 including two public artworks
- City Hall Civic Center, 2010
- Richmond Highlands Indoor Renovations, 2011
- Ronald Bog Drainage Improvements, 2011

Planning Efforts:

- Boeing Creek Park Master Site Plan 2006, Vegetation Management Plan 2007
- Richmond Beach Saltwater Park Master Plan 2007, Vegetation Management Plan 2008, Donor Bench Plan 2009
- Cromwell Park Master Plan and Donor Bench Plan 2008
- Hamlin Park Vegetation Management Plan 2007, Master Site Plan 2008, Trail Vegetation Study 2009
- Shoreview Park Vegetation Management Plan 2007

- South Woods Vegetation Management Plan 2007
- Findings of the Off-Leash Dog Area Study Group 2008
- Findings of the Trail Corridor Study Group 2008
- Sunset School Park and Boeing Creek Open Space Master Plan 2010
- Kruckeberg Botanic Garden Master Plan 2010 and Conservation Easement 2003
- Park at Town Center Vision and Master Site Plan 2011
- Shoreline Tree Canopy Study, 2011

1998-2005

- Transfer of King County Forward Thrust Parks to Shoreline, 1998
- Richmond Beach Saltwater Park Bluff Trail Development, 1999
- Paramount School Park and Skate Park Development, 1999
- Spartan Recreation Center Renovation, 1999
- Shoreview Park Baseball Field and Play Area Development, 2000
- Shoreline Pool Renovation, 2001-02
- South Woods 3-Acre Acquisition, 2002
- Interurban Trail Development, Sections 1-3, 2002-2005

PARK MAINTENANCE AND URBAN FORESTRY

Vision

Parks Operations will provide the highest community valued municipal service through quality park facilities, life enhancing experiences and protecting our natural environment.

Mission

To maintain the safety and aesthetics of the Parks system and provide effective and efficient customer service to park patrons and residents.

Routine Maintenance of Active Recreation & Developed Parks

83% of respondents from the 2016 Citizen Interest and Opinion Survey indicated that they were either very satisfied (33%) or satisfied (50%) with how the City's parks and recreation facilities are maintained.

The Parks Operations Division is responsible for the care of Shoreline's outdoor recreation facilities. These crews provide for litter control and garbage pick-up, preparation of ball fields, landscape contractor management, and tree care services within parks, rights of way as well as other open spaces. An additional area of responsibility includes grounds management around several of the City's municipal buildings. The City's Park Operations crews are also responsible for an extensive utility system, cleaning of picnic areas and restrooms, play areas, beaches, waterfronts and general maintenance of trails and pathways within parks.

Many parks have extensive hard surfaces such as parking lots, walkways and athletic courts that need cleaning and sanitization on a regular basis. In addition to performing maintenance work, Park Operations' daily presence in parks provides a measure of security and the ability to respond to customer requests on site. Staff supports special events and volunteer projects that enhance community experiences.

Athletic Fields

The City of Shoreline has twelve baseball fields, three synthetic turf soccer fields, one all-weather soccer field and five seasonal grass soccer fields. Maintenance is managed by the Park Operations Division with little league volunteering to prepare some of the fields for their practice use. Irrigation, aeration, fertilization, back stops maintenance and preparation for games are a large component of the park maintenance work plan.

Off-leash Areas

The City of Shoreline operates two permanent off leash parks (at Shoreview Park and on the Fircrest campus) and one seasonal off-leash park at Richmond Beach Saltwater Park. Park Operations maintains the parks by removing litter and debris on a daily basis as well as routinely repairing fencing, gates, parking areas, kiosks and ordinance signs. The Eastside Off Leash area, on the state-owned Fircrest property may need to be relocated as the State determines a different use for that property.

Playground Inspection and Repair

The City of Shoreline operates and maintains 15 playgrounds and a large skate park. These playgrounds are designed with a variety of interactive features for ages ranging from 2 to 13 years of age. Playgrounds, swings and skate parks are very popular and great exercise for youth. To keep our playgrounds safe, a thorough monthly inspection is conducted for any possible safety concerns. The inspection is documented and recorded to guarantee the safety of the play equipment. In addition to the monthly safety inspection of the play equipment, staff performs an annual audit of each nut, bolt, swivel and chain. Surfacing materials are tilled and enhanced when needed to maintain a soft play surface when falls occur.

Community Gardens

The City of Shoreline has two community gardens located at Sunset School Park and Twin Ponds Park. The community gardens are very popular and there is routinely a wait list to receive a garden plot. Volunteers manage most of the day-to-day operation of the gardens. The City provides water, litter removal and major maintenance such as the addition of soils, drainage improvements and the gravelling of walkways.

Utility Maintenance

The City of Shoreline's park system has an extensive utility system directly managed by the Park Operations Division including 14 public restrooms, picnic shelters, Kruckeberg Botanic Garden, Interurban Trail, and athletic complexes. The City's numerous parks, two recreation centers and

a swimming pool consume water, sewer, electrical, gas and solid waste management resources. These valuable resources are managed with computerized accounting systems as well as software that manages water flow to provide maximum value. Examples of maximizing water resources include selective targeted areas of irrigation, applied at low evaporation times.

The City of Shoreline operates a Surface Water Utility system and the City's park system incorporates several watersheds within park boundaries. As the largest operating division for the City, the Park Operations Division oversees many aspects of the federally required mandate of the National Pollution Discharge Elimination System (NPDES). NPDES requires municipalities to actively inspect, repair and maintain their surface water infrastructure. With several watersheds, parking lots, catch basins, buildings and water conveyance systems located within the City's parks, staff must devote a significant amount of time and labor to keep our surface water healthy and to remain in compliance with the requirements of NPDES.

Urban Forestry & Natural Areas

Unique maintenance and urban forestry plans govern each park, open space and natural area. Shoreline's Urban Forest Strategic Plan and Parks, Recreation and Open Space Plan are managed by the Parks, Recreation and Cultural Services Department and follow best management practices.

Parks Tree Management

Shoreline's urban forest in open spaces and parks are managed through master planning, community involvement, and regular pruning to improve appearance and safety. Park maintenance staff frequently addresses citizen concerns regarding tree management in public spaces.

Right-of-way Tree Management

When the City of Shoreline incorporated in 1995 it inherited a street tree system of nearly 16,000 trees. Many of these street trees, located in rights of way, had received little structural pruning or maintenance. In 2014 this part of the City's urban forest was transferred to the City's Park Operations Division to address citizen concerns and to implement an urban forest strategic plan. Parks Operations staff has proactively addressed several hazardous tree concerns, begun the inventory and health assessment of street trees, and is currently providing for the structural pruning and maintenance of street trees.

Trails

As the Puget Sound region continues to grow in population so does the demand for alternative forms of transportation. The City of Shoreline operates the nearly 3.5 mile Interurban Trail. This trail system is an important non-motorized transportation corridor that runs north and south through the length of the City and is heavily used by commuters and recreational users. Maintenance of the Interurban Trail involves asphalt repair, directional signage, landscape maintenance, and solid waste services. In addition to this heavily used trail, Shoreline has many

miles of recreational trails through forests and other varied landscapes. These trails provide access to nature and offer many spectacular views of the Puget Sound, creeks and wildlife.

Shoreline partners with EarthCorps to maintain the extensive recreational trail system. Under the direct supervision of the Parks Operations Division, EarthCorps constructs trails, repairs trail related erosion issues, provides trail staircase maintenance and restores habitat degradation caused by social trails.

Environmental Restoration

Shoreline has a moderately active volunteer community. Many of these volunteers devote their time to restoring habitat in City parks. Native Plant Stewards are active at Richmond Beach Saltwater Park, Hillwood Park, Twin Ponds Park, and South Woods Park. The City of Shoreline also works closely with non-profit agencies such as EarthCorps and the Mountains to Sound Greenway Trust to hold volunteer events that create and restore wetlands in Shoreline's parks.

Cultural Services Support

Public Art

The City of Shoreline has an active Arts Community that has strong direction and support from the City organization. This support comes in the form of a part-time Public Art Coordinator, financial support for the Shoreline-Lake Forest Park Arts Council, and an art selection panel comprised of members of the City of Shoreline's Parks, Recreation and Cultural Services Board. The Parks Operations Division supports art installations, cleaning of artwork pieces, transportation of art and some financial assistance for contractors who repair and renovate art pieces. The Public Art Fund can be used to purchase art but Repair and Replacement funds are required to maintain it.

Community Events

Shoreline loves special events including music concerts, plays, festivals, and a farmer's market. Park Operations assists with set up and take down, staging, trash removal, utilities, and recycling services.

Repair and Replacement

Shoreline's Capital Improvement Plan sets maintenance goals for the park system on a six-year basis. This six-year plan addresses both repair and replacement of existing assets. The Park Operations Division assists in evaluating priorities and setting priorities of needed improvement projects.

RECREATION PROGRAMS

Vision

We are a leader in creating a healthy, happy, connected community.

Mission

We support developing community through recreational activities that work to ensure everyone has the opportunity to engage both creatively and physically, regardless of economics, ability, age or location.

General Recreation Programs

General Recreation refers to programs and activities that contribute to the overall health and wellbeing of all ages. Through diverse recreation programming the community has opportunities to move, learn, create and connect. General Recreation encompasses the largest and most varied category of program offerings in the recreation division, serving preschoolers, youth, adults, active-adults and seniors. Programs are designed to meet varied community interests, including health and fitness, the arts such as painting and dance, trips and tours, athletics, camps, cooking and other special interest classes. Classes are offered mainly at the two community center locations and trips are taken throughout the local region. Each year over 1,400 programs, classes and activities are offered in multiple locations with Spartan Recreation Center housing the registration desk and general recreation staff.

Funding and facility space are the two biggest challenges to expanding all services, including out of school time programs. Shoreline mirrors the national trend with this challenge (NRPA Out of School Time Survey: Enriching the Lives of Children Through Parks and Recreation, 2016). Program space during peak usage times remains at a premium and one of the largest challenges to program expansion. Demand far surpasses current ability to supply in many program areas, most notably out of school time activities such as Camp Shoreline, the day camp program offered during school breaks. In 2016 Camp Shoreline summer program would have needed 38% more slots to alleviate the waitlist. Partnerships with the Shoreline School District, Shoreline-Lake Forest Park Senior Center, Shoreline Little League and Hillwood and Shorelake Soccer Clubs maximizes recreational opportunities for the community. Leveraging shared assets allows for a greater breath of program offerings.

Pre-School

Preschool programming is often a first contact for families with the recreation department and acts as a gateway to many other program areas. The demand for indoor playground, preschool dance and outdoor preschool keeps our system at maximum operations.

Summer Camps

As cited above, out-of-school-time camps are in strong demand throughout the year, especially over summer break. In an effort to stay abreast of the increasing demand, Camp Shoreline has

expanded over the last five years by adding capacity at current locations as well as adding additional 'tween' outdoor camps.

Active Adults

Active Adult programming has been a focal point for program expansion over the last six (6) years and now includes the volunteer-led Shoreline WALKS program, year round trip offerings, and two Citywide exercise campaigns. This program component of General Recreation continues to grow annually and is anticipated to expand with national demographics showing baby boomers retiring at record numbers with much more disposable income than past generations. Shoreline currently has the oldest average resident age in King County.

Staffing support for general recreation consists of a mix of benefited staff, extra help staff and contracted instructors. Scholarships are available for any eligible adult with disabilities or youth based on current scholarship policy.

Youth and Teen Development

The Youth and Teen Development Program (YTDP) strives to support youth in making successful life choices by offering engaging programs that foster a sense of identity, leadership and community. After school and when school is not in session are challenging times for both the parent and youth so the YTDP works to address this issue by offering a wide range of activities focused on those out of school times. Year-round camps and trips, after school programs, late night offerings, and a variety of clubs and leadership groups draw large groups of participants and positively impact their wellbeing.

Partners in program delivery include the Shoreline School District, YMCA, King County Library System, Community Health Services, and King County Housing Authority (KCHA). Through these partnerships, programs are offered at all four (4) secondary schools in the Shoreline School District and at Ballinger Homes, a KCHA apartment complex. Hang Time, a partnership with the YMCA, Shoreline School District and the City of Shoreline, is a highly successful afterschool program which started at Kellogg Middle School almost 20 years ago and in 2016 expanded to Einstein Middle School. Ballinger Homes' weekly programming consists of leadership groups, trips, college readiness workshops and other activities.

The Richmond Highlands Recreation Center is the nexus for the YTDP housing after school programs five days per week and late night drop-in programs. It is located two blocks from Shorewood High School and on an active bus line. Activities include art, music, sports, homework help and socialization time. One Saturday night a month the facility hosts Tween Night, which draws an average of 110 local 5th and 6th graders.

Leadership opportunities are woven into all program activities, however there are three that heavily focus on this aspect of development; Shoreline Youth Ambassadors, Rec-N-Crew and the Counselors-in-Training.

In 2008 the YTDP program was an early adopter of what is now becoming a national standard for youth programs, the Youth Program Quality Assessment/Initiative. This Initiative has provided a solid framework for improving the experiences available to youth and teens in the community. The intent is to increase program quality in a statistically valid manner through staff training and annual program assessments.

Dedicated staff support for the youth and teen development program consists of 3.8 FTE benefited staff, 15-20 extra help staff, and a variety of contracted instructors. Scholarships are available for any eligible youth based on current scholarship policy.

Specialized Recreation

Specialized Recreation programs provide affordable, accessible and adaptive recreation programs for youth and adults with disabilities. The goal of the program is to provide people with disabilities the same opportunities available to others in the community. Staff members serve a wide range of disabilities, and programs are designed to fit participants' wide-ranging needs—from basic social interactions and communication to skills for living independently.

The cornerstone of the adult Specialized Recreation program is Adult Community Choices (Choices), an adult day program which offers participants the opportunity to take trips, make friends, cook, garden, and engage in therapeutic recreation, art and music. Choices is a year-round program housed at the Richmond Highlands Recreation Center with many participants regularly enrolling for many years.

Specialized Recreation also includes individual day trips throughout the year and multiple special events such as dances, movie nights and karaoke. In addition, a partnership with Special Olympics Washington supports adaptive sports programs throughout the year.

Youth specialized recreation programming is focused on summer programming with Camp Excel and Camp Explore. Both camps afford youth with disabilities the opportunity to have a day camp experience. Camp Excel is located at the same location as Camp Shoreline, which allows for a more inclusive experience for campers. Camp Explore is geared toward teens with disabilities and is more trip and adventure focused, like traditional teen summer camps.

Specialized recreation is viewed as a service which offers great benefit to the community and thus has a much lower cost recovery target than the general recreation programs. New program offerings such as P.A.T.C.H (Planting Awareness through Community Harvest) have been made possible due to donations and grants. Available facility space and fleet availability is a challenge to growth, however partnerships, grants and sponsorships offer possible mechanisms to address this issue.

Dedicated staff support for specialized recreation consists of one (1) benefited staff at .8FTE, 4-6 extra help staff, and various contracted performers. Scholarships are available for any eligible adult with disabilities based on current scholarship policy.

Shoreline Parks, Recreation and Cultural Services is an approved DSHS DDA respite and recreational opportunity provider, receiving reimbursement for services from two (2) contracts with the state of WA. While specialized programs are viewed as a core service, providing a benefit to youth and adults with disabilities, fees are low, resulting in a low cost-recovery.

Aquatics

The City of Shoreline operates a year-round aquatics program consisting of swim lessons, exercise classes, lap swimming, lifeguard training courses, swim teams and drop-in use. The pool itself is over 45 years old and programming is limited by the size and design of the current facility. Adaptive equipment such as lifts and stairs have been added to allow for swimmers with disabilities to participate despite current design. This adaptation, in combination with average pool temperature, has translated into the pool being a hub for both Multiple Sclerosis and Arthritis exercise classes for the community.

Swim lessons and swim safety targeted programs are the focus during out of school times, with lap swims and exercise classes filling the pool at other times. Lessons rotate on a 5-week basis during the school year and weekly in the summer, with offerings ranging from parent/infant, preschool, youth and adult focus.

The Joint Use Agreement with the Shoreline School District allows both Shorewood and Shorecrest High School to have the pool for swim team and dive team practices in the afternoons when in season. In addition, the water polo clubs practice in the pool during their seasons. Both the youth and adult year-round swim teams housed at the pool are on-going rentals and part of private pay clubs. The summer only Shoreline Gators swim team program is a fee program offered by the City and thus eligible for scholarship.

Dedicated staff support for aquatics consists of six (6) benefited staff for a total of 5.75 FTE, with upwards of 60 extra help staff annually and a variety of contracted instructors. Scholarships are available for any eligible youth or adult with disabilities based on current scholarship policy standards.

Facility Rentals

The facility rental program includes both indoor and outdoor rentals throughout the City, expanding community recreational opportunities. Available for rental are picnic shelters, tennis courts, turf and grass fields, baseball/softball fields, indoor gymnasiums and meeting room spaces.

Turf field demand far exceeds capacity during peak usage hours (3:00-10:00pm) which is not only a Shoreline challenge, but a regional challenge as well. Low winter natural light and the increase in year round soccer has created an environment where having lit turf fields is vital to maximizing availability of those assets to local soccer clubs.

Over the past five (5) years the City has expanded the facilities at which alcohol service is allowed with proper permitting. This was in response to community input and now includes three (3) outdoor venues and two (2) indoor venues. The Terrace at Richmond Beach is the most popular venue requesting this service as it has become a popular site for weddings and receptions.

The Shoreline School District and Shoreline Community College use City facilities free of charge according to the terms of current Joint Use Agreements. Both agencies, along with the YMCA, are also providers of facility space available to the public. A coordinated rental plan between agencies does not currently exist.

Cultural Services

Cultural Services are provided by the City of Shoreline, in partnership with other agencies and by outside agencies acting independently. Partnership organizations providing arts and heritage services in the City include the Shoreline-Lake Forest Park Arts Council (SLFPAC) and the Shoreline Historical Museum. Other entities offering cultural programs include the Shoreline School District, Shoreline Community College, Shoreline/Lake Forest Park (LFP) Senior Center, private schools and churches.

Arts

While traditional public art enhances the outdoor landscape providing interesting aesthetics to explore, all the arts provide opportunities for individuals to express ideas and emotions in ways beyond words. The arts are an important component of healthy communities and allow for positive expression of emotions. Dance promotes physical health. Theater, music, dance and visual arts can provide structure and teamwork. All arts have the potential to teach communication skills, problem solving, creative and critical thinking as well as provide an expressive focus.

PUBLIC ART

Vision:

The City of Shoreline believes in the power of art in public places to draw people together, create vibrant neighborhoods where people desire to live, work and visit, and stimulate thought and discourse by enhancing visual interest in the built and natural environment. Art is part of the cultural thread that ties generations and civilizations together; creating opportunities for expression, reflection, participation and a landscape that is uniquely Shoreline.

Mission:

The City of Shoreline believes in the value of a culturally-rich community that embraces all the arts, infuses artistic creativity into all aspects of civic life (including the built and natural environments) and celebrates and preserves our local history and diverse heritage in meaningful ways.

The City of Shoreline Public Art Program is now over 10 years old. As part of the Parks, Recreation, and Cultural Services Department, it functions within the department's mission of "providing life-enhancing experiences that bring our culture to life and transfer it to the next generation." The City Council adopted a Public Art Plan in March, 2017 that will guide the Public Art Program for the next six years.

A complete summary of public art located in the City of Shoreline is available at shorelinewa.gov/art.

The City providing annual funding to the Shoreline-Lake Forest Park Arts Council in exchange for services and programs for Shoreline residents. More information about the Art Council is available at shorelinearts.net.

COMMUNITY EVENTS

Events promote community building through accessible cultural and recreational experiences. The PRCS department hosts and supports a variety of community events throughout the year. The variety of events and geographic distribution of these events supports the City's overall place making efforts by offering neighborhoods activities around which to connect to each other. Events are mainly free to remove obstacles to participation.

The Special Events Coordinator is part of the Recreation Division team and tasked with leadership of Parks-sponsored Citywide special events. In addition, this staff supports neighborhood associations and other partner agencies in developing and sustaining community events throughout the year, leveraging community resources to bring a greater variety of experiences to the community. The Coordinator works with Parks Maintenance, Public Works, Police, Community Services and Permitting to ensure safety at all events. The events themselves are staffed with a combination of extra help staff and benefited staff.

City-sponsored events take place seasonally from June through December, with the flagship event, Celebrate Shoreline, occurring every August. Celebrate Shoreline is comprised of multiple events over 10 days that culminates in a family-friendly daytime festival followed by an evening concert and beer garden. Components of Celebrate Shoreline include many in which the City acts as a supporting agency such as the Jazz Walk sponsored by the North City Business Association, Car Show sponsored by the Shoreline Historical Museum, and Sandcastle Contest

sponsored by the Richmond Beach Community Association. These partnerships expand opportunities for cultural events than could be provided if the City was the sole provider. The Special Events Coordinator also partners with Argosy Cruise Line to host the annual Christmas Ship event, Richmond Beach Community Association for the Strawberry Festival; Kruckeburg Botanic Garden Foundation for a Solstice Stroll; the Shoreline Fire Department and Emergency Management, the Shoreline-Lake Forest Park Arts Council for outdoor evening concerts, and the Shoreline Veterans Association for the annual Veterans Day Event.

Other events throughout the year are coordinated exclusively by the Parks Department. These include an outdoor festival called Swingin' Summers Eve, Holiday Crafts Market, annual Breakfast with Santa, a fall costumed 5K fun run, Halloween family event and seasonal noontime outdoor concerts.

HERITAGE

Our shared identity as a community is wrapped up in our history; it explains where we came from and how we got where we are today. Heritage gives us a sense of place and belonging and instills community pride; it is the foundation upon which we are built. Data gleaned from the past helps us understand trends and changes, while historical accounts of individual triumphs and tragedies enrich our knowledge of what it means to be human. The Shoreline Historical Museum partners with the City to explore Shoreline's heritage in entertaining ways, giving people the opportunity to discover their cultural identity and develop ownership in their community.

Heritage Programming

The Shoreline Historical Museum, a non-profit 501(c)(3) organization incorporated in 1975, provides heritage services and programming in Shoreline. The Shoreline Historical Museum is dedicated to serving the public by preserving, recording and interpreting the heritage of the historic area between NE 85th Street and NE 205th Street; Puget Sound to Lake Washington and its relationship to the surrounding region. The Museum's service area includes the cities of Shoreline and Lake Forest Park, and the north Seattle neighborhoods including Sand Point, Wedgwood, Lake City, Pinehurst, Licton Springs, Northgate, Broadview and Haller Lake. The museum provides cultural, historical and educational benefits for everyone in that geographic area. The City of Shoreline traditionally provides financial support to the Museum in exchange for it providing programs and services to Shoreline residents. More information is available at shorelinehistoricalmuseum.org.

The public has year-round free access to the Shoreline Historical Museum. Archives, special tours and related research are available by appointment. Unscheduled programming includes both outreach and site-based lectures and oral histories.

The Shoreline Historical Museum is located at 18501 Linden Avenue North, a newly acquired, state-of-the-art heritage facility. This facility houses the community's artifact and archival collections, exhibits, programming and public spaces. As the northwest anchor for the City's town center, the museum provides the community with an attractive historical center providing a sense of place, and inviting tourism to the community.

CHAPTER 6

SHAPING OUR FUTURE:

RECOMMENDATIONS AND IMPLEMENTATION

Shoreline is an evolving City, committed to shaping a future that is prepared to address impending community needs and conditions. Previous chapters described the foundation underlying today's parks, recreation, and cultural services in Shoreline. Chapter 6 describes improvements that are vital to Shoreline's ability to provide a relevant and vibrant park, recreation and cultural services system well into the future. A series of capital project recommendations and a plan for implementation offer a roadmap for Shoreline's parks, recreation, and cultural services programs to travel into a future that is driven by community vision, community involvement, and community support.

These eleven Strategic Action Initiatives emerged from a year of conversations with diverse members of the Shoreline community in a variety of contexts through multiple means. These recommendations have been analyzed and reviewed by citizen advisory boards, community open houses, the Shoreline City Council, and internal staff reviews. They are designed to respond to the needs of the community, be specific and measurable actions that, when implemented, will make a visible and measurable difference in the parks, recreation and cultural services provided to Shoreline residents and visitors. This plan for the future is covered in detail in the following sections:

STRATEGIC ACTION INITIATIVES

- Recreation Programs and Facilities
- Parks and Open Spaces
- Cultural Services and Public Art
- Administration

6-YEAR CAPITAL IMPROVEMENT PLAN

20-YEAR CAPITAL RECOMMENDATIONS PLAN

- Prioritization Criteria
- The Capital Recommendations List Categories

STRATEGIC ACTION INITIATIVES

Table 6.1: Strategic Action Initiatives

Category	Strategic Action Initiative	Objective
Recreation Programs and Facilities	1. Build a Community/Aquatics Center	Place a proposal for a new community/aquatics center before the voters by 2020. Open a new facility in 2022
	2. Expand Opportunities to Connect with Nature	Integrate nature-based programming into new and existing recreation offerings so that at least 35% of program offerings include a nature-based component.
	3. Expand Availability of Recreation Amenities	Provide at least 1 community garden, 2 basketball courts, 2 multi-purpose/Pickleball courts, 1 playground, 1 swing set, 1, paved loop path, 1 spray park and 1 adventure playground by 2023.
	4. Serve the Full Spectrum of Adult Recreation Needs	Develop a strategic plan by 2019 to meet the adult recreation needs of Shoreline.
Cultural Services and Art	5. Support Diverse Communities	Ensure participation in Shoreline-sponsored special events reflects the diversity of the community
	6. Enhance Place Making through Public Art	Install at least one permanent, significant piece of art by 2019, three permanent smaller pieces of public art by 2023, and provide temporary graphic or performing arts annually in Shoreline neighborhoods.
Parks and Open Space	7. Ensure Adequate Park Land for Future Generations	Add five acres of new park land by 2023 and an additional 20 acres by 2030.
	8. Maintain, Enhance, and Protect the Urban Forest	Restore 10 acres of degraded forest land and/or convert appropriate parkland into natural areas by 2023.
	9. Enhance Walkability In and Around Parks	Create 2 miles of new nature trails within parks and 2 miles of enhanced pedestrian access to parks by 2023.
Administration	10. Secure Sustainable Funding	All programs, facilities and initiatives are funded with an appropriate mix of funding sources
	11. Ensure Administrative Excellence	Attain certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA).

RECREATION PROGRAMS AND FACILITIES

Initiative 1: Build a Community/Aquatics Center

Objective: Place a proposal for a new community/aquatics center before the voters by 2020. Open a new facility in 2022.

Strategy: Continue the work started through the Aquatics and Community Center Feasibility Study. Next steps include site selection and securing funding for planning, design, and ultimately construction.

Description: Upon incorporation in 1995, the City partnered with the Shoreline School District to use School District facilities to offer recreation programming to residents. This partnership has worked well to serve the public over the decades. The Spartan Recreation Center and the Shoreline Pool have offered a full range of recreation options to the community. However, the age of the facilities and anticipated light rail development directly adjacent to these facilities make it necessary to reevaluate the sustainability of these facilities.

The Shoreline Pool has served the community since 1971 in virtually the same way it did when it originally opened. Aquatics programming, and what communities look for in an aquatics facility, has changed dramatically over the last 45 years. The Shoreline Pool does not meet current recreation standards and this 45-year-old facility has required several capital improvements over the years to keep it going.

Spartan Recreation Center is operated, but not owned, by the City. This, coupled with the fact that it is located directly adjacent to a future light rail station, makes its longevity as a City-operated recreation facility very uncertain.

Combining the pool and community center would create efficiencies in utilities and staffing, increase service delivery as a one-stop recreation center, and create a hub, or third place, for the community to gather, celebrate and play.

The Aquatics and Community Center Feasibility Study, completed as part of this PROS Plan process, provides parameters for what it will take to build and operate a successful facility. The study, combined with the results of an in-depth public process, will guide the next steps for this Initiative.

Initiative 2: Expand Opportunities to Connect with Nature

Objective: Integrate nature-based programming into new and existing recreation offerings so that at least 35% of program offerings include a nature-based component.

Strategy: Formalize an environmental education program through day camps, outdoor preschool, teen and active adult programs and at Kruckeberg Botanic Garden. Implement the Kruckeberg Botanic Garden Master Plan.

Description: Environmental education at any age increases awareness about the natural world. It develops critical-thinking skills and promotes responsible decision-making. Over the last decade the PRCS department has initiated programs to support such learning opportunities for the community. Outdoor Preschool and Outdoor Day Camps are now offered throughout the year, and in 2008 the City of Shoreline purchased the 3.79 acre Kruckeberg Botanic Garden to enhance environmentally-focused education.

Throughout the public process, nature-based recreation and education emerged as a top priority for the community. Partnership development and intentional program focus are two ways to meet this demand using current resources.

Intentionally focusing on nature-based programming is an area of potential growth moving forward. Currently, an outdoor environmentally-focused preschool operates year-round out of Hamlin Park, and an outdoor summer camp experience is available for youth at Hamlin Park and Richmond Beach Saltwater Park.

Initiating and expanding partnerships with environmentally-focused organizations would increase service to the community efficiently, and in a cost-effective manner. Many times space to operate is the lone resource required from the City. The Master Native Plant Steward Training program, offered by the Washington Native Plant Society and funded by King Conservation District, is an example of a new nature-based community opportunity that demands little from City resources. Diggin' Shoreline and the City's own Environmental Services Division are other organizations with whom partnerships can be expanded to augment and enrich current program offerings.

In addition, regionally recognized Kruckeberg Botanic Garden, a City-owned facility operated by a non-profit Board, is on the verge of updating and implementing a Master Plan that includes space for environmental education, and staff to coordinate programs, lectures and classes. This addition would create unique and exciting opportunities for Shoreline residents of all ages.

Initiative 3: Expand Availability of Recreation Amenities

Objective: Provide at least one community garden, two basketball courts, two multi-purpose/Pickleball courts, one playground, one swing set, one paved loop path, one spray park and one adventure playground by 2023. Fill service area gaps for neighborhood park amenities by 2030.

Strategy: Specifically, develop schematic master site plans for key park properties that are underutilized and missing essential park amenities. Follow-up the schematic level master plans with the installation of key park amenities.

Description: The demand and needs assessment presented in Chapter Four describes specific amenity needs (Table 4.5). It also highlights areas of the City that do not meet level of service for essential park amenities. Developing schematic master site plans will identify sites appropriate for locating these park amenities.

The City of Shoreline offers a wide variety of recreation facilities to the public including picnic shelters, a skate park and athletic fields. Many of these facilities were inherited from King County Parks at the time of incorporation in 1995 and continue to serve in their original capacity. Over the past 20 years the needs and use patterns of the community have shifted. One possibility is to look at repurposing underutilized baseball diamonds at Ridgecrest, Cromwell, upper Hamlin, Richmond Highlands, and Hillwood, and consolidate uses at Shoreview Park and engage in a site selection process for new uses to ensure appropriate locations are identified.

For example, reviewing field usage data may reveal that repurposing Hamlin Park's upper fields into an area with a wider variety of park amenities or using the land to increase tree canopy, may be a more efficient use of limited park land. Master planning Shoreview Park might lead to replacing the lower field and fallow dirt soccer field with an outdoor adventure park, an outdoor amphitheater or more illuminated turf fields for which current demand far exceeds supply. Underutilized tennis courts may be better used for Pickleball, currently the fastest growing sport in the country. This would be a quick and inexpensive way to transition the system into meeting more community demand.

Master Plans for specific parks such as Hillwood, Ridgecrest, James Keough and Brugger's Bog and Shoreview will provide additional guidance for implementing this Initiative to more effectively meet community needs and desires.

Initiative 4: Serve the Full Spectrum of Aging Adult Recreation Needs

Objective: Develop a strategic plan by 2019 for meeting the aging adult recreation needs of Shoreline.

Strategy: Work with the Shoreline-Lake Forest Park Senior Center staff and Board to understand their plans and then develop a strategic plan in 2018 for implementation in 2019 and beyond.

Description: Shoreline's population is currently the oldest in King County. Adult programming emerged as one of the highest demand programs from community meetings and public surveys. Baby Boomer retirements are putting increased demand on community adult programs. As Boomers retire they are less inclined to identify as "seniors" and more likely to refer to themselves as "Active Adults." Some seniors rely heavily on social and health services that require an established physical location, while others are looking for opportunities to explore and create new friendships. How does a community merge the disparate needs and desires of an aging population?

Currently, the Shoreline-Lake Forest Park Senior Center and the City of Shoreline PRCS Department offer services and programs which strive to meet these diverse needs. The Senior Center has an emphasis on supporting social service needs. The City hosts a growing Active Adults recreation program. Sustainability and expansion of these offerings will be the challenge in the future. Both service providers are based on the Shoreline Center campus, near the proposed light rail station. There is uncertainty in the future of the Shoreline Center Campus, which may redevelop. In addition, limited financial and staffing resources are realities which come into play.

These factors create the need to further study how Shoreline will provide service and program delivery to aging adults. PRCS staff will work with the Shoreline-Lake Forest Park Senior Center to develop a strategic plan to meet the needs of the adult/senior community in Shoreline.

CULTURAL SERVICES AND PUBLIC ART

Initiative 5: Support Diverse Communities

Objective: Ensure that participation in Shoreline-sponsored special events reflects the diversity of the community.

Strategy: Through partnership with the City's newly established Diversity and Outreach Coordinator and the City's Neighbor Coordinator we will review existing events, encourage new events, and develop new outreach methods.

Description: The demographics of Shoreline have shifted since incorporation in 1995 to mirror those of Seattle. This diversity within a smaller community, and the growing maturity of the City itself, sets the stage for opportunities to foster rich, empowering interactions for residents of different backgrounds and ages. Special Events, physical spaces and partnerships are key to creating an accessible, inviting and welcoming community for all.

The City currently hosts many special events throughout the year, with Celebrate Shoreline being the annual capstone festival on the City's birthday in August. This event currently has the capacity to engage all ages and abilities, and the goal is to represent the diversity of the community at large. The City's Special Event Coordinator will work with the Diversity and Outreach Coordinator and the City's Neighborhood Coordinator to identify existing barriers and develop strategies to address them. Micro-events focused in neighborhoods and developing partnerships to leverage existing non-City sponsored community events are two ways in which special events staff can garner better represented participation at events.

Another way to galvanize engagement is by making space available for groups to use for their own events. Community rooms and picnic shelters are examples of spaces desired by community groups looking to host their own events that can be difficult to access. Streamlining procedures, keeping costs down and publishing documents in different languages are vital empowerment components that create accessible facilities for all.

Various strategies will be developed and implemented to accomplish this Initiative.

Initiative 6: Enhance Placemaking through Public Art

Objective: Install at least one permanent, significant piece of art by 2020, three permanent smaller pieces of public art by 2023 and provide temporary graphic or performing arts annually in Shoreline neighborhoods.

Strategy: Follow the guidance of the Public Art Plan, utilize the resources of the Public Art Fund and engage the partnership with the Shoreline-Lake Forest Park Arts Council. Leverage the leadership of the PRCS Board and Neighborhood Councils to select and site the art pieces.

Description: The City of Shoreline has put an emphasis on Placemaking to make it more inviting for people to live, visit and operate a business. Placemaking refers a collaborative process by which we can shape our public realm in order to maximize shared value. Public art can play an integral part in those efforts. The first goal in Shoreline’s Public Art Plan is to be a Leader in the City’s Placemaking Effort.

This Strategic Action Initiative is intended to ensure implementation of the highest priority work plan item from the Public Art Plan. Updated in 2017, the Public Art Plan includes five overarching goals and describes outcomes over three phases that would move toward accomplishing those goals. Phase 1 of the Plan calls for one new major permanent art commission and a neighborhood art project such as a mural, and signal box art.

PARKS AND OPEN SPACE

Initiative 7: Ensure Adequate Park Land for Future Generations

Objective: Add five acres of new park land by 2023 and an additional 20 acres by 2030.

Strategy: Develop strategy for gaining ownership of high priority properties adjacent to existing parks, and add new park land in specific locations. Identify underutilized public land that may be designated to serve a park and open space purpose.

Description: Shoreline has a long history of supporting and expanding its parks and open space properties through purchasing new property and engaging in partnerships with other public property owners. It is important to Shoreline residents that parks and open spaces are available to everyone and are plentiful enough to provide adequate “breathing room.” General population growth and the extension of the Sound Transit Light Rail system into Shoreline, with stops at 145th and 185th Streets, are anticipated to result in increased neighborhood density.

This predicted population growth has a direct impact on the City's ability to meet our standards for park land and facilities. Table 4.3 in Chapter 4 shows there will be a need for an additional 95 acres of parkland in Shoreline of which approximately 43 acres should be in and around the two light rail station subareas.

Finding 95 acres of additional parkland may be difficult and expensive in an urban environment where most property is built out. A variety of park sizes will be pursued from pocket parks that break up the monotony of a dense urban landscape to larger parks sites that can provide needed amenities such as playgrounds, picnic shelters, community gardens and off-leash areas.

A thoughtful strategy will be developed for property acquisition to engage willing sellers in the right locations to the maximum extent possible. The Light Rail Station Subareas Parks and Open Space Plan provides additional guidance on implementation of this Initiative. Chapter Four provides more information on demand and locations where park and open space property is expected to be most needed.

It will be necessary to develop park designs and implement maintenance practices that will accommodate more intense use of smaller park spaces. Other ways to add capacity to the park system may include multi-use of other public property such as public rights of way. Examples of opportunities may include a redevelopment of Firlands Way and the street ends of 195th Street at Echo Lake.

Initiative 8: Maintain, Enhance, and Protect the Urban Forest

Objective: Restore 10 acres of degraded forest land and/or convert appropriate parkland into natural areas by 2023.

Strategy: Engage in urban forest stewardship projects in Ballinger Open Space, Brugger's Bog, Twin Ponds Park, Boeing Creek Open Space, Hamlin and Shoreview and other parks where appropriate, to enhance the health of the forest. Establish an ongoing tree maintenance program for trees in the public right-of-way.

Description: The City of Shoreline's Urban Forest Strategic Plan was adopted by the City Council in 2014. It includes an analysis of the City's tree canopy and the health of the existing urban forest. In addition to the Urban Forest Strategic Plan this Initiative will be guided by forest health assessments, vegetation management plans, and individual park master plans as appropriate. This Initiative will rely on partnerships with community volunteers, the King

Conservation District, the Washington Native Plant Society, EarthCorps and other like organizations with forest stewardship goals.

The Urban Forest Strategic Plan indicates that the tree canopy occupies 53% of the available planting space and meets the City's goal of between 50% and 75%. The Plan establishes a goal to, "Develop strategies to maintain and enhance canopy cover on public property." This Strategic Action Initiative is intended to accomplish that Urban Forest Strategic Plan goal.

Recent assessment of the urban forests in selected parks has provided additional information on what is needed to enhance and protect our urban forest. The importance of the health of the natural environment is a consistent theme expressed by Shoreline residents.

To enhance the health of the City's existing urban forest, staff works to maintain our trees through structural pruning, removal of competing non-native plant species as well as improve the understory of existing urban forests through the planting of native plant and tree species. While this is ongoing work done by PRCS staff, this Initiative will highlight and increase the visibility of this work and engage much needed volunteer support.

This effort will also increase the tree canopy on public property by planting street trees in rights of way, repurposing and replanting areas of parks. The Sound Transit wetland mitigation plan at Ronald Bog Park is one example.

Initiative 9: Enhance Walkability In and Around Parks

Objective: Create 2 miles of new nature trails within parks and 2 miles of enhanced pedestrian access to parks by 2023.

Strategy: Extend and improve nature trails in appropriate places such as Ronald Bog Park, Boeing Creek Park and Open Space, North City and Ballinger Open Space, Ronald Bog and Twin Ponds Parks. Advocate for pedestrian improvements through the transportation management plan update.

Description: A clear message heard from the public through meetings and surveys is that nature trails and walking paths are some of the most important amenities provided in Shoreline's parks. Promoting public health is an integral part of our mission and vision for the City of Shoreline's parks and recreation system.

Walking trails that are readily accessible to citizens provide a number of health benefits including an increase in cardio vascular health and stress release as well as a sense of communing with nature and the surrounding community. The successful "Shoreline Walks"

program and the annual Million Step and Million Stair Challenge events are examples of how important walking is to Shoreline residents.

Nature trails and walking paths are provided in most of Shoreline's parks. Some are more extensive and better developed and maintained than others. This Initiative is intended to ensure existing trails and walkways are maintained and improved and new trails and walkways are added.

We will examine possibilities for expanding existing trail systems through new connections and routes. Trail maintenance and improvements are part of the PRCS department's ongoing work. This initiative will focus on enhancing existing trails by prioritizing this work. Opportunities for extending trails will be pursued with park master planning and in conjunction with urban forest enhancement and restoration projects.

Pedestrian access to parks is also an important way of improving the City of Shoreline's walkability. We will advocate for improved pedestrian connections to parks through other City planning and capital improvement efforts related to the transportation infrastructure including the sidewalk master plan. The Light Rails Station Subareas Park and Open Space Plan identifies specific greenways that would enhance open spaces in those areas. A master plan for Twin Ponds would be beneficial for development of pathways there.

ADMINISTRATION

Initiative 10: Secure Sustainable Funding

Objective: All programs, facilities and initiatives are fully funded with an appropriate mix of funding sources.

Strategy: We will assess the phasing and funding needs associated with the Strategic Action Initiatives and the operations of PRCS and develop and implement a phased funding plan for each.

Description: The City of Shoreline general fund provides the basic funding for operations and maintenance of the PRCS system. The general fund fluctuates from year to year but is generally a reliable and predictable funding source. The Public Art Fund has provided funding for the public art program and installations.

Capital improvements have been funded by grants, the 2006 Parks Levy, and the general fund. The 2006 Parks Levy has been the primary source of funds for expansion and improvements to the PRCS system.

In order to implement the initiatives outlined in this plan a variety of fund sources will be necessary. Some projects are wholly dependent on new funding sources, some can move forward with existing fund sources. Some Initiatives may compete for funding from the same source and a funding plan will help prioritize and phase funding requests to granting agencies, philanthropists, and the voters.

Initiative 11: Ensure Administrative Excellence

Objective: Attain certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA).

Strategy: Document that PRCS operations are consistent with Best Management Practices for parks and recreation agencies across the country.

Description: Shoreline's Parks, Recreation and Cultural Services Department receives high marks from the community for the value it receives. When asked their level of satisfaction with the overall value received from PRCS, 81% report being satisfied, 15% reported being neutral and just four percent report being dissatisfied. This high level of satisfaction reflects the public's overall confidence in the Department and its operations.

Developing and maintaining a highly functioning organization that efficiently and effectively provides highly valued public services requires constant attention. It is important that operations are continually reviewed and updated to ensure that our operations are consistent with best management practices.

Certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA) is one reputable way of documenting high operational standards. Through compliance with the standards of excellence, CAPRA accreditation assures policy makers, department staff, and the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality. Certification of a CAPRA accredited agency is based on compliance with 151 standards for national accreditation.

CAPITAL IMPROVEMENT PLAN

The City of Shoreline adopts a Capital Improvement Plan (CIP) as part of the City Budget every year. The CIP is a multi-year plan for capital expenditures needed to restore, improve and expand the City of Shoreline's infrastructure, which includes roads, sidewalks, trails, drainage, parks, and buildings owned and/or maintained by the City. The plan identifies projects and funding for improvements over the next six years and is updated annually to reflect ongoing changes and additions. It also details the work to be done for each project and an expected time frame for completion.

To evaluate which park, recreation and cultural capital projects are included in the CIP each year, the PROS Plan 20-year Capital Recommendations Plan is evaluated annually to identify the highest need and priority projects for inclusion. The CIP is a financial planning tool that identifies possible or anticipated expenditures and revenue sources for each project listed in the plan. Much of the financial forecasting is based on past experience with grants and anticipated tax revenue. Outside of the first year or two of the plan funding can fluctuate dramatically. This plan identifies projects and funding sources, but does not formally commit funds to identified projects.

The results from the asset condition assessments and the public input process help shape a list of necessary and desired improvements to continue to Secure the Foundation and Shape the Future of the City's parks, recreation and cultural services system. A list of project ideas for the maintenance and improvement of the Shoreline parks system was generated from an assessment of the condition of parks assets, from ideas heard from community members through the PROS Plan public input process in 2016, and from staff who work in the field every day.

The Capital Project idea list has 283 project ideas that would secure our foundation and shape our future. A rough order of magnitude cost was generated for each project and indicate the total cost of almost \$106 million if all projects were implemented. Only a few of the project ideas can be included in the City's six year CIP.

6-YEAR CAPITAL IMPROVEMENT PLAN

Table 6.2 identifies the projected 2017 project expenditures and estimates the 2018-2023 expenditures for park, recreation and cultural services projects in the six-year Capital Improvement Plan. The CIP includes projects that would implement the Strategic Action Initiatives as well as prepare for more intense use of parks and recreation amenities.

Table 6.2 provides cost estimate for general major maintenance projects necessary to maintain the parks system basic infrastructure.

Table 6.3 provides cost estimates related to a new aquatics/community center.

Table 6.4 provides costs estimates parks acquisition and development projects that would expand our capacity to serve residents and meet our level of service targets.

Table 6.5 lists revenues sources and estimates for each project. Table 6.5 indicates the amount of funding not yet identified for fully implement the projects on listed in the next 6-year CIP. This is likely to include voter approved funding.

Table 6.6 lists acquisition and development projects and potential funding sources for priorities in the light rails station subareas. These projects are targeted for 2024-2029 in order to assess the rate of growth in the subareas and the ability of park impact fees to fund these acquisitions and improvement.

Table 6.2: General Capital Maintenance Projects - Securing Our Foundation

	INFLATOR =	3.0%	6.2%	9.5%	12.9%	16.6%	20.4%	
GENERAL CAPITAL PROJECTS	2017 Project Cost estimate	2018E	2019E	2020E	2021E	2022E	2023E	6-YEAR TOTAL
PROPOSED SECURING OUR FOUNDATION PROJECTS- PARKS & OPEN SPACES								
PARK ECOLOGICAL RESTORATION PROGRAM	\$560,000	\$80,000	\$80,000	\$100,000	\$100,000	\$100,000	\$100,000	\$560,000
PARKS MINOR REPAIR AND REPLACEMENT PROJECT	\$1,572,995	\$238,597	\$250,528	\$263,054	\$265,816	\$275,000	\$280,000	\$1,572,995
KRUCKEBERG ENV ED CENTER (RESIDENCE Stabilization)	\$250,000		\$265,000					\$265,000
TURF & LIGHTING REPAIR AND REPLACEMENT	\$2,600,000	\$2,678,000						\$2,678,000
BOEING CREEK-SHOREVIEW PARK TRAIL REPAIR & REPLACEMENT	\$1,500,000		\$250,000	\$1,642,000				\$1,892,000
RICHMOND BEACH COMMUNITY PARK WALL REPAIR PROJECT	\$1,000,000		\$25,000		\$1,129,000			\$1,154,000
Richmond BEACH SALTWATER PARK FIRE SUPPRESSION LINE ©	\$400,000			\$25,000		\$466,000		\$491,000
TOTAL SECURING OUR FOUNDATION	\$7,882,995	\$2,996,597	\$870,528	\$2,030,054	\$1,494,816	\$841,000	\$380,000	\$8,612,995

Table 6.3: Proposed Aquatics/Community Center

INFLATOR =		3.0%	6.2%	9.5%	12.9%	16.6%	20.4%	
GENERAL CAPITAL PROJECTS	2017 Project Cost estimate	2018E	2019E	2020E	2021E	2022E	2023E	6-YEAR TOTAL
PROPOSED SECURING OUR FOUNDATION PROJECTS - AQUATICS/CC								
AQUATIC-COMMUNITY CENTER ACQUISITION *	\$18,054,000		\$19,164,000					\$19,164,000
AQUATIC-COMMUNITY CENTER Development *	\$2,000,000		\$531,000	\$547,000	\$1,129,000			\$2,207,000
AQUATIC-COMMUNITY CENTER Development (Non-capacity building)	\$48,300,000	\$100,000	\$5,127,000	\$15,860,000	\$27,273,000	\$5,631,000		\$53,991,000
Total Aquatics/CC	\$68,354,000	\$100,000	\$24,822,000	\$16,407,000	\$28,402,000	\$5,631,000	\$0	\$75,362,000

**Indicates portion of the aquatics/community center project that expand the capacity of the parks and recreation system by purchasing land and adding new features to the center that are not already provided at the existing Shoreline Pool or Spartan recreation Center.*

Table 6.4: Shaping our Future – Park Acquisition and Development Projects

	INFLATOR =	3.0%	6.2%	9.5%	12.9%	16.6%	20.4%	
	2017 Project Cost estimate	2018E	2019E	2020E	2021E	2022E	2023E	6-YEAR TOTAL
SHAPING OUR FUTURE - Improve existing Park property								
PARK FACILITY RECREATION AMENITIES PLANNING @	\$150,000	\$125,000	\$25,000					\$150,000
RICHMOND HIGHLANDS RECREATION CENTER OUTDOOR BASKETBALL COURT @	\$50,000	\$50,000						\$50,000
SOCCER FIELD CONVERSION (Shoreview Park)	\$2,609,819			\$2,857,000				\$2,857,000
BRIARCREST NEIGHBORHOOD PARK @ UPPER HAMLIN & 25TH AV NE DEVELOPMENT @	\$770,000		\$817,000					\$817,000
BRUGGER'S BOG PARK DEVELOPMENT PROJECT @	\$1,093,000	\$50,000	\$1,160,000					\$1,210,000
HILLWOOD PARK MASTER PLAN & DEVELOPMENT PROJECT @	\$3,241,000	\$75,000	\$200,000	\$3,548,000				\$3,823,000
LOWER SHOREVIEW + OLA PARK DEVELOPMENT PROJECT @	\$1,653,000				\$1,867,000			\$1,867,000
NORTH CITY NEIGHBORHOOD PARK ADVENTURE PLAYGROUND @ HAMLIN @	\$363,000						\$437,000	\$437,000

	INFLATOR =	3.0%	6.2%	9.5%	12.9%	16.6%	20.4%	
	2017 Project Cost estimate	2018E	2019E	2020E	2021E	2022E	2023E	6-YEAR TOTAL
PARK AT TOWN CENTER PHASE 1 ©	\$488,000				\$551,000			\$551,000
JAMES KEOUGH PARK DEVELOPMENT PROJECT ©	\$888,000			\$972,000				\$972,000
RIDGECREST PARK DEVELOPMENT PROJECT ©	\$1,021,000				\$1,153,000			\$1,153,000
WESTMINISTER PLAYGROUND PROJECT ©	\$191,000			\$209,000				\$209,000
195TH STREET BALLINGER COMMONS TRAILS ©	\$57,000						\$69,000	\$69,000
KRUCKEBERG ENV ED CENTER Development - Match Foundation	\$500,000					\$500,000		\$500,000
TWIN PONDS TRAIL DEVELOPMENT ©	\$182,000						\$219,000	\$219,000
PARAMOUNT OPEN SPACE TRAIL DEVELOPMENT ©	\$162,000						\$195,000	\$195,000
HAMLIN WAYFINDING AND INTERPRETIVE SIGNAGE ©	\$152,000			\$166,000				\$166,000
Total Development Projects	\$13,570,819	\$300,000	\$2,202,000	\$7,752,000	\$3,571,000	\$500,000	\$920,000	\$15,245,000
SHAPING OUR FUTURE: PARK ACQUISITION ONLY PROJECTS								
CEDARBROOK ACQUISITION © (1/4 of full cost estimate)	\$2,461,000				\$2,779,000			\$2,779,000
Rotary Park Acquisition ©	\$3,761,000		\$3,992,000					\$3,992,000
TOTAL EXPENDITURES	\$6,222,000	\$0	\$3,992,000	\$0	\$2,779,000	\$0	\$0	\$6,771,000

Table 6.5: Revenues

GENERAL CAPITAL PROJECTS	2018E	2019E	2020E	2021E	2022E	2023E	6-YEAR TOTAL
REVENUES							
GENERAL CAPITAL FUND - REET 1	\$1,261,315	\$1,286,415	\$1,393,487	\$1,446,024	\$1,537,797	\$1,629,797	\$8,554,835
SOCCER FIELD RENTAL GENERAL FUND CONTRIBUTION	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000
REPAIR AND REPLACEMENT GENERAL FUND CONTRIBUTION	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
KC TRAIL LEVY FUNDING RENEWAL/AND RERENEWAL	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$720,000
KING CONSERVATION DISTRICT GRANT	\$40,000	\$40,000					\$80,000
KING CONSERVATION DISTRICT	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Other Governmental CONTRIBUTION					\$2,500,000		\$2,500,000
RECREATION & CONSERVATION OFFICE GRANTS	\$50,000	\$750,000	\$750,000	\$500,000	\$1,000,000		\$3,050,000
KING COUNTY YOUTH SPORTS FACILITY GRANT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
TO BE DETERMINED		\$30,062,659	\$24,283,817	\$34,539,042	\$2,172,985		\$91,058,503

Table 6.6: Acquisition targeted for 2024-2029

	INFLATOR =	24%	29%	33%	38%	43%	48%	
	2017 Project Cost estimate	2024	2025	2026	2027	2028	2029	6-YEAR TOTAL
SHAPING OUR FUTURE: PARK ACQUISITION AND ASSOCIATED DEVELOPMENT PROJECTS								
Rotary Park Development	\$1,093,000		\$1,406,000					\$1,406,000
145th Station Area Acquisition	\$4,803,000	\$1,494,000	\$1,545,000	\$1,598,000	\$1,654,000			\$6,291,000
145th Station Area Development	\$808,000				\$1,113,000			\$1,113,000
185th & Ashworth Acquisition	\$967,000	\$1,203,000						\$1,203,000
185th & Ashworth Development	\$404,000		\$520,000					\$520,000
5th & 165th Acquisition	\$5,473,000		\$7,041,000					\$7,041,000
5th & 165th Development	\$3,348,000			\$4,456,000				\$4,456,000
Paramount Open Space Acquisition	\$2,755,000		\$886,000	\$917,000	\$949,000	\$982,000		\$3,734,000
Paramount Open Space Improvements	\$200,000		\$257,000					\$257,000
CEDARBROOK PLAYGROUND	\$404,000	\$503,000						\$503,000
Aurora-I-5 155th- 165th Acquisition	\$7,210,000				\$9,931,000			\$9,931,000

	INFLATOR =	24%	29%	33%	38%	43%	48%	
	2017 Project Cost estimate	2024	2025	2026	2027	2028	2029	6-YEAR TOTAL
Aurora-I-5 155th-165th Development	\$1,093,000						\$1,615,000	\$1,615,000
DNR Open Space Access Acquisition	\$1,576,000		\$2,027,000					\$2,027,000
DNR OPEN SPACE Development	\$432,000					\$616,000		\$616,000
RONALD BOG PARK TO JAMES KEOUGH PK TRAIL	\$65,000		\$84,000					\$84,000
Total Acquisition Costs	\$29,006,000	\$2,697,000	\$15,491,000	\$2,515,000	\$15,313,000	\$982,000	\$0	\$36,998,000
Total Acquisition Development Costs	\$7,847,000	\$503,000	\$2,267,000	\$4,456,000	\$1,113,000	\$616,000	\$1,615,000	\$10,570,000
TOTAL Costs	\$36,853,000	\$3,200,000	\$17,758,000	\$6,971,000	\$16,426,000	\$1,598,000	\$1,615,000	\$47,568,000
POTENTIAL REVENUES Specific to Acquisition and NEW development – VERY ROUGH PROJECTIONS								
KC CONSERVATION INITIATIVE	\$1,000,000		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
KING COUNTY CONSERVATION FUTURES TRUST	\$1,050,000	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
PARK IMPACT FEE	\$1,650,000	\$150,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,650,000
Total	\$3,700,000	\$200,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,700,000

The Long Range Capital Projects List

20+ YEAR CAPITAL IMPROVEMENT PROJECTS PRIORITIZED LISTS

Lists of potential projects have been generated through this planning process (Table 6.7). Through the various public input opportunities hundreds of project ideas were generated. The projects have been categorized into six categories that help organize and prioritize them. The rough order of magnitude cost for all projects is \$106,526,000.

Table 6.7: Summary of count and cost of projects

CIP Project Lists	Number of Projects	Rough Order of Magnitude Costs
1. General Capital Projects	26	\$10,145,000
2. Repair and Replacement Projects	27	\$1,215,000
4. Ecological Restoration Program	14	\$700,000
3. Facility Maintenance – Buildings	15	\$1,950,000
5. Capacity Expansion Projects	23	\$42,631,000
6. Other Great Ideas	178	\$49,885,000
Total	283	\$106,526,000

General Capital Projects (Table 6.8):

In the General Capital Projects are funded by the General Capital (Gen Cap) Fund. Funding for these projects is primarily a result of the allocation of General Fund support, real estate excise tax (REET), municipal financing, and grants. Within the General Capital Fund most projects are identified individually such as replacement of athletic fields, development of master plans, and major trail replacement projects. These are typically large and costly projects that require design, permitting and a competitive bid process.

Repair and Replacement (Table 6.9) AND Ecological Restoration Projects (Table 6.10)

Parks has a large number of small capital improvement projects that do not warrant being identified in the CIP as separate projects. Examples include parking lot repaving, minor trail improvements, irrigation repair, landscape restoration, urban forest maintenance, etc. These are divided into repair and replacement for built things and ecological restoration for grown things.

City Facilities – Major Maintenance Fund (Table 6.11)

In the City Facilities – Major Maintenance fund, projects are categorized as either General Facilities or Parks Facilities. An annual transfer of monies provides funding for these projects from the General Fund. Parks restrooms, The Richmond Highlands Recreation Center and the Shoreline Pool are included in this fund.

Capacity Expansion Projects (Table 6.12)

Many ideas were generated that are for new parks, facilities, or park amenities. These have been listed as capacity expansion projects.

Other Great Ideas (Table 6.13)

Through the PROS Plan public process and review by PRCS staff a number of great ideas were generated that would enhance parks in different ways. Unfortunately it is not realistic to expect the entire project list to be implemented. However we do not want to lose those ideas so they have been included for the record.

Table 6.8: General Capital

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
1	Non-Park Specific	Aquatics and Recreation Center Replacement	\$0	\$0	10	0
2	Kruckeberg Botanic Garden	Caretaker Residence Replacement Project: Implement Master Plan	\$750,000	\$750,000	9	5
3	Shoreline Park	Field and Light Replacement	\$2,550,000	\$3,300,000	8	7
4	Hamlin Park - Upper	Lighting Improvement	\$50,000	\$3,350,000	7	8
5	Several	Recreation Amenities Planning	\$150,000	\$3,500,000	7	7
6	Hillwood Park	Master Plan	\$75,000	\$3,575,000	6	8
7	Boeing Creek Park	Trail Repair/Replacement	\$1,500,000	\$5,075,000	6	6
8	Richmond Beach Community Park	Retaining Wall Repair/Replacement	\$1,000,000	\$6,075,000	5	6
9	Richmond Beach Saltwater Park - Exterior	Fire Suppression Line to Beach	\$400,000	\$6,475,000	5	4
10	Richmond Highlands Recreation Center - Exterior	Lighting Improvement	\$50,000	\$6,525,000	3	8
11	Richmond Beach Reserve	Steep Slope Stabilization	\$500,000	\$7,025,000	3	6
12	Shoreview Park - OLDA	Boundary Fence and Entry	\$250,000	\$7,275,000	2	6
13	Twin Ponds	Park Drainage Improvement	\$200,000	\$7,475,000	2	5
14	Paramount School Park	Park Drainage Improvement	\$200,000	\$7,675,000	2	4
15	Twin Ponds	Bridge(s) and Dock Repair/Replacement	\$200,000	\$7,875,000	2	4
16	Richmond Beach Saltwater Park	Steep Slope Stair/Trail Repair/Replacement Project(s)	\$500,000	\$8,375,000	1	12

Chapter 6: Recommendations and Implementation

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
1 7	Hamlin Park	Trail Wayfinding Map & Marker	\$50,000	\$8,425,000	1	11
1 8	Richmond Highlands Park	Playground Equipment Replacement	\$250,000	\$8,675,000	1	9
1 9	Eastside Off-Leash Dog Area	Picnic Shelter & Site Furnishings Installation	\$250,000	\$8,925,000	1	8
2 0	Twin Ponds	Trail Wayfinding Map & Marker	\$50,000	\$8,975,000	1	7
2 1	Twin Ponds	Playground Equipment Replacement	\$250,000	\$9,225,000	1	7
2 2	Shoreview Park - OLDA	Picnic Shelter & Site Furnishings Installation	\$250,000	\$9,475,000	1	6
2 3	Interurban Trail (185th-175th) Park at Town Center	Park at Town Center Phase I Implementation	\$250,000	\$9,725,000	0	11
2 4	Shoreview Park - OLDA	Park Tree Planting	\$20,000	\$9,745,000	0	8
2 5	Ronald Bog	Environmental Interpretive Trail & Signage Development	\$200,000	\$9,945,000	0	7
	Ronald Bog	Wetland Creation/Restoration	\$200,000	\$10,145,000	0	6

Table 6.9: Repair and Replacement

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
1	Paramount School Park	Entry Improvement	\$15,000	\$15,000	5	4
2	Eastside Off-Leash Dog Area	Boundary Fence	\$25,000	\$40,000	4	8
3	Hamlin Park	Trail Repair/Replacement	\$100,000	\$140,000	3	11
4	Shoreline Park	Court (Tennis) Repair	\$40,000	\$180,000	3	7
5	Shoreview Park	Tennis Court Resurfacing	\$60,000	\$240,000	3	7
6	Sunset School Park	Parking Repair/Replacement Project	\$40,000	\$280,000	3	6
7	Hamlin Park	Accessible Pathway Development	\$25,000	\$305,000	3	5
8	Twin Ponds	Trail Repair/Replacement	\$100,000	\$405,000	2	7
9	Interurban Trail (160th-155th)	Irrigation Repair/Replacement	\$75,000	\$480,000	2	5
10	Richmond Beach Community Park	Playground Enclosure Replacement	\$150,000	\$630,000	2	5
11	Richmond Highlands Park	Irrigation Repair/Replacement	\$75,000	\$705,000	2	4
12	Hamlin Park	Park Entry Signage	\$15,000	\$720,000	1	8
13	Twin Ponds	Entry Improvement	\$15,000	\$735,000	1	8
14	Sunset School Park	Portable Restroom Enclosure Development	\$25,000	\$760,000	1	8
15	Cromwell Park	Pathway Lighting	\$15,000	\$775,000	1	6

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
16	Shoreline Park	Trail Repair/Replacement	\$150,000	\$925,000	1	6
17	Hamlin Park	Entry Improvement	\$15,000	\$940,000	1	5
18	Paramount Open Space	Trail Repair/Replacement	\$100,000	\$1,040,000	1	5
19	Cromwell Park	Court (Basketball) Repair	\$40,000	\$1,080,000	1	4
20	Innis Arden Reserve	Parking Repair/Replacement Project	\$15,000	\$1,095,000	1	1
21	Densmore Trail	Park Entry Signage	\$15,000	\$1,110,000	0	6
22	Richmond Beach Community Park	Portable Restroom Enclosure Development	\$25,000	\$1,135,000	0	5
23	Strandberg Preserve	Park Entry Signage	\$15,000	\$1,150,000	0	4
24	Ballinger Open Space	Park Entry Signage	\$15,000	\$1,165,000	0	3
25	Boeing Creek Open Space	Park Entry Signage	\$15,000	\$1,180,000	0	3
26	Ronald Bog	Bench Repair/Replacement	\$20,000	\$1,200,000	0	2
27	Strandberg Preserve	Boundary Fence	\$15,000	\$1,215,000	0	1

Table 6.10: Ecological Restoration Program

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
1	Ballinger Open Space	Vegetation Management Plan - Develop and Implement	\$50,000	\$50,000	4	11
2	Darnell	Vegetation Management Plan - Develop and Implement	\$50,000	\$100,000	4	7
3	Richmond Beach Saltwater Park	Vegetation Management Plan - Implement	\$50,000	\$250,000	3	12
4	Twin Ponds	Vegetation Management Plan - Implement	\$50,000	\$300,000	3	12
5	Hamlin Park	Vegetation Management Plan - Implement	\$50,000	\$350,000	3	11
6	South Woods	Vegetation Management Plan - Implement	\$50,000	\$400,000	3	10
7	Boeing Creek Park	Vegetation Management Plan - Implement	\$50,000	\$450,000	3	9
8	Innis Arden Reserve	Vegetation Management Plan - Implement	\$50,000	\$500,000	3	6
9	North City Park	Vegetation Management Plan - Develop and Implement	\$50,000	\$550,000	2	8
10	Shoreview Park	Vegetation Management Plan - Implement	\$50,000	\$600,000	2	8
11	Northcrest Park	Vegetation Management Plan - Develop and Implement	\$50,000	\$200,000	2	7

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
12	Paramount Open Space	Vegetation Management Plan - Develop and Implement	\$50,000	\$250,000	2	7
13	Boeing Creek Open Space	Vegetation Management Plan - Implement	\$50,000	\$650,000	2	6
14	Strandberg Preserve	Vegetation Management Plan - Implement	\$50,000	\$700,000	2	6

Table 6.11: Facility Maintenance and Buildings

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost	Priority Points	Secondary Points
1	Richmond Highlands Recreation Center	HVAC/Mechanical Replacement	\$0	\$0	6	8
2	Richmond Highlands Recreation Center	Roof Replacement	\$300,000	\$300,000	6	8
3	Hamlin Park - Lower	Restroom Repair	\$150,000	\$450,000	6	6
4	Twin Ponds	Restroom Repair	\$150,000	\$600,000	6	6
5	Hamlin Park - Upper	Restroom Repair	\$150,000	\$750,000	6	5
6	Shoreline Park	Restroom Repair	\$150,000	\$900,000	6	5
7	Richmond Highlands Recreation Center - Interior	Fire Supression Improvement	\$50,000	\$950,000	5	5
8	Richmond Highlands Recreation Center - Gym	Lighting Replacement	\$50,000	\$1,000,000	5	5
9	Paramount School Park	Restroom Repair	\$150,000	\$1,150,000	5	5
10	Richmond Beach Saltwater Park - Lower	Restroom Repair	\$150,000	\$1,300,000	5	4
11	Richmond Beach Saltwater Park - Upper	Restroom Repair	\$150,000	\$1,450,000	5	4
12	Cromwell Park	Restroom Repair	\$150,000	\$1,600,000	4	5
13	Richmond Highlands Park	Restroom Repair	\$150,000	\$1,750,000	4	5
14	Echo Lake Park	Restroom Repair	\$150,000	\$1,900,000	2	9
15	Richmond Highlands Recreation Center	Exterior Buliding Stair and Door Repair/Replacement	\$50,000	\$1,950,000	2	5

Table 6.12: Capacity Expansion Projects

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost
1	Rotary Park	Acquisition	\$3,761,000	\$3,761,000
2	Paramount Open Space	Acquisition	\$2,755,000	
3	Light Rail Station Subarea Opportunity (E)	Acquisition	\$4,803,000	\$11,319,000
4	Light Rail Station Subarea Opportunity (D)	Acquisition	\$5,473,000	\$16,792,000
5	Light Rail Station Subarea Opportunity (C)	Acquisition	\$7,210,000	\$24,002,000
6	Light Rail Station Subarea Opportunity (A)	Acquisition	\$967,000	\$24,969,000
7	Light Rail Station Subarea Improvement Opportunity (2)	Acquisition	\$1,576,000	\$26,545,000
8	Cedarbrook Elementary School (25% Partnership)	Acquisition	\$3,761,000	\$30,306,000
9	Park at Town Center	Park Renovation	\$475,000	\$30,781,000
10	Ridgecrest Park	Park Renovation	\$1,021,000	\$31,802,000
11	Lower Shoreview Park	Park Renovation	\$1,070,000	\$32,872,000
12	James Keough Park	Park Renovation	\$888,000	\$33,760,000
13	Hillwood Park	Park Renovation	\$3,241,000	\$37,001,000
14	Brugger's Bog	Park Renovation	\$1,093,000	\$38,094,000
15	Hamlin Park (North Section)	Adventure Playground	\$363,000	\$38,457,000
16	Hamlin Park (Upper @ 25th)	Neighborhood Park Development	\$770,000	\$39,227,000
17	Richmond Highlands Recreation Center	Outdoor Basketball Court	\$50,000	\$39,277,000
18	Wesminster Park	Playground development	\$191,000	\$39,468,000
19	Shoreview Park	Soccer Field Conversion	\$2,609,819	\$42,077,819
20	Twin Ponds	Trail Development	\$182,000	\$42,259,819
21	Paramount Open Space	Trail Development	\$162,000	\$42,421,819
22	195TH STREET BALLINGER COMMONS TRAILS ©	Trail Development	\$57,000	\$42,478,819
23	Hamlin Park	Wayfinding and Interpretive Signage	\$152,000	\$42,630,819

Table 6.13: Other Great Ideas

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
1	195th Street Ends (W&E)	Street End Park Development	\$25,000	\$25,000
2	195th Trail	Trail Development Project (Ballinger Commons Shared Use)	\$200,000	\$225,000
3	196th Street Ends (W&E)	Street End Park Development	\$25,000	\$250,000
4	196th Trail	Street End Park Development	\$25,000	\$275,000
5	197th Street Ends (W&E)	Street End Park Development	\$25,000	\$300,000
6	197th Trail	Street End Park Development	\$25,000	\$325,000
7	198th Street Ends (W&E)	Street End Park Development	\$25,000	\$350,000
8	199th Street Ends (W&E)	Street End Park Development	\$25,000	\$375,000
9	200th Street Ends (W&E)	Street End Park Development	\$25,000	\$400,000
10	Aldercrest Annex	Agreement to provide Recreation Amenities & Programming		\$400,000
11	Aurora Avenue N (east side)	Park & Open Space Acquisition	\$10,000	\$410,000
12	Aurora Avenue N (west side)	Park & Open Space Acquisition	\$10,000	\$420,000
13	Ballinger Open Space	Boardwalk Nature Trail Development	\$200,000	\$620,000
14	Ballinger Open Space	Environmental Storm Water Improvement	\$200,000	\$820,000
15	Ballinger Open Space	Park Vehicular Wayfinding Signage	\$15,000	\$835,000
16	Boeing Creek Open Space	Trail Development	\$200,000	\$1,035,000
17	Boeing Creek Park	Trail Wayfinding Map & Marker	\$15,000	\$1,050,000
18	Cedarbrook Elementary School	Adventure Park (Zipline) Development	\$250,000	\$1,300,000
19	Cedarbrook Elementary School	Entry Improvement	\$15,000	\$1,315,000
20	Cedarbrook Elementary School	Hillside Slide Development	\$250,000	\$1,565,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
21	Cedarbrook Elementary School	Pathway Development	\$200,000	\$1,765,000
22	Cedarbrook Elementary School	Playground Development Project (Nature Play)	\$250,000	\$2,015,000
23	Cedarbrook Elementary School	Wetland Creation/Creek Daylighting	\$200,000	\$2,215,000
24	Cromwell Park	Bulletin Board	\$5,000	\$2,220,000
25	Cromwell Park	Electrical Upgrade	\$15,000	\$2,235,000
26	Cromwell Park	Exercise Equipment	\$10,000	\$2,245,000
27	Cromwell Park	Picnic Shelter & Site Furnishings Installation	\$250,000	\$2,495,000
28	Cromwell Park	Skayte Park Development	\$250,000	\$2,745,000
29	Darnell	Environmental Interpretive Trail & Signage Development	\$200,000	\$2,945,000
30	Darnell	Environmental Storm Water Improvement	\$200,000	\$3,145,000
31	Eastside Off-Leash Dog Area	DSHS Lease Agreement Renewal	\$0	\$3,145,000
32	Echo Lake Park	Park & Open Space Acquisition	\$500,000	\$3,645,000
33	Echo Lake Park	Safe Parks Project	\$15,000	\$3,660,000
34	Echo Lake Park	Small Craft Launch Development (Non-Motorized)	\$250,000	\$3,910,000
35	Fircrest	Activities Building/Chapel Community Use	\$0	\$3,910,000
36	Fircrest	Community Garden Development	\$250,000	\$4,160,000
37	Fircrest	Park Greenway Development	\$200,000	\$4,360,000
38	Fircrest	Playground Development Project (All Accessible)	\$500,000	\$4,860,000
39	Fircrest	Roadway, Parking and Trail improvement	\$200,000	\$5,060,000
40	Fircrest	State Fircrest Master Plan - (advocate for Neighborhood Amenities)	\$0	\$5,060,000
41	Firlands Way N	Park Greenway Development	\$200,000	\$5,260,000
42	Gloria's Path	Trail Repair/Replacement	\$20,000	\$5,280,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
43	Grace Cole Park	Entry Improvement	\$5,000	\$5,285,000
44	Hamlin Park	Adventure Park (High Ropes Course) Development	\$250,000	\$5,535,000
45	Hamlin Park	Adventure Park (Zipline) Development	\$250,000	\$5,785,000
46	Hamlin Park	BMX - Fee Ride Bike Park Development	\$250,000	\$6,035,000
47	Hamlin Park	Climbing Structure Development	\$250,000	\$6,285,000
48	Hamlin Park	Community Garden Development	\$250,000	\$6,535,000
49	Hamlin Park	Hillside Slide Development	\$250,000	\$6,785,000
50	Hamlin Park	Off-leash Dog Area Development	\$250,000	\$7,035,000
51	Hamlin Park	Park Greenway Development	\$200,000	\$7,235,000
52	Hamlin Park	Playground Development Project (All Accessible)	\$500,000	\$7,735,000
53	Hamlin Park	Public Art Installation (Temporary)	\$250,000	\$7,985,000
54	Hamlin Park	Safe Parks Project	\$15,000	\$8,000,000
55	Hamlin Park	Upper Hamlin Park /25th Avenue NE Park Master Plan	\$100,000	\$8,100,000
56	Hamlin Park - 25th AVE NE	Playground Development	\$500,000	\$8,600,000
57	Hillwood Park	Environmental Interpretive Trail & Signage Development	\$10,000	\$8,610,000
58	Hillwood Park	Invasive Species Annual Maintenance Contract Work/Projects	\$5,000	\$8,615,000
59	Hillwood Park	Water and Power Access	\$5,000	\$8,620,000
60	Innis Arden Reserve	Aquire public easements to connect		\$8,620,000
61	Innis Arden Reserve	BNSF Agreement for Public Access		\$8,620,000
62	Innis Arden Reserve	Park Vehicular Wayfinding Signage	\$15,000	\$8,635,000
63	Interurban Trail (155th-145th)	Safe Parks Project	\$15,000	\$8,650,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
64	Interurban Trail	SCL/COS Maintenance MOU	\$10,000	\$8,660,000
65	Interurban Trail (160th-155th)	Park Tree Planting	\$20,000	\$8,680,000
66	Interurban Trail (175th-160th)	Safe Parks Project	\$15,000	\$8,695,000
67	Interurban Trail (185th-175th) Park at Town Center	Public Art Installation (Permanent)	\$250,000	\$8,945,000
68	Interurban Trail (205th-200th)	Park Greenway Development	\$200,000	\$9,145,000
69	IUT	Bike Repair Stations	\$5,000	\$9,150,000
70	Kayu Kayu Ac Park	BNSF Agreement for Public Access		\$9,150,000
71	Kayu Kayu Ac Park	Environmental Stewardship Program	\$50,000	\$9,200,000
72	KC Metro North Base	Agreement to provide Recreation Amenities		\$9,200,000
73	Light Rail Station Subarea Opportunity	Park Greenway Development	\$200,000	\$9,400,000
74	Light Rail Station Subarea Opportunity	Pedestrian/Bicycle Connections Projects (East-West)	\$200,000	\$9,600,000
75	Light Rail Station Subarea Opportunity	Spray Park Development	\$250,000	\$9,850,000
76	Light Rail Station Subarea Opportunity	Trail Development Project (I-5 East)	\$200,000	\$10,050,000
77	Light Rail Station Subarea Opportunity (1)	Neighborhood Greenways Development Project (Echo Lake/195th Street Corridor)	\$200,000	\$10,250,000
78	Light Rail Station Subarea Opportunity (11)	Neighborhood to Light Rail Greenways Development Project (Ridgecrest to LR Station)	\$200,000	\$10,450,000
79	Light Rail Station Subarea Opportunity (12)	Neighborhood Greenways Development Project (Briarcrest to LR Station)	\$200,000	\$10,650,000
80	Light Rail Station Subarea Opportunity (12)	Neighborhood Greenways Development Project (North City to LR Station)	\$200,000	\$10,850,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
81	Light Rail Station Subarea Opportunity (2)	Neighborhood Greenways Development Project (Meridian Park/1st Av NE & 175th-185th)	\$200,000	\$11,050,000
82	Light Rail Station Subarea Opportunity (7)	Park (Ridgecrest) Development Project	\$1,500,000	\$12,550,000
83	Light Rail Station Subarea Opportunity (8)	Environmental Surface Water Improvement Project (1st Av NE north of 155th Street)	\$200,000	\$12,750,000
84	Meridian Park	Environmental Outdoor Classroom Development	\$200,000	\$12,950,000
85	Meridian Park	Park Tree Planting	\$20,000	\$12,970,000
86	Meridian Park	Playground Development Project (Nature Play)	\$50,000	\$13,020,000
87	Non-Park Specific	Adventure Park (Zipline/High ropes) Development	\$250,000	\$13,270,000
88	Non-Park Specific	Basketball Courts	\$25,000	\$13,295,000
89	Non-Park Specific	Carmelite Monastery	\$3,000,000	\$16,295,000
90	Non-Park Specific	Community Garden Development	\$50,000	\$16,345,000
91	Non-Park Specific	Court (Basketball) Development	\$250,000	\$16,595,000
92	Non-Park Specific	Court (Pickleball) Development	\$15,000	\$16,610,000
93	Non-Park Specific	Cultural Arts Center	\$5,000,000	\$21,610,000
94	Non-Park Specific	Downed Timber Re-Use Program		\$21,610,000
95	Non-Park Specific	Echo Lake Park Expansion Sites	\$5,000,000	\$26,610,000
96	Non-Park Specific	Environmental Learning Center	\$5,000,000	\$31,610,000
97	Non-Park Specific	Environmental Surface Water Improvement Projects	\$200,000	\$31,810,000
98	Non-Park Specific	Environmental Outdoor Classroom Development	\$200,000	\$32,010,000
99	Non-Park Specific	Free-Bike Park	\$50,000	\$32,060,000
100	Non-Park Specific	Frisbee Golf Course Development	\$10,000	\$32,070,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
101	Non-Park Specific	Invasive Species Annual Maintenance Contract Work/Projects	\$0	\$32,070,000
102	Non-Park Specific	Multi-Lingual Park Rule Signage	\$15,000	\$32,085,000
103	Non-Park Specific	Off-leash Dog Area Development	\$50,000	\$32,135,000
104	Non-Park Specific	Outdoor Exercise Equipment Installation	\$250,000	\$32,385,000
105	Non-Park Specific	Outdoor Theater Development	\$250,000	\$32,635,000
106	Non-Park Specific	Pardee Property 175th & 10th NW	\$3,000,000	\$35,635,000
107	Non-Park Specific	Playground Development Project (All Accessible)	\$250,000	\$35,885,000
108	Non-Park Specific	Playground Development Project (Nature Play)	\$250,000	\$36,135,000
109	Non-Park Specific	Puget Sound Water Access Property	\$1,000,000	\$37,135,000
110	Non-Park Specific	Safe Parks Projects	\$15,000	\$37,150,000
111	Non-Park Specific	Shoreline Park & Recreation Mobility Projects	\$15,000	\$37,165,000
112	Non-Park Specific	Skate Park Development	\$150,000	\$37,315,000
113	Non-Park Specific	Spray Park Development	\$250,000	\$37,565,000
114	Non-Park Specific	Tree Reporting Program		\$37,565,000
115	Non-Park Specific	Wayfinding Signage To Parks	\$15,000	\$37,580,000
116	North City Park	Pathway (Loop or Measured) Development	\$200,000	\$37,780,000
117	North City Park	Playground Development Project (Nature Play)	\$250,000	\$38,030,000
118	North City Park	Public Art Installation (Temporary)	\$250,000	\$38,280,000
119	Northcrest Park	Pathway Development	\$200,000	\$38,480,000
120	Paramount Open Space	Environmental Interpretive Trail & Signage Development	\$200,000	\$38,680,000
121	Paramount Open Space	Environmental Storm Water Improvement	\$200,000	\$38,880,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
122	Paramount Open Space	Park Greenway Development	\$200,000	\$39,080,000
123	Paramount Open Space	Picnic Shelter & Site Furnishings Installation	\$250,000	\$39,330,000
124	Paramount Open Space	Public Art Installation (Temporary)	\$250,000	\$39,580,000
125	Paramount School Park	Electrical Upgrade	\$15,000	\$39,595,000
126	Paramount School Park	Park Greenway Development	\$200,000	\$39,795,000
127	Paramount School Park	Vegetation Maintenance Project	\$25,000	\$39,820,000
128	Richmond Beach Community Park	Court (Pickleball) Development	\$15,000	\$39,835,000
129	Richmond Beach Community Park	Park Tree Planting	\$20,000	\$39,855,000
130	Richmond Beach Community Park	Picnic Shelter & Site Furnishings Installation	\$250,000	\$40,105,000
131	Richmond Beach Saltwater Park	Beach Activity Center Development - Picnic Shelter Repair/Replacement Project	\$150,000	\$40,255,000
132	Richmond Beach Saltwater Park	Bluff Trail Native Planting	\$200,000	\$40,455,000
133	Richmond Beach Saltwater Park	BNSF Agreement for Public Access		\$40,455,000
134	Richmond Beach Saltwater Park	Caretaker's Residence Replacement / Redevelopment	\$1,500,000	\$41,955,000
135	Richmond Beach Saltwater Park	Safe Routes to Parks Development Project	\$200,000	\$42,155,000
136	Richmond Beach Saltwater Park	Small Craft Launch (Water Trail) Development	\$250,000	\$42,405,000
137	Richmond Highlands Park	Community Garden Development	\$250,000	\$42,655,000
138	Richmond Highlands Park	Court (Teen Multi-Sports) Development	\$250,000	\$42,905,000
139	Richmond Highlands Park	Park Greenway Development	\$25,000	\$42,930,000
140	Richmond Highlands Park	Pathway (Loop or Measured) Development	\$200,000	\$43,130,000
141	Richmond Highlands Park	Playground Development Project (All Accessible)	\$500,000	\$43,630,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
142	Richmond Highlands Park	Spray Park Development	\$250,000	\$43,880,000
143	Ridgecrest	Park & Open Space Acquisition	\$0	\$43,880,000
144	Ronad Bog	Public Art	\$10,000	\$43,890,000
145	Ronald Bog	Park Greenway Development	\$200,000	\$44,090,000
146	Ronald Bog	Park Tree Planting	\$20,000	\$44,110,000
147	Ronald Bog	Pathway Improvement and Development Project	\$10,000	\$44,120,000
148	Ronald Bog	Pathway Improvement and Development Project	\$10,000	\$44,130,000
149	Ronald Bog	Picnic Shelter & Site Furnishings Installation	\$20,000	\$44,150,000
150	Ronald Bog	Solar Powered Lighted Fountain	\$50,000	\$44,200,000
151	Ronald Bog	Solar Powered Lighted Fountain	\$50,000	\$44,250,000
152	Ronald Bog	Tree ID signs	\$5,000	\$44,255,000
153	Rotary Park	Park Greenway Development	\$200,000	\$44,455,000
154	Rotary Park	Public Art Installation (Permanent)	\$250,000	\$44,705,000
155	SCL ROW 10th and 12th NE	Park Greenway Development	\$200,000	\$44,905,000
156	Shoreline City Hall	Public Art & Permanent Art Gallery Space	\$250,000	\$45,155,000
157	Shoreline City Hall	Public Art Installation (Permanent)	\$250,000	\$45,405,000
158	Shoreline Park	Court (Tennis) & Light Relocation	\$100,000	\$45,505,000
159	Shoreview Park - OLDA	Shelter and Water	\$250,000	\$45,755,000
160	South Woods	Environmental Interpretive Trail & Signage Development	\$200,000	\$45,955,000
161	South Woods	Environmental Outdoor Classroom Development	\$200,000	\$46,155,000

	Park	Project Name	Preliminary Cost Estimate	Cumulative Cost Estimate
162	South Woods	Park Greenway Development	\$200,000	\$46,355,000
163	South Woods	Picnic Shelter & Site Furnishings Installation	\$250,000	\$46,605,000
164	South Woods	Playground Development Project (Nature Play)	\$250,000	\$46,855,000
165	South Woods	Public Art Installation (Temporary)	\$250,000	\$47,105,000
166	South Woods	South Woods Master Plan - Neighborhood Park Amenities	\$250,000	\$47,355,000
167	Strandberg Preserve	Pathway Development	\$200,000	\$47,555,000
168	Sunset School Park	Skake Park Development	\$250,000	\$47,805,000
169	Sunset School Park	Spray Park Development	\$250,000	\$48,055,000
170	Twin Ponds	Boardwalk Nature Trail Development	\$200,000	\$48,255,000
171	Twin Ponds	Court (Handball) Development Project (Relocated)	\$250,000	\$48,505,000
172	Twin Ponds	Park & Open Space Acquisition	\$0	\$48,505,000
173	Twin Ponds	Park Greenway Development	\$200,000	\$48,705,000
174	Twin Ponds	Pathway Development	\$200,000	\$48,905,000
175	Twin Ponds	Picnic Shelter & Site Furnishings Installation	\$250,000	\$49,155,000
176	Twin Ponds	Picnic Shelter & Site Furnishings Installation	\$250,000	\$49,405,000
177	Twin Ponds	Twin Ponds Master Plan - Neighborhood Park Amenities	\$200,000	\$49,605,000
178	Westminster Triangle	Public Art Installation (Permanent)	\$250,000	\$49,855,000

Prioritization Criteria

A review process with a list of criteria was needed to help prioritize what projects need to be completed first. The prioritization criteria and process below provides a way to identify the most important projects that is based on values important to the community. Each criterion is based on a scale from 0-3. A rating of three (3) points means that the project completely meets the category and zero (0) points means that the project does not meet the category.

While all the criteria are important some address more critical issues than others. Recognizing that it is most important to have healthy and safe facilities that meet applicable codes and that will last and operate efficiently, the first three Criteria were determined to be priority criteria. The remaining five criteria, while important, are secondary in importance.

Priority Criteria

1. Health & Safety
2. Code Requirements
3. Facility Integrity and Operating Efficiency

Secondary Criteria

4. Level of Facility Use
5. Shovel Ready Projects
6. Projects Meet Environmental, Sustainable or Adopted Plan Goals
7. Important Community Unmet Need
8. Projects located in Areas of Economic Need

Criteria 1 – Health & Safety

Criterion 1 includes projects that will eliminate a condition that poses a health or safety concern. Examples of a health or safety concerns include a lack of seismic elements, play equipment replacement due to not meeting safety requirements, lighting deficiencies, trail closures due to unsafe conditions, emergency management elements, documented environmental health or safety hazards, crime prevention strategies.

- 3- Documented safety standards are not being met.
- 2- Safety concern exists; however, there are no documented safety standards.
Community complaints exists around health & safety conditions
- 0- No Health & Safety conditions exist.

Criteria 2 – Code Requirements

The project brings a facility or element up to federal, state, and city code requirements or meets other legal requirements. Projects that are primarily ADA-focused fall under this priority. ADA elements will be completed as part of projects that fall under other priorities.

- 3- Does not meet code requirements.
- 0- Meets code requirements.

Criteria 3 – Facility Integrity and Operating Efficiency

The project will help keep the facility or park element operating efficiently and extend its life cycle by repairing, replacing, and renovating systems and elements of the facility, including building envelope (roof, walls, and windows), electrical, plumbing, irrigation, storm and sewer

line replacements, indoor or outdoor lighting, synthetic turf replacement, outdoor trail enhancements.

- 3- Documented reduction in operating and maintenance costs, including energy and water savings. Has the opportunity to increase revenue. Extends its operational life, high usage/heavily programmed.
- 2- Energy and water savings without a known reduction in operating and maintenance costs or staff efficiency. Has the opportunity to maintain revenue. Extends its operational life. , high usage/programmed.
- 1- Maintaining existing operating costs and/or increase staff efficiency without any change in revenue.
- 0- Increases operating costs with no improved operating efficiency or energy savings. Not associated with revenue.

Criteria 4 – Level of Facility Use

Criterion 4 assesses the impact the project will have on parks visitors.

- 3- High usage/heavily programmed
- 2- Moderate usage/lightly programmed
- 1- Light usage/ not programmed
- 0- Minimal usage/not programmed

Criteria 5 – Shovel Ready Projects

Criterion 5 includes projects that are ready to be implemented in the upcoming year, have funding to support implementation or are identified in supporting plans and other documents.

- 3- Project has available funding, is identified in supporting plans and is required to be done in the upcoming year.
- 0- Project does not have available funding, is not identified in supporting plans and is not required to be done in the upcoming year.

Criteria 6 – Projects Meets Environmental, Sustainable or Adopted Plan Goals

Criterion 6 includes projects that meet adopted plan, environmental, sustainable or larger citywide goals. Documents such as the Recreation Demand Study, Light Rail Station Subarea Park & Open Space Plan, Urban Forest Strategic Plan, Vegetation Management Plans, Master Plans, etc.

- 3- Is identified in a planning document as a priority.
- 2- Is not separately mentioned in a planning document but is part of the plans implementation goals.
- 1- Not related to a plan but meets citywide goals.

- 0- No unique focus or part of larger citywide goal.

Criteria 7- Important Community Unmet Need

Criterion 7 includes projects that improve or meet the unmet facility and/or program needs identified in the 2016 Community Interest and Opinion Survey.

- 3- Top Priorities: High Importance/High Unmet Need
- 2-Continued Emphasis: Higher importance/Low unmet Need
- 1- Lower Priority: Lower Importance/High Unmet Need
- 0- Lowest Priority: Lower Importance/Low Unmet Need

Criteria 8: Projects Located in Areas of Economic Need

Criterion 8 includes projects that are in areas of economic need based on the Median Household Income Map by Census Block Group*

- 3- Median Household Income below \$50,679.*
- 2- Median Household Income is between \$50,680 and \$72,537.*
- 1- Median Household Income is between \$72,538 and \$96,784.*
- 0- Median Household Income is above \$96,784*.

**Map 3: Median Household Income by Census Block Group, Shoreline Market Analysis Draft Report, August 2016, page 12.*

PRIORITIZING THE LIST – APPLYING THE CRITERIA

Each project was reviewed and scores were applied based on the criteria. Two totals were calculated for each project. A total was calculated for the three priority criteria resulting in a Priority Criteria Score for each project. A total was also calculated for the five secondary criteria resulting in a Secondary Criteria Score for each project. The list was sorted by the Priority Criteria Score. This makes it easier to identify those projects that are most in need of investment based on the overall health, safety and integrity of the facility.

Many projects received the same Priority Criteria Score. For example, there were eight (8) projects that received a score of six (6). In order to distinguish which of those projects would be the highest priority, the master list was sorted based on the Secondary Criteria Score. In essence, the secondary criteria were used as tie-breakers. The projects that rate with the most points are shown as high priority projects. Projects that rate with the least number of points are shown as low priority projects. The result is a Capital Recommendations List prioritized based on a set of criteria important to the community.

EXHIBIT 3 to Ordinance No. 802

**2017 Docket Comprehensive Plan Amendment #5
Amendment to the Transportation Master Plan Master Street Plan**

Transportation Master Plan, Appendix D: Master Street Plan, p. 253, 5th paragraph, 2nd bullet:

The amenity zone should be developed in a manner that is appropriate and complementary to the adjacent land uses and use of the street. The minimum width for amenity zones is five feet. Amenity zones should generally be landscaped and, where possible, utilized for stormwater management purposes. Amenity zones adjacent to roadways that do not have off-street parking shall be landscaped as much as possible. In areas where a wide pedestrian walking surface is desired, such as commercial areas, the amenity zone may be a hard surface treatment with trees in pits. Amenity zones that are adjacent to on-street parking areas should be landscaped as much as possible but may include limited hard surface areas for drivers or passengers existing vehicles. Amenity zones that are along bridges do not need to include landscaping, but can include streetscape amenities such as hard surface design treatments, light poles, and/or signage.

EXHIBIT 4 to Ordinance No. 802

2017 Docket Comprehensive Plan Amendment #6

185th Street Station Subarea Plan - Delete Repeat Utility Policy on Page 5-35

UTILITIES

- ❖ Pursue Solarization program, community solar, or other innovative ways to partner with local businesses and organizations to promote installation of photovoltaic systems.
- ❖ Coordinate with utility providers to identify and implement upgrades to existing underground utilities to support increased densities. Coordinate this work with projects included in the City's Capital Improvement Plan as well as in conjunction with right-of-way work performed by private development.
- ❖ Develop a strategy for undergrounding overhead utilities.
- ❖ Consider the use of alternative energy in all new government facilities.
- ❖ Prepare information regarding how proposed redevelopment in the 185th Street Station Area will be managed in relation to known hydrological conditions.
- ❖ Based on actual redevelopment and studies prepared for development within the Station Subarea, periodically analyze redevelopment patterns. Consider targeted planning efforts for areas that are not developing as envisioned.
- ❖ Encourage and implement low impact development (LID) and green stormwater infrastructure to higher level than required by the Department of Ecology (DOE).
- ❖ Explore sub-basin regional approach to stormwater management to reduce costs and incentivize redevelopment.
- ~~❖ Consider the use of alternative energy in all new government facilities~~

Exhibit 5 to Ordinance No. 802

2017 Docket Comprehensive Plan Amendment #7 Change Ronald Wastewater District to City of Shoreline throughout the Comprehensive Plan as the City's wastewater provider effective upon the date of formal assumption of the District by the City

Page 12 Introduction:

A number of institutional, public, and government uses are located adjacent to the Aurora corridor. These uses include Shorewood High School, Shoreline Community College, CRISTA Schools, Shoreline Fire Station and City Hall, ~~Ronald Wastewater District~~, Shoreline Historical Museum, Washington State Department of Transportation, and King County Metro's Aurora Village Transit Center and Shoreline Park and ride lot. Many of these institutions have undergone master planning efforts or reconstructed buildings since the 2005 Comprehensive Plan update. Notably, Shorewood High School's new building was built to the *Washington Sustainable Schools Protocol* standard, and City Hall achieved the *Leadership in Energy and Environmental Design (LEED)* Gold standard.

Page 82 Utilities Goals and Policies:

U2. Pursue alternative service provision options that may be more effective at providing services to our residents, including acquiring portions of the Seattle Public Utility water system, ~~potential assumption of Ronald Wastewater District~~, and examining options with regard to the expiration of the Shoreline Water District franchise (scheduled for 2027).

Page 169 Capital Facilities Supporting Analysis:

WASTEWATER

Ronald Wastewater District (RWD) was formed in 1951. It ~~was~~ is the primary wastewater service provider for the City of Shoreline, and in October 2002 the City executed a franchise agreement with the District to construct, maintain, operate, replace, and repair the sanitary sewer within the city. The Highlands Sewer District serves a small part of the city in the Highlands neighborhood.

There are 31 known lots scattered individually throughout the District with onsite sewage disposal systems. Many of the lots have sewer available, but the property owners have not chosen to connect for a variety of reasons.

Wastewater treatment services are provided by the City of Edmonds and the King County Department of Natural Resources Wastewater Division (formerly Metro). King County DNR also provides gravity and pumped interceptor service.

Existing City of Shoreline ~~Ronald Wastewater District (RWD)~~ Services and Facilities

~~City of Shoreline-Ronald Wastewater District~~'s service area includes the entire City of Shoreline, with the exception of the Highlands neighborhood. In October 2001, RWD purchased the portion of sewer system owned by Seattle Public Utilities known as the Lake City Sewer District. This area covers most of the I-5 corridor, along with the southeastern portion of the city. The City of Shoreline District presently owns, operates, and maintains a domestic wastewater collector and interceptor system consisting of 16 lift stations, 21 individual grinder pumps, and approximately 190 miles of 6- to 30-inch diameter sanitary sewer mains, not including private sewers. Sewer service is generally provided to customers by gravity flow through the City District system, or by gravity flow to City District owned and operated lift stations.

The wastewater collected from within the City District is treated at two facilities, King County Wastewater Division's West Point Treatment Plant and the City of Edmonds Treatment Plant, under contract arrangements. The Highlands Sewer District discharges wastewater flow into the City Ronald Wastewater District system. The existing collection system is detailed in the District's 2010 Comprehensive Water Plan.

Planned City of Shoreline Ronald Wastewater District Services and Facilities

To further the goal of consolidating services, the City and District entered into an Interlocal Operating Agreement in 2002, which facilitates assumption of the District in October 2017. This assumption would allow coordination and resource sharing with other City utility and street operations. The Agreement outlines the unification process between the City and the District. The City ~~intends to use~~ the assumption process authorized in Chapter 38.13A, which means all assets, reserve funds, employees, equipment, and any District debt ~~would be~~ is assumed by the City, and the Ronald Wastewater District would cease to exist as a separate government entity.

Currently the City District maintains a 10-year capital improvement program for its original sewer system and the old Lake City Sewer District system. The Capital Improvement Program includes an ongoing infiltration and inflow monitoring and reduction program. The City would re-evaluate the capital improvement plans as part of the unification process.

Page 174:

Adequacy of Service

The community has expressed a desire to maintain current levels of service. However, in several areas, concern has been expressed about the quality of current services, and the means to improve the way that these utilities provide service to the community. These concerns range from equitable rates to the quantity of available water for fire suppression for existing buildings and future development. In response to these concerns, the City is pursuing purchase of Seattle Public Utilities facilities in the City of Shoreline, ~~assumption of Ronald Wastewater~~, and evaluating acquisition of the ~~Shoreline~~ North City Water District.

The City may face difficulties in assuring adequate services and facilities from providers the City does not directly control. This significant issue in the provision of essential services can be addressed through contracts or interlocal agreements with individual agencies, or through direct provision of service, such as water, sewer, or stormwater management. Lack of needed

infrastructure from these services may result in permitting delays or moratoriums if services are required for concurrency.

Page 187:

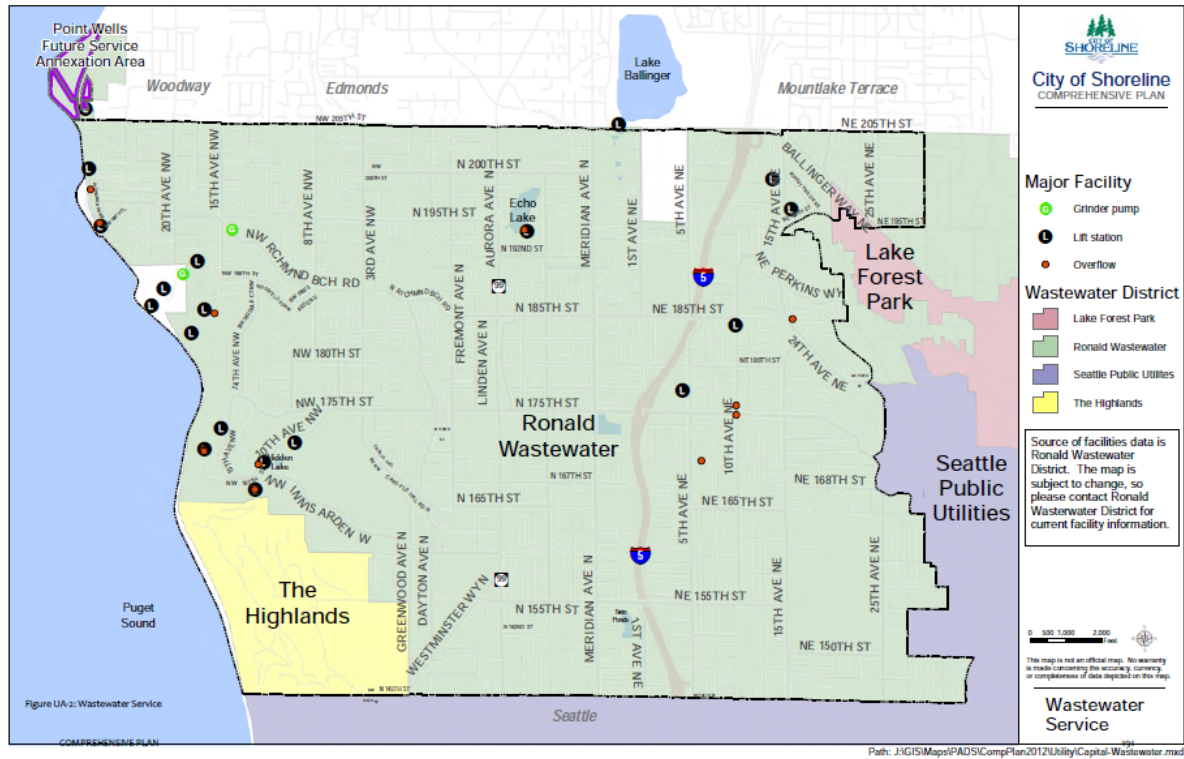
NON-CITY MANAGED CAPITAL FACILITIES PLANS

For capital facility plans from service providers other than the City of Shoreline, the reader is referred to the current comprehensive and/or capital facility plans of the responsible agencies.

General Facilities	Non-City Managed Facilities and Utilities
<p>Historical Museum</p> <p>Public Schools Shoreline Center Shoreline School District</p> <p>Libraries King County Library District</p> <p>Postal Buildings U.S. Postal Service</p> <p>Public Housing King County Housing Authority</p> <p>Human Services Washington Department of Health Washington State Department of Social and Health Services (DSHS)</p> <p>Public Safety Fire Department No. King County Corrections King County District Court Washington State Patrol</p> <p>Community College Shoreline Community College</p> <p>Transportation King County Metro Community Transit Sound Transit Washington State Department of Transportation</p> <p>Land Reserves Washington Department of Natural Resources</p>	<p>Water Seattle Public Utilities Water Division Shoreline Water District</p> <p>Wastewater Highland Sewer District Ronald Wastewater District</p> <p>Solid Waste King County Solid Waste Division CleanScapes</p> <p>Electricity Seattle City Light</p> <p>Natural Gas Puget Sound Energy</p> <p>Telecommunications and Cable Comcast Electric Lightwave AboveNet Communications Frontier CenturyLink</p>

Page 191 Map of Wastewater Service

Update map to strike "Ronald Wastewater District" and replace with "City of Shoreline"





Element 8

CAPITAL FACILITIES**Capital Facilities Element
Goals and Policies****INTRODUCTION**

The Washington State Growth Management Act (GMA), RCW 36.70A.070 requires cities to prepare a Capital Facilities Element consisting of:

1. An inventory of current capital facilities owned by public entities showing the location and capacities of those public facilities, and identifying any current deficiencies;
2. A forecast of the future needs for such capital facilities;
3. The proposed capacities of expanded or new capital facilities;
4. At least a 6-year plan that will finance capital facilities within the projected funding capacities and clearly identify sources of public money for such purposes; and
5. A requirement to reassess the Land Use Element if probable funding falls short of meeting existing needs, and to ensure that the Land Use Element, Capital Facilities Element, and finance plan within the Capital Facilities Element are coordinated and consistent.

Capital facilities investments include major rehabilitation or maintenance projects on capital assets; construction of new buildings, streets, and other facilities; and land for parks and other public purposes.

Under the GMA, a Capital Facilities Element is required to address all public facilities except transportation facilities, which are to be addressed separately under the Transportation Element of the Plan. Accordingly, this Comprehensive Plan contains separate Transportation and Capital Facilities Elements. A Parks, Recreation, and Open Space Element is also contained in this Plan. However, the discussion of finance for capital facilities, transportation, and park resources has been combined in one location under this Capital Facilities Element.

The City of Shoreline is responsible for providing facilities and services that are needed by the residents and businesses of the city for a safe, secure, and efficient environment. These facilities and services include, but are not limited to, police and fire protection, parks, streets, water and sanitary sewer service, storm drainage service, and schools.

CAPITAL FACILITIES

Goals and Policies

The **Capital Improvement Program (CIP)** is a multi-year plan for capital expenditures needed to restore, improve, and expand the City of Shoreline's infrastructure, which includes roads, sidewalks, trails, drainage, parks, and buildings owned and/or maintained by the City. The plan details the work to be done for each project and an expected timeframe for completion.

For more information on these service providers or their capital facility plans, visit the following websites:

Ronald Wastewater District-
<http://www.ronaldwastewater.org>;

Shoreline Water District-
<http://www.shorelinewater.org>;

Seattle Public Utilities-
<http://www.seattle.gov/util>;

Shoreline Fire Department -
<http://www.shorelinefire.com>

The City of Shoreline directly provides services for parks, streets, and stormwater management. The City has established interlocal agreements or contracts for those services that it does not provide directly. The Capital Facilities Element describes those services the City provides directly and through external organizations. To be consistent with GMA, the City maintains a 6- year *Capital Improvement Program (CIP)*. The costs of facilities associated with interlocal or franchise agreements are not included in the CIP. Only City-owned or managed facilities are considered for capital expenditures (have capital expenditure costs). Data regarding the projected needs of indirect services such as water, sewer, fire protection, and schools were provided by the local service providers. The capital facility plans of the following providers are recognized by the City of Shoreline as supporting the land use objectives of the Comprehensive Plan.

- *Ronald Wastewater District #64, Comprehensive Sewer Plan, January 2010*
- *Shoreline Water District #117, 2011 Water System Plan Update*
- *Seattle Public Utilities Comprehensive 2013 Water System Plan Update*
- *Shoreline Fire Department Capital Facilities & Equipment Plan 2018-2037*

This element contains the goals and policies that address the City's infrastructure – both those capital facilities that are owned and largely operated by the City, and those that are provided by other public entities. Other services, such as electricity, natural gas, cable, and telephone are discussed in the Utilities Element. The Capital Facilities Supporting Analysis section of this Plan contains the background data that provides the foundation for the following goals and policies. The Supporting Analysis section also includes the list of potential capital projects to implement the goals of the Comprehensive Plan.

GOALS

Goal CF I: Provide adequate public facilities that address past deficiencies and anticipate the needs of growth through acceptable levels of service, prudent use of fiscal resources, and realistic timelines.

To support Goal CF I:

- Acquire Seattle Public Utilities (SPU) water system in Shoreline;
- As outlined in the 2002 Interlocal Operating Agreement, complete the assumption of the Ronald Wastewater District; and prepare for the expiration of the Shoreline Water District franchise (scheduled for 2027) by evaluating the possibility of assumption and consolidation with the City's water system acquired from the City of Seattle (SPU), among other options.

Goal CF II: Ensure that capital facilities and public services necessary to support existing and new development are available, concurrent with locally adopted levels of service and in accordance with Washington State Law.

CAPITAL FACILITIES

Goals and Policies

- Goal CF III:** Provide continuous, reliable, and cost-effective capital facilities and public services in the city and its Urban Growth Area in a phased, efficient manner, reflecting the sequence of development as described in other elements of the Comprehensive Plan.
- Goal CF IV:** Enhance the quality of life in Shoreline through the planned provision of capital facilities and public services that are provided either directly by the City or through coordination with other public and private entities.
- Goal CF V:** Facilitate, support, and/or provide citywide utility services that are:
- consistent, reliable, and equitable;
 - technologically innovative, environmentally sensitive, and energy efficient;
 - sited with consideration for location and aesthetic; and
 - financially sustainable.
- Goal CF VI:** Maintain and enhance capital facilities that will create a positive economic climate, and ensure adequate capacity to move people, goods, and information.

POLICIES

General

- CF1:** The City's 6-year CIP shall serve as the short-term budgetary process for implementing the long-term Capital Facility Plan (CFP). Project priorities and funding allocations incorporated in the CIP shall be consistent with the long-term CFP.
- CF2:** Obtain and maintain an inventory that includes locations and capacities of existing City-managed and non-City-managed capital facilities.
- CF3:** Review capital facility inventory findings and identify future needs regarding improvements and space, based on adopted levels of service standards and forecasted growth, in accordance with this Plan and its established land uses.
- CF4:** Coordinate with public entities that provide services within the City's planning area in development of consistent service standards.
- CF5:** Identify, construct, and maintain infrastructure systems and capital facilities needed to promote the full use of the zoning potential in areas zoned for commercial and mixed-use.



Roof Garden



Richmond Highlands Recreation Center



Sidewalk



Boeing Creek Stormwater Improvements

CF6: Ensure appropriate mitigation for both the community and adjacent areas if Shoreline is selected as a site for a regional capital facility, or is otherwise impacted by a regional facility's expansion, development, or operation.

Financing and Funding Priorities

CF7: Work with service providers to ensure that their individual plans have funding policies that are compatible with this element.

CF8: Capital Facility improvements that are needed to correct existing deficiencies or maintain existing levels of service should have funding priority over those that would significantly enhance service levels above those designated in the Comprehensive Plan.

CF9: Improvements necessary to provide critical City services such as police, surface water, and transportation at designated service levels concurrent with growth shall have funding priority for City funds over improvements that are needed to provide capital facilities.

CF10: Consider all available funding and financing mechanisms, such as utility rates, bonds, impacts fees, grants, and local improvement districts for funding capital facilities.

CF11: Evaluate proposed public capital facility projects to identify net costs and benefits, including impacts on transportation, stormwater, parks, and other public services. Assign greater funding priority to those projects that provide a higher net benefit and provide multiple functions to the community over projects that provide single or fewer functions.

CF12: Utilize financing options that best facilitate implementation of the CIP in a financially prudent manner.

Mitigation and Efficiency

CF13: Maximize on-site mitigation of development impacts to minimize the need for additional capital facility improvements in the community.

CF14: Promote the co-location of capital facilities, when feasible, to enhance efficient use of land, reduce public costs, and minimize disruption to the community.

CF15: Through site selection and design, seek opportunities to minimize the impact of capital facilities on the environment, and whenever possible, include enhancements to the natural environment.

CF16: Promote water reuse and water conservation opportunities that diminish impacts on water, wastewater, and surface water systems,

CAPITAL FACILITIES

Goals and Policies

and promote conservation or improvement of natural systems.

- CF17:** Encourage the use of ecologically sound site design in ways that enhance provision of utility services.
- CF18:** Support local efforts to minimize inflow and infiltration, and reduce excessive discharge of surface water into wastewater systems.

Coordination and Public Involvement

- CF19:** Provide opportunities for public participation in the development or improvement of capital facilities.
- CF20:** Solicit and encourage citizen input in evaluating whether the City should seek to fund large communitywide capital facility improvements through voter-approved bonds.
- CF21:** Work with non-City service providers to make capital facility improvements where deficiencies in infrastructure and services have been identified.
- CF22:** Actively work with providers to address deficiencies that pose a threat to public safety or health, or impediments to meeting identified service levels.
- CF23:** Critically review updated capital facility plans prepared by special districts or other external service providers for consistency with the Land Use and Capital Facilities Elements of this Plan, and identify opportunities for:
- co-location of facilities;
 - service enhancements and coordination with City facilities and services;
 - development of public and environmental enhancements; and
 - reductions to overall public costs for capital improvements.
- CF24:** Track technological innovations to take advantage of opportunities to enhance services or create new utilities.

Levels of Service

- CF25:** Evaluate and establish designated levels of service to meet the needs of existing and anticipated development.
- CF26:** Plan accordingly so that capital facility improvements needed to meet established level of service standards can be provided by the City or the responsible service providers.
- CF27:** Identify deficiencies in capital facilities based on adopted levels of service and facility life cycles, and determine the means and timing for



Richmond Beach Library sign

CAPITAL FACILITIES

Goals and Policies



City Hall Ribbon Cutting

correcting these deficiencies.

- CF28:** Resolve conflicts between level of service standards, capital improvement plans, and service strategies for interrelated service providers.
- CF29:** Encourage the adequate provision of the full range of services, such as parks, schools, municipal facilities, solid waste, telecommunications, and emergency services for new development, at service levels that are consistent throughout the city.
- CF30:** Work with all outside service providers to determine their ability to continue to meet service standards over the 20-year timeframe of the Comprehensive Plan.

City-Managed Capital Facilities and Services

- CF31:** The City establishes the following levels of service as the minimum thresholds necessary to adequately serve development, as well as the minimum thresholds to which the City will strive to provide for existing development:

Type of Capital Facility or Service	Level of Service
Park Facilities	<p>Park Facility Classification and Service Areas:</p> <ul style="list-style-type: none"> • Regional Parks - Citywide • Large Urban Parks - Citywide • Community Parks - 1 ½ miles • Neighborhood Parks - ½ miles • Natural Areas - ½ miles • Special Use Facilities - Citywide • Street Beautification Areas – None <p>The adopted 2011-2017 Parks, Recreation, and Open Space (PROS) Plan provides an inventory of park facilities by classification and service area. The PROS Plan creates an “Amenity Driven Approach” establishing an interconnected relationship between park facilities within the overall park system. Chapter 4 of the PROS Plan analyzes the target level of service for each classification.</p>
Police	0.85 officers per 1,000 residents; and a response time of 5 minutes or less to all high priority calls, and within 30 minutes to all calls.

Element 8

CAPITAL FACILITIES

Goals and Policies

Transportation	As established by the Transportation Element, adopted Transportation Master Plan, and as provided in the Capital Facilities Supporting Analysis section.
Surface Water	Consistent with the level of service recommended in the most recently adopted Surface Water Master Plan.

Non-City Managed Capital Facilities and Services

CF32: The City establishes the following targets to guide the future delivery of community services and facilities, and to provide a measure to evaluate the adequacy of actual services:

Type of Capital Facility or Service	Level of Service
Water	Consistent with fire flow rates stated in the International Fire Code. Potable water as determined by the Washington State Department of Health.
Wastewater	Collection of peak wastewater discharge, including infiltration and inflow, resulting in zero overflow events per year due to capacity and maintenance inadequacies (or consistent with current health standards).
Schools	The City of Shoreline is wholly within the boundaries of the Shoreline School District. The City neither sets nor controls the level of service standards for area schools. The Shoreline School District is charged with ensuring there is adequate facility space and equipment to accommodate existing and projected student populations. The City coordinates land use planning with the school district to ensure there is adequate capacity in place or planned.

Fire Protection and Emergency Services

Level of Service - The City is wholly within the boundaries of the Shoreline Fire Department, an independent special purpose fire protection district. The City neither sets nor controls the level of service standards for the Fire Department. The Fire Department is charged with providing fire and rescue services to the area. The Fire Department has established benchmark performance Standards following the guidelines established by the Center for Public Safety Excellence.



Shoreline Fire Station



Aurora Pedestrian Bridge



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CITY OF
SHORELINE





Exhibit 7 to Ordinance No. 802

2017 Docket Comprehensive Plan Amendment No. 8

Shoreline Fire Department

Capital Facilities Element Supporting Analysis

BACKGROUND AND CONTEXT

Capital facilities in Shoreline that are addressed in this section are placed in two categories: City-managed facilities and non-City managed facilities. City-managed facilities are defined as those that are owned and operated, or managed by the City. Non-City managed facilities are defined as those public capital facilities that are not owned and operated by the City, are facilities and services for which the City has an interlocal or franchise agreement, or services and facilities that are provided to city residents through independent districts.

This Element provides an inventory of both City-managed and non-City-managed public facilities and services. This includes surface water; transportation; park, recreation and cultural resources; police; fire; emergency operations center; public schools; water; wastewater; and solid waste. Transportation, park, recreation, and open space facilities are addressed in their respective elements of this Comprehensive Plan. Other utility facilities such as electrical, natural gas, and telecommunication services are discussed in the Utilities Element Supporting Analysis section of the Plan.

The Growth Management Act (GMA) requires that the Capital Facilities Element provide an inventory of public facilities, including their locations and capacities. The GMA also requires a forecast of future needs for capital facilities, and identification of the proposed capacities of new or expanded capital facilities, as well as facility locations if listed in the six-year plan.

For facilities funded by the City, the GMA requires the preparation of a six-year plan for financing new or expanded capital facilities. The six-year plan must consider financing within project funding capacities, clearly identify the sources of public moneys for these improvements, and ensure that these improvements are consistent with the Land Use Element. Finally, the GMA requires the City to reassess the Land Use Element or revise the adopted level of service if funding falls short of meeting future capital facility needs. The King County Countywide Planning Policies further state that capital facility investment decisions place a high priority on public health and safety.

This element will address the requirements of the Growth Management Act as well as help answer important questions, such as:

- What kind of services and facilities does the community want and need to serve existing and future residents, and which services and facilities are most important?
- When should these services and facilities be provided, and how should they be funded?
- If needed in the near-term, where should such facilities be located?

CAPITAL FACILITIES

Supporting Analysis

- How can the need for new facilities be limited, and their impacts on the community be addressed?
- What is the City's role in ensuring and providing services and facilities, and how should the City work with other providers to facilitate good service?

Shoreline is served by an extensive system of publicly funded and operated capital facilities, from schools and parks to utility systems and transportation facilities. Many of these facilities, such as water towers and roads, help meet the basic needs of residents. Some, such as fire stations and flood detention ponds, make the community safer. Community resources like schools and libraries foster learning and educational development, which help make the city a better place. Others, such as parks and museums, enhance the quality of life.

The community benefits from these investments on a daily basis. In order to sustain and improve on the benefits that the community currently enjoys, the City must identify how it and other public service providers can best maintain existing facilities, and create new facilities to serve the needs and desires of local residents and future development.

When Shoreline residents incorporated the City in 1995, it was in large part to receive better, more efficient services for their tax dollars. This concept was further supported in the framework goals and policies adopted in the 1998 Comprehensive Plan. One way for the City to provide more efficient services could include unifying some of the water and sewer utilities with City operations, creating one-stop shopping for city residents and businesses. Early City Councils realized that consolidating utility services in Shoreline would reduce inefficiencies associated with multiple governmental entities operating in the same city.

Over the coming years, many public facilities will need to be replaced, refurbished, or expanded, and new facilities created in order to serve existing and new residents. Some of these facilities are provided directly by the City. In other cases, separate providers deliver services and plan for and fund capital improvements to meet the mission of their district or service area. A few of these facilities serve not only the needs of Shoreline, but also the larger region.

All of these projects will be competing for limited public resources. For projects that the City controls, citizens must prioritize which projects will proceed and how to fund them. At the development stage, the community may be able to influence where these facilities will be located, and how to address the impacts of new or expanded facilities on adjacent areas and the community.

EXISTING CONDITIONS

This chapter identifies the primary capital facilities that exist within the city. These facilities are listed as **CityManaged Facilities**, and **Non-City-Managed Facilities**. The facility, provider, and an inventory including the name, size, and location of each facility are provided, if the information is available. Some service providers must prepare a comprehensive service plan that includes a capital facility element. These plans are incorporated into this Capital Facility Element by reference. Each plan has been reviewed for consistency with the general policies and Land Use Element. A brief description of services provided at the facility is also presented to explain the use of structures.

In addition, if available, currently identified plans for expansion are provided as a part of the existing conditions information, including the type of facility, the proposed size of the facility, and the location and timing of expansion. In some cases, this information is currently unknown or proprietary.

The City maintains a number of franchise agreements with utility providers allowing for the existence of support facilities, such as sewer mains within the City's rights-of-way (streets). Many of the services referred to in this element are evaluated by the City through franchise and interlocal agreements.

CAPITAL FACILITIES

Supporting Analysis

CITY-MANAGED BUILDINGS, FACILITIES, AND SERVICES

This section addresses existing public capital facilities owned or largely operated and managed by the City of Shoreline, including buildings, and stormwater, transportation, parks, and recreation facilities.

Current City-Managed Facilities

The City of Shoreline offices provide a wide variety of services and functions, which are provided at a variety of facilities.

The City of Shoreline Civic Center, which includes the City Hall building at 17500 Midvale Avenue N, provides approximately 66,400 square feet of office space where governmental services are available. These services include, but are not limited to, customer response, administration, permitting, environmental and human services, road and park maintenance, and neighborhood coordination. The campus also includes a 21,000 square foot auditorium, a 75 car elevated parking structure, and a one-acre public park and plaza.

In addition, the City owns and maintains approximately 28,765 square feet of facilities to support the park system, including the Spartan Recreation Center, the Shoreline Pool, the Richmond Highlands Recreation Center, Kruckeberg Botanic Garden, the Richmond Beach Saltwater Park Pedestrian Bridge, numerous park shelters, and outdoor restrooms.

The City operates a maintenance facility at Hamlin Park, located at 16006 15th Avenue NE. This location serves as a storage yard for various City vehicles, including a street sweeper and road maintenance equipment, as well as offices for street and park maintenance crews. The City is evaluating the relocation and expansion of this facility as part of possible utility acquisitions.

Stormwater Facilities

The Surface Water Master Plan, adopted in 2011, provides a detailed discussion of the stormwater facilities in Shoreline. The plan responds to both state and federal requirements for managing surface water in the city. The plan reviews current and anticipated regulatory requirements, discusses current stormwater management initiatives, identifies flooding and water quality programs, and discusses the resources needed for the City to fully implement the plan. Management of surface waters in the city is funded through the City's Surface Water Utility. The plan also provides a detailed inventory of the existing stormwater facilities and necessary capital facility upgrades.

Transportation Facilities

The Transportation Master Plan, adopted in 2011, and Transportation Element of this Plan provide a detailed discussion of the transportation facilities in Shoreline. The City prepares and adopts a six-year Transportation Improvement Plan (TIP) each year. The TIP lists street and non-motorized projects, and can include both funded and unfunded projects. It is prepared for transportation project scheduling, prioritization, and grant eligibility purposes.

Parks and Recreation Facilities

There are a number of public parks and recreation facilities within the community. These facilities are discussed in more detail in the 2011-2017 Parks, Recreation, and Open Space Plan and Parks, Recreation, and Open Space Element of this Plan.

CAPITAL FACILITIES

Supporting Analysis

Current Police Facilities

The Police Station was built in 1956 and purchased by the City shortly after incorporation in 1995. The Station is located at 1206 N 185th Street. The building is 5,481 square feet, and is constructed of unreinforced masonry that has not been retrofitted to earthquake standards. In 2012, the City initiated a facility feasibility study to analyze potential locations of a new facility. This need was identified during the City's 2009 Hazard Mitigation Planning effort.

In addition to the Police Station there are two neighborhood centers that are currently staffed by community volunteers:

Neighborhood Center Eastside Storefront <i>Space leased by the City</i> 521 NE 165th Street	Neighborhood Center Westside Storefront <i>Space leased by the City</i> 630 NW Richmond Beach Road
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Police services are provided to Shoreline through a year-to-year "City Model" contract with King County in two major areas:

- **City Services:** staff is assigned to and works within the city. In 2012, there were 52 FTEs dedicated to the city.
- **Regional Services:** staff is assigned within the King County Sheriff's Office, and deployed to the city on an asneeded basis (e.g., criminal investigations and special response teams).
- **Communications:** The City contracts with King County for dispatch services through the King County 911 Communications Center.

The neighborhood centers are primarily staffed with community volunteers. Volunteers assist with a number of programs, including vacation house checks, and bicycle identification and licensing, along with providing a link to local neighborhoods, businesses, and schools to resolve issues and problems affecting them. At the time of this update, the City had two Community Policing Specialists (Storefront Officers) providing support to the neighborhood centers.

There are no City-managed jail cells located within the city. The Shoreline Police maintain two holding cells at the Police Station on N 185th Street to detain suspects until they can be transferred to the King or Snohomish County jail facilities.

NON-CITY-MANAGED FACILITIES AND SERVICES

There are additional public capital facilities and services available to Shoreline residents. These include facilities and services that are provided through contracts between the City and private or public utility districts and entities, or between individual residents and utilities or district service providers. These include fire and police, wastewater, water, public schools, and solid waste facilities and services. Facilities and services, such as electrical, natural gas, and telecommunications, which are specifically characterized as "utilities" by the Growth Management Act, are addressed in the Utilities Element.

Shoreline District Court

The Shoreline District Court, located at 18050 Meridian Avenue N, is supportive of police services provided to the City through an interlocal agreement with King County. The District Court provides City-managed court services for the prosecution of criminal offenses committed within the incorporated city limits. The District Court serves several other jurisdictions as well. No known changes are planned for the Shoreline District Court facility or services.

CAPITAL FACILITIES

Supporting Analysis

Current Fire Facilities

Shoreline Fire Department (SFD) is an independent special purpose district that provides fire and rescue services to the District's 13 square miles of predominantly urban areas. Services include: fire protection, fire prevention and code enforcement, basic life support (BLS) emergency medical service (EMS), advanced life support (ALS) EMS in cooperation with King County EMS, public education in fire prevention and life safety, and technical rescue including high/low angle, confined space, and trench rescue. The current service area includes all of the City of Shoreline as well as the Town of Woodway and the Point Wells area, under service contracts. Furthermore, SFD provides ALS service to the Cities of Lake Forest Park, Kenmore, Bothell, and parts of Woodinville.

The Shoreline Fire Department serves an area slightly larger than the incorporated boundaries of the City of Shoreline. The Shoreline Fire Department estimates that the population served by the department is approximately 53,000. In addition to the Shoreline Area, the Fire Department provides fire suppression services to Point Wells in Snohomish County on a contractual basis.

The Shoreline Fire Department maintains ~~four~~ five stations located at 17525 Aurora Avenue N, 719 N 185th Street, ~~1841 NW 195th Street~~, 145 NE 155th Street, and 1410 NE 180th Street. The department ~~also maintains five pumpers, three advanced life support units, three basic life support units, and one ladder truck.~~

Capital resources for SFD consist of the previous listed fire stations, fire apparatus (vehicles used for fire and rescue work), staff vehicles and the related equipment, tools, and associated personal protection equipment needed to safely and legally provide fire and rescue services. Current inventories of all SFD resources are listed in the Shoreline Fire Department Capital Facilities and Equipment Plan. The Capital Facilities and Equipment Plan can be found at: <http://shorelinewa.gov/.....> and the Mitigation & Level of Service Policy can be found at: <http://shorelinewa.gov/.....>

City of Shoreline Emergency Operations Center (EOC)

RCW 38.52.070 authorizes and directs the City to assume responsibility of emergency management for their jurisdiction. The City has established its Emergency Operations Center at the Shoreline Fire Headquarters through a Memorandum of Understanding (MOU) signed by the City Manager and Fire Chief. The City supports the equipment needed to operate from the Fire Department's community room. The need for a more permanent EOC was also discussed in the Hazard Mitigation Planning process. This could potentially be included in the planning for a new police facility, and is considered a "critical facility" during emergencies.

Planned Fire Facilities

The SFD is currently designing a new, two-story, approximately 16,650 square-foot station on 1½ acres of land to replace the existing station at 1410 NE 180th Street and is anticipated to be completed in 2019. The SFD is also designing a "satellite station" to replace the existing facility at 1851 NW 195th Street which has not been operating as a fire station but as an education center; with construction expected to start in 2028. Other stations will require various asset preservation/maintenance projects over the next 20 year planning horizon to ensure adequate service.

The Shoreline Fire Department recently completed construction of two new neighborhood fire stations and a training/support services/administrative facility. With these projects constructed, there are no additional major upgrades projected for the next 15 to 20 years.

CAPITAL FACILITIES

Supporting Analysis

Public School Facilities

Public school services are provided by Shoreline Public School District #412. Within the District, which includes the cities of Shoreline and Lake Forest Park, there are 16 public schools, a bus barn, and a District Office and conference center facility.

Current Public School District Facilities

School District #412 encompasses a 16 square mile area, bounded by Puget Sound on the west, Lake Washington to the east, the Seattle city limits to the south, and the King/Snohomish County line to the north. Residents of Shoreline are served by all District schools, except Brookside Elementary School and Lake Forest Park Elementary School.

The School District operates 1 preschool/daycare center, 8 elementary schools, 2 middle schools, 2 high schools, the Shoreline Center (described in detail in the following section) and 2 additional surplus properties located within the city. In addition to these facilities, the School District maintains a Transportation Center located adjacent to the Ridgecrest Elementary School site, and a warehouse with a central kitchen located adjacent to Hamlin Park. These facilities are listed in CFA-1.

**Figure CFA-1:
Shoreline School District Facilities**

Name of Facility	Location
Preschool/Daycare Centers:	
• Shoreline Children's Center	1900 N 170th Street
Elementary Schools:	
• Briarcrest Elementary	2715 NE 158th Street
• Echo Lake Elementary	19345 Wallingford Avenue N
• Highland Terrace Elementary	100 N 160th Street
• Meridian Park Elementary	17077 Meridian Avenue N
• North City Elementary (closed)	816 NE 190th Street
• Parkwood Elementary	1815 N 155th Street
• Ridgecrest Elementary	16516 10th Avenue NE
• Syre Elementary	19545 12th Avenue NW
Middle Schools:	
• Einstein Middle School	19343 3rd Avenue NW
• Kellogg Middle School	16045 25th Avenue NE

CAPITAL FACILITIES

Supporting Analysis

High Schools:	
• Shorecrest High School	15343 25th Avenue NE
• Shorewood High School	17300 Fremont Avenue N
Other Facilities:	
• The Shoreline Center	18560 1st Avenue NE
• Transportation Center	124 NE 165th Street
• Warehouse and Central Kitchen	2003 NE 160th Street
• Cedarbrook (closed)	2000 NE Perkins Way
• Sunset Elementary (closed)	17800 10th Avenue NW

Shoreline Center

The Shoreline Center is located at 18560 1st Avenue NE, in the former Shoreline High School campus. The facility is owned by the Shoreline School District. It comprises approximately 209,000 square feet of enclosed space located on 35 acres of land. The City maintains and operates portions of the facility under an interlocal agreement.

The Shoreline Center accommodates several organizations and services, including the Shoreline School District offices, the Shoreline Conference Center, the Shoreline – Lake Forest Park Arts Council, the Shoreline PTA Council, the Shoreline Public Schools Foundation, the Shoreline Senior Center, as well as the Shoreline Chamber of Commerce. A football field, gymnasium, and soccer fields are also located on the campus.

The Shoreline School District does not have any specific plans for substantial changes to the Shoreline Center building.

Planned School District Facilities

The School District substantially renovated Shorecrest and Shorewood High Schools in 2012 to meet standards of the Washington Sustainable Schools Protocol.

Generally, the School District can take the following steps to expand capacity at individual sites:

- Site a portable at an affected school. The District owns several portables for this purpose; if all are being utilized, the District could purchase or lease more;
- Alter/shift special program assignments to available space to free up space for core programs: gifted programs, special education, arts, activities, and others.
- Boundary adjustments: the areas from which individual schools draw may be adjusted; in more extreme cases, the district boundary could be modified; and/or
- Expansion of affected schools (if feasible without eliminating required playfields or parking).

WATER

The City of Shoreline is served by two public water utilities and maintains franchise agreements with each entity:

- Seattle Public Utilities (SPU), which serves the portion of the city located generally west of I-5.
- Shoreline Water District (SWD), which serves the portion of the city generally east of I-5.

CAPITAL FACILITIES**Supporting Analysis**

SPU is a direct provider of water, servicing about 58% of the city's population. The other 42% of the city is serviced by the SWD, which purchases water wholesale from SPU.

Existing Water System

The water system provides water conveyance and fire flow service to hydrants, single- and multi-family residences, commercial customers, and fire suppression systems. This water is supplied by Seattle Public Utilities via the 60+inch transmission main located along 8th Avenue NE. The Seattle Public Utilities' primary sources of water are the Cedar and Tolt Rivers.

Existing Seattle Public Utilities (SPU) Water Services and Facilities

SPU facilities in the City of Shoreline constructed through 1994 include approximately 606,000 feet of 1-inch diameter to 66-inch diameter pipe, 879 fire hydrants from 2- to 8-inches in diameter (785 hydrants are 6 inches in diameter), and the following 4 major facilities:

- Richmond Highlands Tanks at the Southwest corner of N 195th Street & Fremont Avenue N;
- Foy Standpipe at the northeast corner of Dayton Avenue N and N 145th Street; • Foy Pump Station at the northeast corner of 5th Avenue NE and NE 145th Street; and
- North Pump Station located east of 8th Avenue NE on NE 185th Street.

The earliest portion of the water distribution system included 27,882 feet of waterline, which was built in 1933. The water system is now distributed throughout the SPU service area in Shoreline. In 1995, an estimated 2,640 feet of new pipe was built, generally to replace existing water mains. The water system has approximately 17,000 feet of 3-inch and less diameter pipe, in addition to 2,907 feet of 4-inch pipe.

Planned Seattle Public Utilities Water Service and Facilities

The capital expenditures that SPU has identified are included in their plan update. The actual capital facility upgrades for Shoreline would be re-evaluated by the City as part of the potential acquisition process.

Existing Shoreline Water District (SWD) Services and Facilities

The Shoreline Water District's administrative offices are located at 15th Avenue NE and NE 177th Street. The maintenance facility is located south of the administrative offices, at 15th Avenue NE and NE 169th Street. The District was formed in 1931, and has operated as Shoreline Water District since 1991. The majority of the system was constructed between 1948 and 1975. In 1982, 27 cities, water districts, and associations signed 30-year contracts to buy some or all of their water from SPU on a wholesale basis; SWD was one of these districts. The contract signed by SWD in 1982 was effective until January 1, 2012. In November 2001, SWD was one of nine associations that signed a new 60-year water service agreement with SPU; this new contract extends to January 1, 2062. This contract allows SWD to acquire all of its water from metered connections from SPU's Tolt Transmission Pipeline.

The Shoreline Water District system contains more than 92 miles of water main, ranging in size from 2 to 20 inches. Transmission capability for the system is primarily provided by 12-inch diameter pipelines from the supply stations to various points within the service area. The transmission pipelines are located primarily along the major transportation corridors. Some transmission capability is also provided by looped, 8-inch diameter pipelines in the heavily developed residential areas of the system. Over 50% of the mains were installed between 1966 and 1968.

CAPITAL FACILITIES

Supporting Analysis

The Shoreline Water District storage capacity is composed of a 3.7 million gallon reservoir and a 2.0 million gallon reservoir. A detailed inventory of the system's existing facilities is included in the District's 2011 Water System Update.

Planned Shoreline Water District Services and Facilities

A comprehensive Water System Plan update was completed by the Shoreline Water District in 2012. It identifies numerous projects including: equipment replacement and maintenance, pressure zone improvements, main replacements, new booster pump station to increase fire flows, and continued monitoring of water quality. The District has current plans to upgrade their administrative offices and maintenance facility.

Future Water Service

The City has a tentative agreement with the City of Seattle regarding the sale of the Seattle Public Utilities (SPU) water system located in Shoreline. The Shoreline City Council has established SPU water system acquisition as a specific goal to allow citizens a direct say in how rates for services are set and how the utility is managed. Currently, rate and management decisions are made solely by the City of Seattle. It will be important for the City to study and solicit input regarding the best course of action as Shoreline Water District's franchise nears expiration in 2027.

Consolidation of the water services with the general government of the City would provide an opportunity to share resources among the two water systems, and ultimately with general City operations. This sharing of resources could provide direct savings to the water utilities on such functions as billing, accounting, equipment, manpower, and facilities. This creates a more efficient utility, less cost to the rate payers, and a more stable rate structure over time. Consolidation should facilitate economic development, manage growth, and meet the long-term goals of the Shoreline community.

WASTEWATER

Ronald Wastewater District was formed in 1951. It is the primary wastewater service provider for the City of Shoreline, and in October 2002 the City executed a franchise agreement with the District to construct, maintain, operate, replace, and repair the sanitary sewer within the city. The Highlands Sewer District serves a small part of the city in the Highlands neighborhood.

There are 31 known lots scattered individually throughout the District with onsite sewage disposal systems. Many of the lots have sewer available, but the property owners have not chosen to connect for a variety of reasons.

Wastewater treatment services are provided by the City of Edmonds and the King County Department of Natural Resources Wastewater Division (formerly Metro). King County DNR also provides gravity and pumped interceptor service.

Existing Ronald Wastewater District (RWD) Services and Facilities

Ronald Wastewater District's service area includes the entire City of Shoreline, with the exception of the Highlands neighborhood. In October 2001, RWD purchased the portion of sewer system owned by Seattle Public Utilities known as the Lake City Sewer District. This area covers most of the I-5 corridor, along with the southeastern portion of the city. The District presently owns, operates, and maintains a domestic wastewater collector and interceptor system consisting of 16 lift stations, 21 individual grinder pumps, and approximately 190 miles of 6- to 30-inch diameter sanitary sewer mains, not including private sewers. Sewer service is generally provided to customers by gravity flow through the District system, or by gravity flow to District owned and operated lift stations.

CAPITAL FACILITIES

Supporting Analysis

The wastewater collected from within the District is treated at two facilities, King County Wastewater Division's West Point Treatment Plant and the City of Edmonds Treatment Plant, under contract arrangements. The Highlands Sewer District discharges wastewater flow into the Ronald Wastewater District system. The existing collection system is detailed in the District's 2010 Comprehensive Water Plan.

Planned Ronald Wastewater District Services and Facilities

To further the goal of consolidating services, the City and District entered into an Interlocal Operating Agreement in 2002, which facilitates assumption of the District in October 2017. This assumption would allow coordination and resource sharing with other City utility and street operations. The Agreement outlines the unification process between the City and the District. The City intends use the assumption process authorized in Chapter 38.13A, which means all assets, reserve funds, employees, equipment, and any District debt would be assumed by the City, and the Ronald Wastewater District would cease to exist as a separate government entity.

Currently the District maintains a 10-year capital improvement program for its original sewer system and the old Lake City Sewer District system. The Capital Improvement Program includes an ongoing infiltration and inflow monitoring and reduction program. The City would re-evaluate the capital improvement plans as part of the unification process.

Existing and Planned Highlands Sewer District (HSD) Services and Facilities

The Highlands Sewer District maintains a sanitary sewer collection system that conveys wastewater from approximately 100 households in the Highlands Neighborhood to the Ronald Wastewater District. There are no known changes to future provision of service within the Highlands Sewer District.

Treatment Facilities

Existing King County Department of Natural Resources Wastewater Division (KCDNRWD) and the City of Edmonds Services and Facilities

King County maintains a system of interceptor sewers and 3 pumping stations within the City of Shoreline. King County transfers the majority of the flows from within the city via gravity and pumping to the West Point Treatment Plant. The West Point Treatment Plant currently has the capacity to treat up to 133 million gallons of wastewater per day.

The majority of the wastewater flows in the District's sewer pipes are generated by the citizens of Shoreline. Flows are also transferred from areas in Lake Forest Park, Highlands Sewer District, and from Woodway, Mountlake Terrace, and Olympic View in Snohomish County through the District's sewer mains into either King County or City of Edmonds interceptors.

A small area within the City of Shoreline (approximately 2,200 households) is served via gravity and pumping into Snohomish County and to the City of Edmonds Wastewater Treatment Plant. The Edmonds Wastewater Treatment Plant currently has capacity to treat approximately 12 million gallons per day.

In response to increased growth in our region, King County constructed a regional wastewater treatment plant, called Brightwater. Construction started in 2006. Treatment plant start-up and operations began in September 2011.

CAPITAL FACILITIES

Supporting Analysis

Brightwater serves portions of King and Snohomish. The facilities include a treatment plant, conveyance (pipes and pumps taking wastewater to and from the plant), and a marine outfall (at Point Wells). The capacity needed to treat future wastewater flows from Shoreline will be accommodated by this facility.

SOLID WASTE

Existing Solid Waste Collection Services and Facilities

The City of Shoreline currently has a solid waste collection contract with Cleanscapes, LLC that expires in 2015 for residential curbside solid waste and recycling collection, and for commercial solid waste collection. Shoreline maintains an interlocal agreement with King County for use of the Shoreline Recycling and Transfer Station. In addition to solid waste collection, the City also operates a household battery recycling program and a composting facility for recycling City-managed and school district green waste. The City also sponsors two recycling events during the year for residents to recycle household items.

Planned Solid Waste Services and Facilities

The City plans to continue solid waste collection through contract services, and to continue its agreement with King County for the use of the Shoreline Recycling and Transfer Station, which was renovated in 2008. The facility no longer accepts plastic, glass, cardboard, or mixed paper for recycling. Curbside recycling for these materials is provided by Cleanscapes. The City continues to encourage recycling by modeling it in all City-owned facilities, and through environmental education and stewardship.

CAPITAL FACILITY ISSUES

General Growth Projections

According to growth projections, which provide the foundation for the Land Use Element of the Comprehensive Plan, the city could experience an increase of up to approximately 5,000 additional households over the next 20 years. This figure is based on the housing target allocated to the City by King County (see the Land Use Element for additional discussion of the housing target).

For capital facilities planning purposes, the projected growth expected over the 20-year period was allocated on an average basis rather than based on a year-by-year prediction that tries to factor in anticipated economic cycles. Growth will undoubtedly not occur precisely as projected over the next 6-year or even the 20-year period. For this reason, the GMA requires that the Capital Facilities Plan be updated at least every 6 years. This provides local governments with the opportunity to re-evaluate their forecast in light of the actual growth experienced, revise their forecast if necessary, and adjust the number or timing of capital facilities that are needed.

The Capital Facilities Plan is updated annually as part of the City's budget process, thereby ensuring that the plan reflects the most current actual statistics related to growth in Shoreline, and that city-managed capital facilities are slated for upgrade in accordance with both the level of service standards and the City's concurrency policies.

Levels of Service

Level of service is a term that describes the amount, type, or quality of facilities that are needed in order to serve the community at a desired and measurable standard. This standard varies, based not only on the type of service that is being provided, but also by the quality of service desired by the community. A community can decide to lower, raise, or

CAPITAL FACILITIES

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maintain the existing levels of service for each type of capital facility and service. This decision will affect both the quality of service provided, as well as the amount of new investment or facilities that are, or will be, needed in the future to serve the community.

Level of service standards state the quality of service that the community desires and for which service providers should plan. The adoption of level of service standards indicates that a community will ensure that those standards are met, or can be met at the time development occurs. If such standards cannot be met, the community may decide to decrease the standard, determine how the needed improvements will be paid for, or deny the development. The Growth Management Act only requires communities to adopt level of service standards for transportation facilities; however, some communities may elect to establish service standards for City-managed capital facilities.

For many of the capital facilities in Shoreline, the City is not the direct provider of service. In the instances where the City does not provide the service, it contracts with either districts or other governmental entities. As noted in the inventory, the only capital facilities that the City has direct financial and managerial authority for are City-managed buildings, transportation facilities, and park and recreation facilities. Because the Public Works Department has planning, operational, and managerial responsibility for the City's stormwater management system, this utility has been categorized as a City-managed capital facility.

Capital facilities, such as water or wastewater service are provided through a public or private utility or district, or through a contract for services with another agency. The City may recommend levels of service or "service goals" for these capital facilities and services, but it does not have ultimate authority to affect these services directly, except in its agreements to pay for services. The City may establish minimum levels of service that it wishes to use as a guide to inform providers of the level of service desired by the community, and then it may coordinate with the service provider to reasonably provide that level of service.

Adequacy and Concurrency

According to the GMA, public facilities and services shall be adequate to serve the development at the time the development is first occupied without decreasing the level of service described in the Comprehensive Plan. Adequate public facilities and services, such as water, sewer, and surface water management, are required in order to serve development. Additionally, the GMA mandates concurrency for transportation services to ensure that transportation improvements or strategies are in place at the time of development, or that a financial commitment is made to complete the improvement within 6 years.

Water and sewer service providers have demonstrated the ability to meet current demand at the service levels established in the Comprehensive Plan. The City uses the most current Department of Ecology stormwater manual to assure that new development meets the established service standards for surface water management and requirements of the current National Pollutant Discharge Elimination System permit. The City continues to work with all non-city-managed service providers to determine their ability to continue to meet these service standards over the next 20 years under the Land Use Map identified in Figure LU-1. If the City determines that water and sewer providers or the City (for transportation and surface water management) will not be able to meet these service standards, the City could choose to:

- modify the Land Use Map through an amendment to the Comprehensive Plan;
- modify the level of service standards through an amendment to the Plan; or
- restrict development until service can be provided at the established levels of service standards.

Other services, such as police, fire, parks, and schools, are extremely important, and may be generally available at the time of occupancy; however, upgrades may be needed to provide services to new development at the same level or

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rate as other parts of the community. In these situations, it may take a few years for these full improvements to come on-line. There are other services that may be needed, but are not critical, and barriers to the availability of service may take time to overcome. This situation can happen with services like cable television or natural gas.

The City of Shoreline believes that water, sewer, and surface water management should be included in concurrency requirements even though the Growth Management Act does not specifically list them. The concurrency policies establish minimum standards for service availability for new development.

Coordinating Among Competing Projects

The community will face a number of issues over the coming years that will determine if facilities need to be refurbished, expanded, or developed; and then when, where, and how this will occur.

Many capital projects will be competing for development because not all facilities can be funded and built at the same time. Analysis of the end life cycle and long-term major maintenance for facilities will need to be completed to prioritize projects, establish schedules, and develop capital fundraising strategies. Not only will funding need to be prioritized, but also construction resources and land will need to be carefully allocated.

The competition between projects can be mitigated in some cases by greater coordination and co-location.

Enhanced efficiency can also reduce the need for additional construction projects or facilities.

Prioritization

The community must balance a wide range of capital facility needs and desires with available funding. Many of these facilities are provided by public entities other than the City. For capital facility projects that are developed by the City, there will not be adequate resources to complete all capital improvement projects at the same time; therefore, decisions must be made to prioritize projects. The community must clearly identify which projects are most important to meeting their needs. The policies on prioritization provide City officials with guidance when evaluating competing capital projects.

Coordination and Public Involvement

The construction of new or renovated facilities within the community requires the involvement of many parties, including the public, local service providers, and other entities. Coordination and public involvement policies identify ways the City can bring all parties within the community together in the process of making these decisions on capital projects.

Mitigation and Efficiency

New facilities have an impact on the community. There are a variety of ways in which the community can address and mitigate impacts of these facilities. In addition, the community can evaluate the impact of new development in the context of need for new facilities. The policies on mitigation and efficiency provide guidance on how and when mitigation should be used to address capital facilities planning.

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Inadequate Infrastructure

There are indications that sewer, water, and stormwater facilities will need to be upgraded or replaced in parts of the community. In some cases, these improvements will be necessary because of the advanced age or condition of the pipes/facilities. In other situations, existing systems may be insufficient to meet desired service levels. Addressing these deficiencies may require installation of new infrastructure, including water mains and hydrants, sewer lines, and storm drainage pipe and/or facilities. The City has determined that attracting development is a priority, so identifying options for funding such infrastructure upgrades should also be a priority, since the cost of these improvements could be prohibitively large for developers to assume.

The City is currently dependent upon the service providers to inventory and address deficiencies. For utilities that the City does not directly operate, acquisition, assumption, service contracts, or interlocal agreements can be used to guarantee the future provision of adequate infrastructure and corresponding service. The City has contracts or interlocal agreements with most providers, although some service continues to be provided based upon historical service obligations, such as Seattle Public Utilities services. Without a service contract, the City has limited ability to address inadequate infrastructure if the provider does not intend to do so. In these situations, the City may have problems ensuring adequate infrastructure and may need to look to assume direct provision of service in order to ensure adequate infrastructure.

Equitable Funding

Most utility services are financed by rates, which the customers pay directly to providers. In some cases, taxes are used to support services provided by public entities. Seattle Public Utilities provides water service to portions of Shoreline. Utility taxes are collected by the City of Seattle for these services; however, Seattle's utility tax revenues go into Seattle's general fund, and do not directly support the operation of the utility. The utility taxes Shoreline residents pay to Seattle Public Utilities do not directly help maintain infrastructure and provide service within Shoreline.

In several situations, such as water, sewer and cable service, utility rates paid by customers to different providers for similar service is significantly different. These rate differentials may be the result of different capital improvement programs or administrative systems.

Environmental Impacts from Utility Improvements

When capital facilities and utilities are renovated, expanded, or created, they have an impact on the community. These projects raise questions about how the community addresses and mitigates utility facilities. The City relies upon State Environmental Policy Act (SEPA) and adopted development regulations to identify and address most impacts; however, the community may consider additional approaches to mitigate the impact of utility facilities and infrastructure through enhanced development regulations.

Opportunities for Cooperation

The utilization of multiple providers to serve the utility needs of the community raises a number of issues about coordination within the City and among service providers. Activities can often be consolidated through coordination, reducing the cost and adverse impacts of these activities. In some cases, cooperative use of utility facilities can benefit the community. The use of utility corridors like the Seattle City Light right-of-way for a trail facility (Interurban Trail) is an example of beneficial, cooperative arrangements.

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Adequacy of Service

The community has expressed a desire to maintain current levels of service. However, in several areas, concern has been expressed about the quality of current services, and the means to improve the way that these utilities provide service to the community. These concerns range from equitable rates to the quantity of available water for fire suppression for existing buildings and future development. In response to these concerns, the City is pursuing purchase of Seattle Public Utilities facilities in the City of Shoreline, assumption of Ronald Wastewater, and evaluating acquisition of the Shoreline Water District.

The City may face difficulties in assuring adequate services and facilities from providers the City does not directly control. This significant issue in the provision of essential services can be addressed through contracts or interlocal agreements with individual agencies, or through direct provision of service, such as water, sewer, or stormwater management. Lack of needed infrastructure from these services may result in permitting delays or moratoriums if services are required for concurrency.

Siting and Mitigating Environmental Impacts

Large capital projects, whether for City-managed or non-City managed public facilities, can have a significant impact upon the community and neighborhoods where facilities are sited. Such projects can result in impacts to adjacent areas and the community. The community must identify how to best respond to the siting and impacts of new facilities. The impacts of new facilities can be considered through SEPA, but the community may wish to explore additional ways to identify and mitigate the impacts of existing facilities, such as through master planning. In addition, siting criteria can help clarify where certain facilities are inappropriate or beneficial.

These issues apply to all public facilities, including essential public facilities. Under the Growth Management Act, the community cannot restrict the siting of essential public facilities within the city, and has limited control over decisions regarding these projects. The community can, however, establish guidelines that will direct how and where these facilities can be established (See the Land Use Element for discussion of Essential Public Facilities).

Maintaining and/or Improving Services

The community will face challenges in maintaining current services over the coming years. Aging facilities will need to be replaced or refurbished, and additional or expanded facilities will be needed to serve new development.

In addition, community input must be solicited during the preparation of the annual update to the Capital Facilities Plan to identify areas where there is a desire for increased levels of service, and to identify potential projects to include in the 6 year planning period.

Limited Funding Sources

The cost of desired capital facilities, such as sidewalks, exceed current revenue sources, which necessitates conversations about trade-offs, and pros and cons of topics like development and density. Private redevelopment or publicly-funded improvement projects are mechanisms to provide desired amenities, but in lieu of these, community members will be faced with either waiting for the City to develop them over a long period of time, or considering alternate funding sources, such as user fees, bonds, local improvement districts, or impact fees.

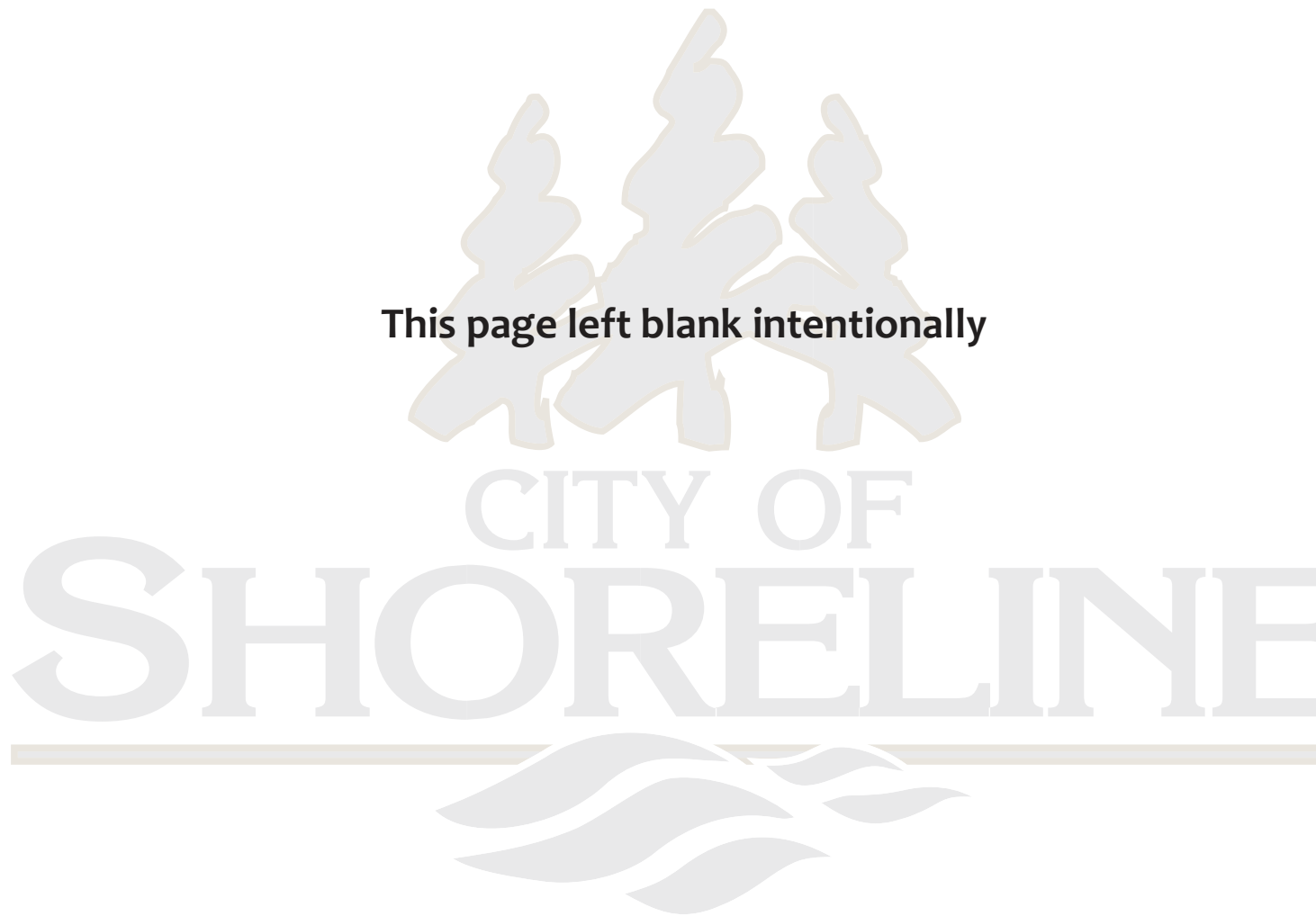
Impacts fees are one method that could be used to pay for capital improvements, such as parks or roads. For development, impact fees can create public benefits, but also raise home sale prices, and thus property taxes for

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existing homes. A potential trade-off is reduced demand on the general fund for capital improvements that support growth. However, in a built-out community the amount of revenue derived from new and redevelopment will be limited. The community will need to decide if impact fees are an acceptable way to help fund new capital facilities.

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2018 – 2037

Capital Improvement Plan



Shoreline Fire Department

Capital Facilities & Equipment Plan

DRAFT - PROPOSED ADOPTION NOVEMBER 2017

DRAFT

Shoreline Fire Department Capital Facilities & Equipment Plan

Prepared By:

Fire Chief Matthew Cowan

Shoreline Fire Department

And

Larry Rabel

Deployment Dynamics Group LLC

November 2017

This document reflects the need to prepare long-term capital project plans to appropriately identify future needs and the financial means to support those projects. The recession virtually eliminated any reserved capital funds and brings into sharp contrast the benefits of looking at the life cycles of all our needs and developing revenue sources for them. The likely solution is that not any one source will provide the funds necessary to sustain these projects, but rather that it will be a combination of sources. The original goal of this document was to establish a plan toward replacing the aged and dysfunctional Station 63 and then to look long-term at our needs of building a functional Station 62. This plan has been approved by the Board of Commissioners and will be evaluated on an annual basis. The following pages of this plan reflect a strategic, responsible, and cost conscious compromise reflective of current and future needs.

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1. Capital Facilities & Equipment Plan

1.1. Introduction & Purpose:

The purpose of this document is to identify the capital resources necessary for the Shoreline Fire Department (SFD), to appropriately address current and future service delivery model needs for our urban community. SFD's intent is to sustain adequate levels of service consistent with their adopted service standards and the Land Use elements of the Shoreline Comprehensive Plan. The goal of this plan is to forecast the next 20 years of capital facilities needs and establish an achievable six year funding plan that incrementally provides the resources necessary to maintain adequate service delivery prior to or concurrently with the impacts of development.

The Capital Facilities Plan for Shoreline Fire Department contains all elements required by Washington Law to comply with the Washington State Growth Management Act (GMA) as set forth in RCW 36.70A.070(3):

"(3) A capital facilities plan element consisting of: (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities; (b) a forecast of the future needs for such capital facilities; (c) the proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent."

The underlying premise of this document is that as the community continues to grow, additional resources will be required to adequately meet the growing demand for services. It is assumed that a direct relationship exists between population and demand for services which directly links to a need for resources. This plan focuses on achieving the "Benchmark" goals of Shoreline Fire Department's 20 year planning documents by utilizing a "concurrency" philosophy to service delivery; meaning fire and emergency service capacity must grow concurrently with development. To determine future resource needs, this document utilizes the 20 year growth predictions found in the City of Shoreline, King County Comprehensive Plans, and the SFD Station Location Analysis conducted in 2016. For purposes of this plan, capital improvements are defined as real estate, structures or collective equipment purchases with an anticipated cost of over \$20,000 and an expected useful life of at least five years.

1.2. Background & Organizational Overview:

1.2.1. Yesterday

Shoreline boasts a unique history and character derived from original settlements dating back to the late 1800s. The quality that drew early settlers to the area remains dominant to this day: location. The City of Shoreline offers classic Puget Sound beauty with the convenience of easy access to areas such as the City of Seattle.

As railroad fever gripped the Northwest in the 1880s, speculators planned towns in anticipation of the transcontinental railroad route. Among these was Richmond Beach, platted in 1890. The arrival of the Great Northern Railroad in Richmond Beach in 1891 spurred the growth of the small town and increased the pace of development in the wooded uplands.

Construction of the Seattle-Everett Interurban line through Shoreline in 1906, and the paving of the North Trunk Road with bricks in 1913, made travel to and from Shoreline easier, which increased suburban growth. People could live on a large lot, raise much of their own food and still be able to take the Interurban, train or, beginning in 1914, the bus, to work or high school in Seattle.

During the early twentieth century, Shoreline attracted large developments drawn by its rural yet accessible location. Car travel had broadened the settlement pattern considerably by the mid-1920s. Although large tracts of land had been divided into smaller lots in the 1910s in anticipation of future development, houses were still scattered.

The Great Depression and World War II slowed the pace of housing development. During the Depression, many Shoreline families eked out a living on land they had purchased in better times. By the late 1930s, commercial development concentrated along Aurora which saw steadily increasing use as part of the region's primary north-south travel route - U.S. Highway 99. Traffic on 99 swelled, particularly after the closing of the Interurban in 1939.

The late 1940s saw large housing developments spring up seemingly overnight. Schools ran on double shifts as families with young children moved into the new homes. In the late 1940s, business leaders and residents began to see Shoreline as a unified region rather than scattered settlements concentrated at Interurban stops and railroad accesses.

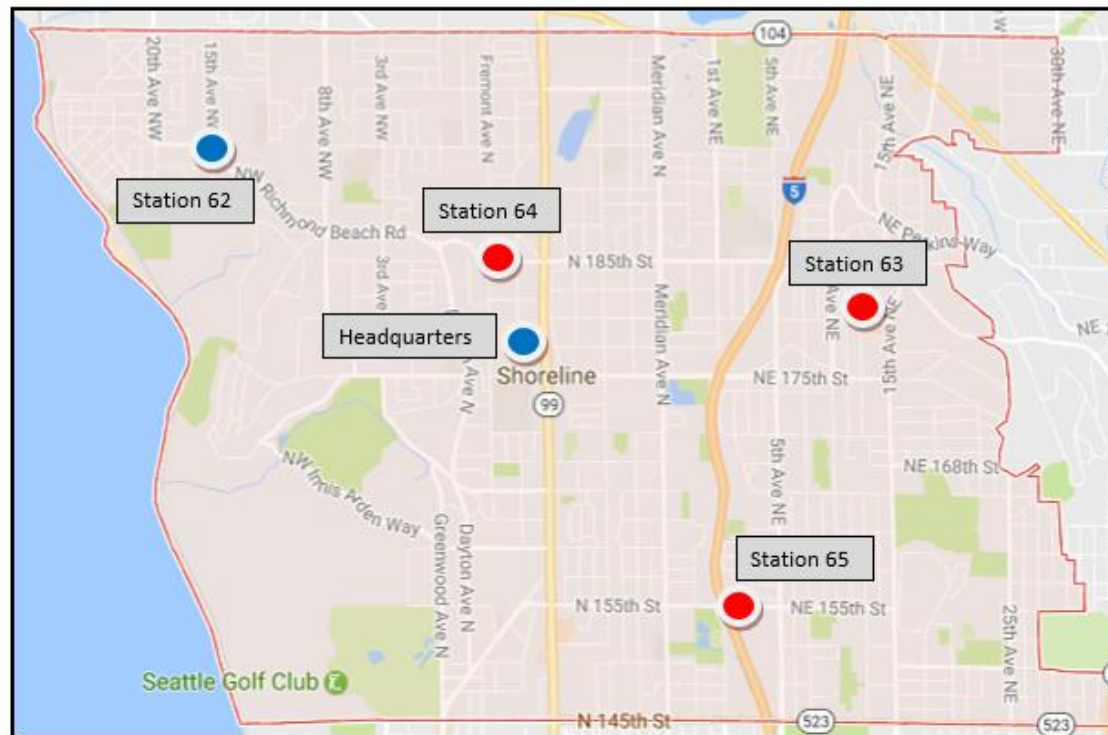
In 1944, the name "Shoreline" was used for the first time to describe the school district. Coined by a student at the Lake City Elementary School, it defined a community which went from city line to county line and from the shore of Puget Sound to the shore of Lake Washington.¹

Originally formed as King County Fire District No. 4, Shoreline Fire Department has served the community since 1939. In 1995 Shoreline officially became a city being incorporated by King County and annexed into KCFD #4. The Department then changed its name officially to the Shoreline Fire Department in 1998.

1.2.2. Today

SFD is an independent special purpose district that provides fire and rescue services to the District's 13 square miles of predominantly urban areas. Services provided are delivered through a career type of fire service, meaning that only paid personnel are utilized to deliver services which include; fire protection, fire prevention and code enforcement, basic life support (BLS) emergency medical service (EMS), advanced life support (ALS) EMS in cooperation with King County EMS, public education in fire prevention and life safety, and technical rescue including high/low angle, confined space, and trench rescue. The urban boundary set in 1992 remains essentially the same in Shoreline. The current service area includes all of the City of Shoreline as well as the Town of Woodway and the Point Wells area, under service contracts. Furthermore, SFD provides ALS service to the Cities of Lake Forest Park, Kenmore, Bothell, and parts of Woodinville. Today with over 55,000 residents, Shoreline is Washington's 20th largest city.

¹ Information from City of Shoreline website <http://www.shorelinewa.gov/community/about-shoreline/shoreline-history>

Exhibit 1: Shoreline Fire Department Boundaries and Station Locations²

Red circles identify career station locations, blue circles represent other facilities.

1.2.3. Tomorrow's Growth

The City of Shoreline is already experiencing growth as the area emerges from the recession, which is expected to increase significantly in the near future. Generally, the entire King County region is seeing rapid development, but in Shoreline this will be augmented by the two light rail stations to be constructed over the next four years. As a result it is expected that there will be

² Internal SFD map

aggressive redevelopment of lower density properties to higher and better use. The result will be higher density commercial and multi-family residential development, which will include larger and taller structures that integrate mixed uses. These types of developments will require additional resources and specialized equipment for the delivery of adequate fire and rescue services. Due to the already built-out nature of Shoreline, the King County defined urban areas of today will likely remain much the same in the future, with growth occurring mainly within the city limits of Shoreline as described below.

1.2.3.1. City of Shoreline

The population of the City of Shoreline was fairly stable until about 2010 when growth started to increase at about one percent annually, with an estimated population in 2016 of 53,605.³ The growth rate is expected to increase to a range of 1.5 to 2.5 percent in focused growth areas with over 5,000 additional housing units over the next 20 years.⁴ This equates to an increase of 13,920 additional population at a rate of 2.4 people per household, bringing the total to an estimated 67,525 by 2035. Of course this could be dramatically influenced by regional demand and other factors.

Table 1: Future population of SFD

City of Shoreline	2010	2016	2035
Population	53,007 ³	53,605 ³	67,525
Population Growth Rate	flat (2000-2011)	1.14% (2011-2016)	1.5-2.5% (2016-2035)

The following map shows the zoning classifications around the City including the light rail station subareas.

³ City of Shoreline Population Demographics <http://www.cityofshoreline.com/home/showdocument?id=9737>

⁴ City of Shoreline Sub-Area and FEIS <http://www.cityofshoreline.com/Home/ShowDocument?id=20061>

Exhibit 2: City of Shoreline Zoning Map⁵



⁵ From City of Shoreline <https://s3.amazonaws.com/CityMaps/Zoning.pdf>

2. Inventory of Current Capital Assets

Capital resources for SFD consist of fire stations, fire apparatus (vehicles used for fire and rescue work), staff vehicles and the related equipment, tools, and associated personal protection equipment needed to safely and legally provide fire and rescue services. Current inventories of these resources are listed below.

2.1. Fire Stations

Emergency services are provided from three career fire stations located throughout the City of Shoreline, as identified in Table 2 and shown on the map in Exhibit 1. Two additional ALS units operate out of the neighboring Northshore and Bothell Fire Departments under regional service agreements. On average, the existing facilities in operation are nearly 34 years old, with Station 62 as the oldest at 69 years, and Headquarters as the newest at 16 years old.

Table 2: Existing Fire Station Descriptions

Facility	Location	Size	Built	Capacity	Condition	Dorm Rooms
Career Stations						
Station 63	1410 NE 180 th St	7,310	1970	3 Bays <i>No Drive Thru</i>	Fair	7
Station 64	719 N 185 th St	12,082	1999	3 Deep Bays <i>2 Drive Thru</i>	Good	8
Station 65	145 NE 155 th St	11,441	1999	3 Deep Bays <i>1 Drive Thru</i>	Good	7
Sub-total		30,833		9 Bays		22
Other Facilities						
Headquarters	17525 Aurora Ave N (Includes Fleet Bays)	20,370	2001	2 Deep Bays <i>2 Drive Thru</i>	Good	0
Station 62	1851 NW 195 th St (Future Career Station)	1,560	1948	2 Bays <i>No Drive Thru</i>	Poor	0
Sub-Total		21,930		4 Bays		0
Total		52,763		13 Bays		22

One critical factor in proper station location is ensuring an efficient response to all geographical areas of the Department, especially to areas of emergency incident concentrations. In the following two exhibits the response performance and incident concentrations are mapped with the City of Shoreline boundaries shown by a black line.

Exhibit 3: Map of Station Locations with Response Performance Rings for Stations 63, 64, and 65

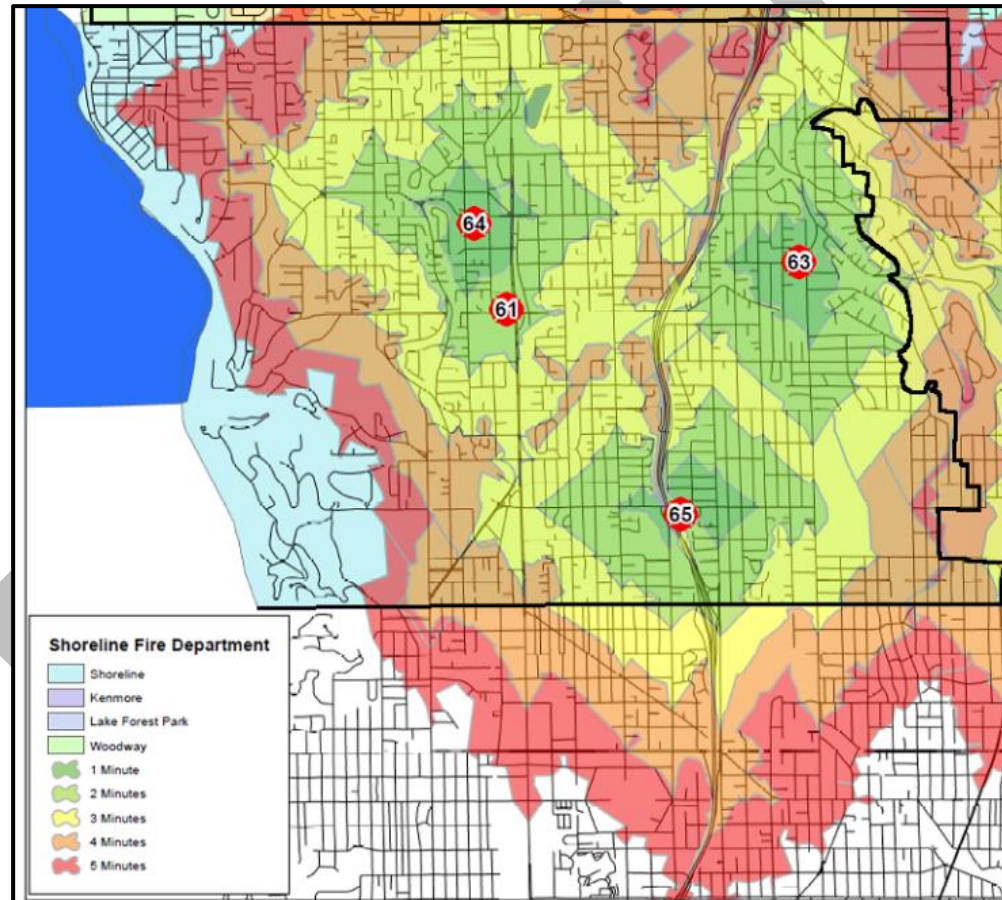
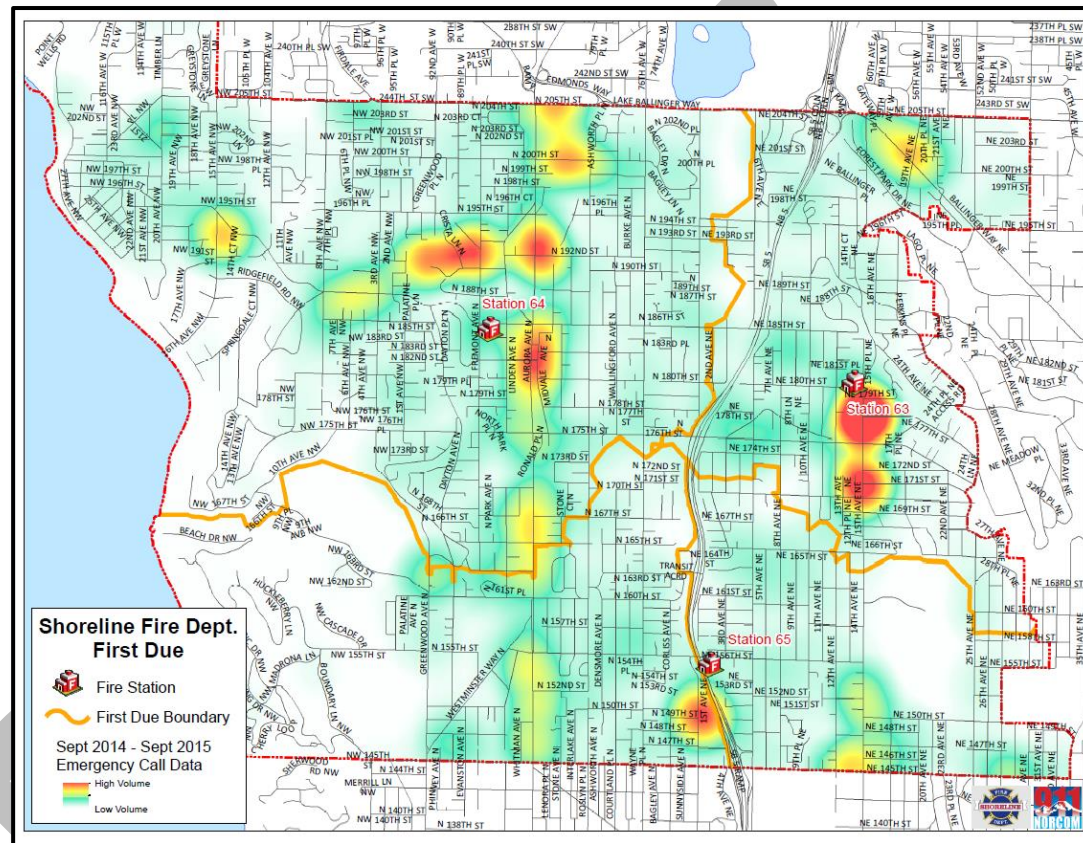


Exhibit 4: Map of Station Locations with Call Concentrations for Stations 63, 64, and 65



2.2. Apparatus

SFD's current fleet of emergency response vehicles is well maintained, but our ability to replace front line suppression apparatus has been restricted financially. For example, the ladder truck is currently 23 years old and should have been replaced at 15 years. Fortunately,

the Department was successful in passing a capital bond in 2015 to address some of the capital needs, but it will not be enough for all critical needs and only addresses the current rotation of apparatus. For example, the bond includes replacement of two of the aid cars, which was just recently completed. Another aid car was recently replaced due to an accident. SFD has designed a life cycle replacement of all response apparatus for front line service; aid cars (seven years), fire engines (ten years), and the ladder truck (fifteen years). After front line service they are rotated to reserve status for the same length of years, except for the ladder truck that is declared surplus. In the future, if there is space available, keeping a reserve ladder truck will be considered. In all of these examples and discussions, the ALS units are not discussed because they are supported financially by the KCEMS levy and therefore have a different funding mechanism. Table 3 provides a detailed listing of existing front line and reserve response apparatus, not including ALS units, staff vehicles, etc., at different locations with current age in years.

Table 3: Apparatus Inventory

Station	Aid Car	Fire Engine	Truck	Rescue	Command	Other
Station 63	A63(2)	E63(9)				
Station 64	A64(2)	E64(9),E62(18)			B61(4)	
Station 65	A65(1)	E65(9)	L61(23)	R61(18)		
Headquarters	A61(10)	E61(18)			B62(13)	
Station 62						ATV62(1)
Total (Avg Age)	4 Aid(9)	5 Engines(13)	1 Truck(23)	1 Resc(18)	2 BC(9)	1 ATV(1)

2.3. Equipment

A significant portion of fire station costs lie in the fixtures and equipment in the structure, such as vehicle exhaust systems. Some of these fixtures are integral to the structural integrity and intrinsic to the facility, such as the roof covering. Contrary to a single family residence these facilities also require more fixtures than similar structures, such as four refrigerators instead of one. The fixtures and equipment listed in Table 4 are not all inclusive, but includes the higher priced items.

Table 4: Existing Special Equipment Inventory

Station Fixtures and Equipment Inventory	
Fixture or Equipment	Life Cycle
HVAC Systems	25 Years
Vehicle Exhaust Systems	25
Emergency Generators	25
Above Ground Fuel Tanks	30
Roof Coverings	25
Refrigerators	10
Cooking Ranges/Ovens	15
Clothes Washers/Dryers	7
Dishwashers	7
Water Heaters	10
Bunker Gear Extractor	15
Oil Separators	15
Vehicle Hoists	25
Apparatus Bay Doors	20
Floor Coverings	15
LCD Projectors	10
Televisions	10
Fitness Equipment	5

A full complement of equipment is necessary for the delivery of fire and rescue services. This equipment is carried on aid cars, fire engines, the ladder truck, other apparatus, or at the station, allowing firefighters to safely and effectively deliver services. Table 5 provides a listing of operational capital equipment maintained by SFD.

Table 5: Existing Operational Equipment

Operational Equipment	
Equipment	Life Cycle
Fire Hose	10 Years
Fire Hose Nozzles	15
Water Appliances	20
Rescue Tools	15
SCBA	15
SCBA Air Compressor	15
IT & Office Equipment	variable
Mobile Radios	15
Portable Radios	7
Personal Protective Gear	10
Patient Gurneys	15
Defibrillators	10
Thermal Imaging Cameras	10
Positive Pressure Fans	20
Special Operations Equipment	10

3. Needed Resources

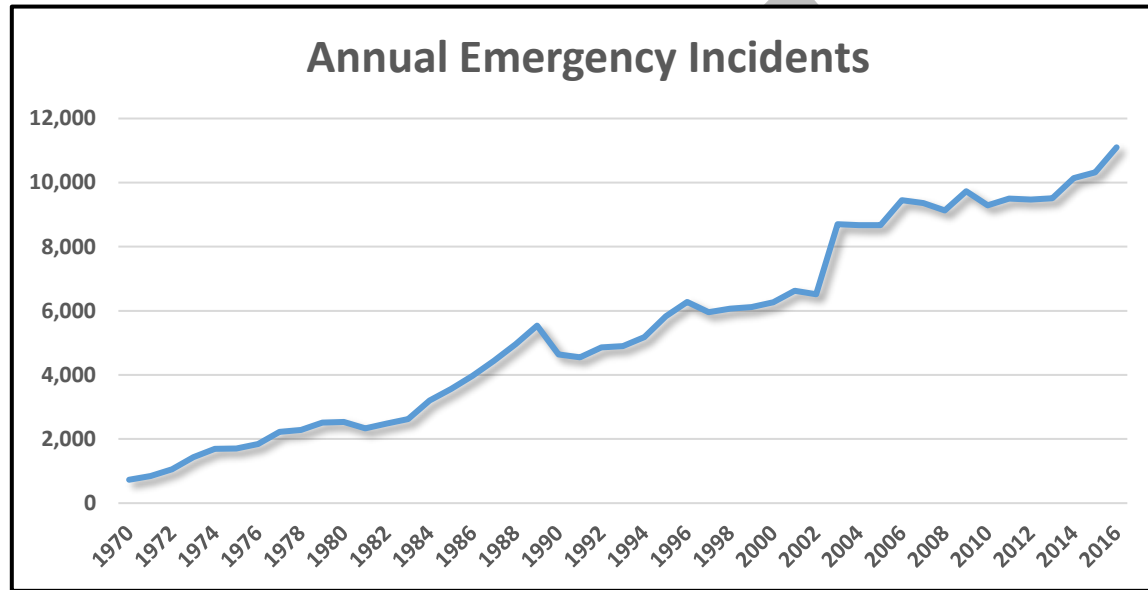
3.1. Impacts of the Growth Management Act

The Washington State Growth Management Act (GMA) was enacted to provide local oversight of community growth with the intent for local agencies such as counties, cities and towns, to monitor and mitigate the impacts of growth. Concurrency for transportation infrastructure is mandated by the Act and local agencies were given the authority to establish concurrency guidelines for other public needs such as water, sewer and fire services.

Fire districts such as SFD were originally created to provide rural fire protection. At the time the GMA was enacted in King County, more than 30 independent rural fire districts existed; all were independent municipal corporations without reporting requirements to the King County planners who were charged with developing Comprehensive Plans and implementing codes to comply with the GMA. As a result, fire officials for the most part were unaware of the looming impacts that the GMA (and its mandate to establish urban growth boundaries) would have on their ability to deliver services into the future.

The impacts of area growth spurred by the GMA over the past 27 years has significantly affected SFD's ability to deliver service. The service area population in 1990 was approximately 49,287 generating just over 4,637 emergency incidents. In 2016 the service area population has increased to 53,605 with 9,290 emergency incidents. This equates to a population increase of 7.5%, while incidents have increased by over 100%. An estimated 20% of this increase can be attributed to the expansion of the medic program service area, but that is still a significant increase in the need for emergency services. The following graph shows the increases in emergency incident call volumes since 1970:

Exhibit 5: Graph of Emergency Incident Call Volumes from 1970 to 2016



The rate of incidents, if averaged annually over the past 46 years is just over 6.5%. However, due to forecasted population growth the Shoreline area could also see even higher call volume increases in the near future.

Community growth and call volume increases generate the need for additional capital resources to support the greater demand for service. Current capital facilities are not capable of supporting adopted levels of service across the SFD service area.

3.2. Indicators of Future Capital Facility Needs

3.2.1. Level of Service Measures

3.2.1.1. Response Effectiveness

Response time is a critical component of any fire service system and is measured against two major benchmarks; time to brain death in a non-breathing patient and time to the occurrence of flashover⁶ in a structure fire.

Response effectiveness is defined as the ability for a fire department to assemble enough equipment and personnel to prevent brain death, and control the fire prior to flashover. Brain death begins to occur at 4 to 6 minutes⁷ in a non-breathing patient and flashover can occur anywhere from 3 to 20 minutes depending on the availability of oxygen and fuel in a fire. Most fire engineers and the National Fire Protection Association (NFPA) estimate flashover to occur most commonly between seven (7) to twelve (12) minutes.⁸

3.2.1.2. Level of Service Components and Measures

Washington State Law in Chapter 52.33 RCW requires career fire departments to adopt level of service standards and report performance of those standards annually. Time to the onset of brain death in a non-breathing patient and time to flashover in a structure fire are two required elements to be considered by the State when setting performance standards. The statute further recognizes the National Fire Protection Association (NFPA), the International Fire Chief's Association (IFCA) and International City/County Management Association (ICMA) for their work on establishing performance measures for fire and rescue services.

⁶ Flashover refers to the point in a structure fire when everything in a room has heated to its ignition point, which causes everything within the room to instantaneously burst into flames. Survival is no longer possible in a room that has flashed-over. Flashover is a significant killer of firefighters even with all of their protective gear.

⁷ The American Heart Association states; Brain death and permanent death start to occur in just four to six minutes after someone experiences cardiac arrest. Cardiac arrest is reversible in most victims if it's treated within a few minutes with an electric shock to the heart to restore a normal heartbeat. This process is called defibrillation. A victim's chances of survival are reduced by 7 to 10 percent with every minute that passes without CPR and defibrillation.

⁸ Source: Time Verses Products of Combustion, NFPA handbook, 19 Edition

Chapter 52.33 RCW requires reporting of “fractile” performance at the 90th percentile. In simple terms, this would be the response performance of the 90th emergency response out of 100 if the response data of these incidents were stacked in order of response time from fastest to slowest. Response time performance of the 90th incident in the stack would be the agency’s performance at the 90th fractile or percentile. To measure emergency response performance and identify system deficiencies, SFD has adopted response time standards based upon the concepts described in this section and performance is evaluated against the following four performance factors.

3.2.1.3. Turnout Time:

Turnout time refers to the elapsed time from when firefighters have received notification of an emergency until they are able to cease their current task, walk to the apparatus bay, don personal protective equipment, board the appropriate response vehicle, securely seatbelt themselves and begin driving away from their assigned fire station toward the dispatched emergency scene.

3.2.1.4. First Unit Travel Time:

First unit travel time refers to the drive time required for the first emergency response unit to travel from a fire station to the address of the emergency it was dispatched to. The fire industry often refers to first unit travel time as “Distribution Time,” which references the best practice of distributing fire stations and adequate resources across a fire department’s service area, so that all areas of the jurisdiction can be reached within the adopted time standard for the first unit to arrive on location of an emergency event. This time measure is sometimes referred to as the speed of attack or response.

The National Fire Protection Association establishes a four minute time standard for distribution or first unit travel time. This standard is to be performed 90% of the time in urban areas. The Center for Public Safety Excellence also establishes a first unit travel time of four minutes in urban areas to be performed 90% of the time.

3.2.1.5. Full First Alarm Travel Time:

Full first alarm travel time refers to the elapsed drive time required for the last of all emergency units dispatched to an emergency to arrive at the dispatched address. The fire industry often refers to full first alarm travel time as “Concentration Time,” which references the best practice of concentrating enough resources within distributed fire stations so that an adequate number of firefighting personnel and resources can arrive in time to stop the escalation of property and life loss. Concentration differs by response type, for instance a structure fire requires more resources than a response to a sudden cardiac arrest. Concentration of resources is often referred to as the force of attack or response.

The National Fire Protection Association establishes a standard for concentration or full first alarm travel time of eight minutes to be performed 90% of the time in urban areas. The Center for Public Safety Excellence also establishes a full first alarm travel time in urban areas at 8 minutes to be performed 90% of the time.

3.2.1.6. Resource Reliability:

Reliability refers to the probability that the required amount of resources will be available when a fire or other emergency call is received. If all response resources are available at their assigned station every time an emergency call is received, they would have a reliability of 100%. If a fire station's emergency response unit is assigned to an emergency response when a second request for emergency response is received in that fire station's service area, a substitute response unit from a fire station farther away will need to respond causing longer response times than if the original unit were able to respond. These simultaneous emergency calls are tracked to measure the effectiveness or reliability of fire station resources; as the number of emergencies in a given fire station's service area increases, the probability of that station's emergency response unit(s) being available decreases. A decrease in unit availability or "Reliability" leads to increased response times, therefore it is imperative that response units remain available or reliable at least as often as they are expected to perform their defined level of service. To achieve 90% performance, response units must be available to respond 90% of the time.

3.2.1.7. Levels of Service by Community Type:

Turnout time, first unit travel time, full first alarm travel time and reliability are then applied to categories of community densities. The fire service defines community types by urban, suburban and rural. SFD uses the following community type definitions of the Center for Public Safety Excellence:

3.2.1.7.1. Urban Service Area:

A geographically defined land area having a population density greater than 2,000 or more people per square mile.

3.2.1.7.2. Suburban Service Area:

A geographically defined land area having a population density of 1,000 to 2,000 people per square mile.

3.2.1.7.3. Rural Service Area:

A geographically defined land area defined as having a population density of less than 1,000 per square mile.

3.3. Shoreline Fire Department Levels of Service

By definition SFD is an urban community and has established benchmark performance measures following the guidelines established by the Center for Public Safety Excellence (CPSE) published in their Commission on Fire Accreditation International (CFAI) Self-Assessment Manual. Benchmark performance represents industry best practices capable of limiting the loss of life and property. Performance below these standards can make an agency ineligible for accreditation by the CFAI and may contribute to unnecessary property and life loss.

Table 5: Turnout Time Performance Objectives

Benchmark Turnout Time Objectives		
Performance Type	Urban	Performance Factor
Daytime to all alarm types	2 min, 00 sec	90% of the time
Nighttime to all alarm types	2 min, 30 sec	90% of the time

Table 6: Travel Time Performance Objectives

Benchmark Travel Time Objectives		
Performance Type	Urban	Performance Factor
First in - "Distribution"- Benchmark	4 min, 00 sec	90% of the time
Effective Response Force - "Concentration" - Benchmark	8 min, 00 sec	90% of the time

Table 7: Reliability Objective

Minimum Reliability Objectives	
Performance Type	Urban
Minimum Peak Hour Unit Reliability	90%

3.5. Current Response Time Performance

Analysis of SFD's historical response data reveals sub-standard performance compared to benchmark expectations and are generally getting worse. Several factors contribute to this current sub-standard performance. First, performance cannot be met during peak hours where unit reliability is below the expected performance standard of 90%. Second, some areas of SFD simply cannot be reached within the adopted time standards because of the distance from a fire station and finally, some stations are within timely reach of substandard service areas but the lack of full time staffing on all apparatus at these stations impacts their unit reliability. Emergency response rates for the preceding three (3) years are identified in [Table 8, Drive Time Performance Comparison to Benchmark and Baseline Standards](#). Historical performance is identified in a stop-light, (green, yellow, red) approach. Green indicates the standard was met, yellow indicates performance was within 10 seconds of the standard and red indicates performance was more than the standard. The information is separated into two tables. The first shows the drive time averages for the staffed apparatus and the second describes drive time averages by station. Data for this analysis was obtained from emergency response records of SFD.

Table 8: Drive Time Performance Comparison to Benchmark Standards 2014, 2015, and 2016⁹

Staff Dedicated Apparatus				
		2014	2015	2016
Unit	Urban	Drive Time	Drive Time	Drive Time
A64	4:00	3:50	4:06	4:01
E64	4:00	3:58	4:21	4:15
A65	4:00	4:11	4:16	4:11
E65/L61	4:00	4:21	4:22	4:35
E63/A63	4:00	3:59	4:03	4:24
If Unit is over 4:00 minutes then considered Red, between 3:50 and 4:00 then Yellow, if less than 3:50 then Green.				

⁹ Performance is displayed in a stop-light approach, red equals failure, yellow is above failure but within 10 seconds of failure, green signifies that the performance expectation is being met.

Station				
		2014	2015	2016
Station	Urban	Drive Time	Drive Time	Drive Time
63	4:00	3:59	4:03	4:24
64	4:00	3:53	4:11	4:05
65	4:00	4:16	4:19	4:21
If Station is over 4:00 minutes then considered Red, between 3:50 and 4:00 then Yellow, if less than 3:50 then Green.				

The next three tables indicate the reliability of staffed apparatus for the preceding three years. These statistics identify the amount of time that a specific unit is available in their assigned station to respond on an emergency incident. If a unit is not available due to incident concurrency, then drive time and overall response performance is decreased. The “time on task” column in the tables refers to the minutes that the specific unit(s) are on an emergency incident annually. This time also includes incidents to which the unit is responding, but then cancelled prior to arriving on location. The total time is for responses only and not for other activities. The “reliability” column references the annual percentage of time that the apparatus is in the assigned station and available for a response.

Table 9: Current Response Reliability 2014, 2015, and 2016¹⁰

Staff Dedicated Apparatus (2014)				
Unit	Incidents	Time on Task	Reliability	Condition
A64	2877	111,076.67	78.87%	Red
E64	1561	32,500.68	93.82%	Yellow
A65	1598	58,482.83	88.87%	Red
E65/L61	1716	34,787.75	93.38%	Yellow
E63/A63	2218	59,875.85	88.61%	Red
If Unit is under 90% reliability then considered Red, between 90 and 95% then Yellow, if greater than 95% then Green.				

¹⁰ Performance is displayed in a stop-light approach, red equals failure to the standard, yellow is above failure but within 5 percent of the standard and green signifies that the performance expectation is being met

Staff Dedicated Apparatus (2015)				
Unit	Incidents	Time on Task	Reliability	Condition
A64	2958	118,428.42	77.47%	Red
E64	1655	35,369.02	93.27%	Yellow
A65	1476	56,860.62	89.18%	Red
E65/L61	1856	35,871.70	93.18%	Yellow
E63/A63	2002	58,125.20	88.94%	Red
If Unit is under 90% reliability then considered Red, between 90 and 95% then Yellow, if greater than 95% then Green.				

Staff Dedicated Apparatus (2016)				
Unit	Incidents	Time on Task	Reliability	Condition
A64	3048	118,791.75	77.40%	Red
E64	1748	36,930.43	92.97%	Yellow
A65	1765	64,282.97	87.77%	Red
E65/L61	1057	33,482.12	93.63%	Yellow
E63/A63	1279	52,932.80	89.93%	Red
If Unit is under 90% reliability then considered Red, between 90 and 95% then Yellow, if greater than 95% then Green.				

3.5.1. Conclusion of Need for Capital Resources

SFD uses multiple indicators in determining the need for additional resources that will achieve and maintain their level of service standards. SFD conducted a fire station location analysis in 2016. This study and the Capital Facilities Plan have evaluated multiple variables of both SFD's service delivery model and their service area demographics to develop a rationale for the need of future resources. The variables considered regarding the SFD service area include:

- The nature of fire and life safety risks
- Types of incidents occurring (fire, rescue, emergency medical services, etc.)
- The magnitude of incident types and their need for resources
- Types and sizes of properties and their specific risks (existing and future)
- The ability of existing resources to match demand of incident types and property risks
- Historic and predicted population and geographic growth
- Historic and predicted land development
- Emergency call growth (historic and predicted)
- Travel times from fire stations to emergency scenes (historic and predicted)
- Availability of fire resources to demand for service (work load related, capacity of fire resources is limited)
- Responding unit types (career or volunteer staffing)
- Transportation networks (existing and future), and their influence on emergency response
- Geographic Information System (GIS) modeling of fire station coverage areas (provides for best placement of resources)
- Historic and predicted response times (current and future deployment)

3.4.1.1. Level of Service Adopted

In consideration of the numerous variables listed above the Board of Fire Commissioners for SFD have adopted the level of service standards and future fire station deployment model of this Plan. This Plan works toward implementing the level of service standards identified herein and the long-range four fire station model which has been adopted by the SFD Board.

3.6. Capital Projects and Purchases

Implementation of the adopted fire station deployment model is expected over the next 20 plus years to meet the demands of population growth identified in Table 1 on page 5 of this document. In total, SFD needs two new fire stations and several capital improvement projects to preserve current station capacity and prepare for future needs. In addition to station construction, all of the associated resources, special equipment and tools needed to deliver fire and rescue services from these sites are also required.

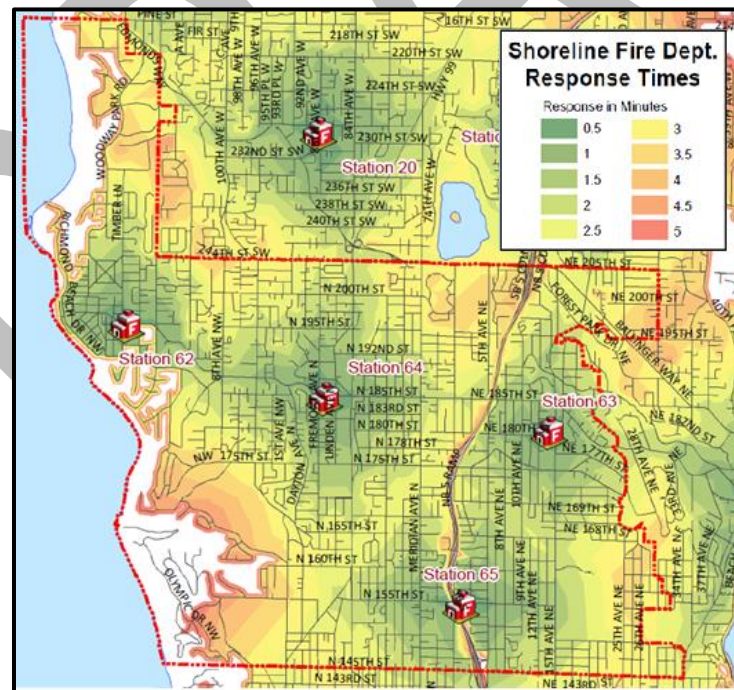
3.6.1. Revenue Limitations Effect Build Out of Fire Stations

Current funding limitations associated with the economic recession that began in 2008 will restrict SFD from implementing the full fire station model within the 20 year timeframe of this plan. The following description of capital projects and purchases reflects the current priorities for SFD over the next 20 years and includes implementing proposed stations “New Station 63” and “New Station 62,” as shown in Exhibit 6 below.

3.6.2. Cost of New Fire Stations

The following costs are based on the General Services Administration’s estimates for size requirements of fire stations capable of meeting the National Fire Protections Association and Washington State standards for safe and effective fire stations. Cost of construction is based upon recent costs of fire station construction. Land costs are based upon recent land acquisition experience in the Shoreline area. Current market trends for housing/land costs are increasing dramatically, so estimating future values and cost beyond the next two years is challenging. The map below illustrates the improved response time rings within the City, especially in the northwest corner.

Exhibit 6: Map of Response Rings from New Stations 62 and 63, and Stations 64 and 65



3.6.3. New Station 63

The current Station 63 shown in Exhibit 6 is located at 1410 NE 180th St, a location that can provides service to the North City area including the north east corner of the City. After reviewing over 20 different potential relocation sites and evaluating response time mapping, it was felt that the best option was to rebuild the station at the current location.

However, current and future operational needs coupled with new building and construction requirements have resulted in the new, two-story station growing significantly in size to an estimated 16,650 sq ft and requiring about 1½ acres of land. The larger station and the need to have drive through apparatus bays, forced SFD to buy adjacent properties to build the new station. SFD is currently working through a property acquisition process and it is anticipated that in late 2017 the needed properties will have been purchased. The Department is also in the process of designing the new station with a contracted architectural firm. Construction will likely begin in 2018 with final finishing and project acceptance scheduled for early 2019.

Table 10: Cost of New Station 63¹¹

Land and Construction Costs	
Land (including legal fees)	\$1,850,000
New Construction (includes site work, Phase 1 building and temporary quarters)	\$9,000,323
<i>Subtotal Land and Construction Costs</i>	<i>\$10,850,323</i>
Project Soft Costs	
Furnishing and Equipment	\$215,941
Architect and Engineering Fees	\$946,603
Permits/Fees/Inspections	\$180,006
Printing/Reimbursables	\$144,650
Contingency Funds	\$315,011
Washington Sales Tax (some taxes built into phase 1)	\$922,533
<i>Subtotal Soft Costs</i>	<i>\$2,724,744</i>
Total New Station 63 Project Costs (2017 Dollars)	\$13,575,067

¹¹ Cost estimates provided by The Robinson Company.

The new station 62 would be constructed as what is considered a “satellite station”. This station would likely be constructed in a three, deep-bay configuration with, one or two drive-through bays, and space for five dorms. It is estimated that with this concept the size of this station would be approximately 11,000 sq ft.

The first step would be to determine a range of area that would support efficient operations, analyze possible locations within that area, purchase the land, and then design and construct the fire station. Due to financial constraints it is estimated that the purchasing of the land would not be possible until approximately 2028. Therefore, the costs of construction in the table below will change dramatically by the time this project is initiated.

Table 11: Cost of New Station 62

Land and Construction Costs	
Land (including legal fees)	\$1,850,000
New Construction (includes site work)	\$5,080,476
<i>Subtotal Land and Construction Costs</i>	<i>\$6,930,476</i>
Project Soft Costs	
Furnishing and Equipment	\$132,414
Architect and Engineering Fees	\$409,599
Permits/Fees/Inspections	\$106,413
Printing/Reimbursables	\$75,743
Contingency funds	\$153,093
Washington Sales Tax	\$780,774
<i>Subtotal Soft Costs</i>	<i>\$1,658,036</i>
Total New Station 62 Project Costs (2017 Dollars)	\$8,588,512

3.6.5. Capital Improvement Necessary to Preserve Existing Assets, 2018 through 2037

While Shoreline Fire Department has adopted a four station future deployment plan, those existing stations that will be used as part of that model or those planned to be replaced in the future, must be preserved to maintain the existing assets until they can be

replaced. [Table 12: Schedule of Asset Preservation Projects](#), identifies the larger cost asset preservation projects necessary to maintain these assets in a state of emergency response readiness.

Table 12: Schedule of Capital Preservation and Fixture Replacement Projects, 2018-2037

Asset Preservation and Fixture Replacement Projects in 2017 Dollars			
Station(s)	Project Description	Project Year(s)	Total Cost
61,64,65	HVAC System Overhaul or Replacement	2024, 2026	\$1,150,000
61,64,65	Vehicle Exhaust System Replacement	2019, 2022	\$220,000
61,64,65	Emergency Generator Replacement	2025, 2026	\$130,000
61	Above Ground Fuel Tank and Controller Replacement	2018, 2031	\$20,000
61,64,65	Roof Replacement	2024, 2026	\$130,000
61,63,64,65	Appliances Replacement (refrigerators, ranges, dryers, washers, dishwashers, water heaters, bunker gear extractors)	2018-2037	\$212,745
61	Oil Separator Replacement	2021	\$36,000
61	Vehicle Hoists Replacement	2026	\$70,000
61,62,64,65	Apparatus Bay Doors Replacement	2018, 2026	\$235,000
61,62,63,64,65	Floor Covering Replacement	2016,2018,2031,2033	\$219,000
61,63,64,65	LCD Projector and TV Replacements for Training Purposes	2018,2022,2023,2028,2034	\$67,800
61,63,64,65	Physical Fitness Equipment	2018-2037	\$160,000
Total Cost of Asset Preservation and Fixture Replacement			\$2,680,545

3.6.6. Cost of Firefighting Equipment Required, 2018 through 2037

Table 13, Summary of Firefighting Equipment Costs, 2018 – 2037, identifies total revenue needed between 2018 and 2037 to fund SFD's equipment purchase and replacement plan.

Table 13: Summary of Equipment Costs, 2018 – 2037

Firefighting Equipment Cost in 2017 Dollars		
Description	Cycles in Plan	Subtotal
Fire Hoses	6	\$206,000
Fire Nozzles and Appliances	2	\$120,000
Rescue Tools	2	\$80,000
Self-Contained Breathing Apparatus and Air Compressor	2	\$1,170,000
IT/Office Equipment	20	\$60,000
Mobile Radios	2	\$78,000
Portable Radios	2	\$456,000
Bunker Gear	2	\$406,800
Gurneys	1	\$120,000
Defibrillators and Batteries	8	\$105,000
Thermal Imaging Cameras	2	\$136,000
Positive Pressure Fans	2	\$16,000
Maintenance Tools	4	\$20,000
Special Operations Equipment	2	\$136,000
TOTAL		\$3,109,800

3.6.7. Apparatus Replacement

Table 14: Apparatus Replacement Summary, identifies the life cycle of apparatus and the total revenue needed between 2018 and 2037 to fund SFD's apparatus purchase and replacement plan.

Table 14: Apparatus Replacement Summary

Apparatus Replacement Schedule in 2017 Dollars									
Year	Aid Car	Fire Engine	Ladder Truck	Rescue	BC	Fire Prev	Fleet/Maint	Staff	Estimated Cost
2018									\$0
2019		2			1				\$1,359,000
2020									\$0
2021						1			\$38,000
2022	1								\$225,000
2023									\$0
2024	2								\$450,000
2025					1	1	1	1	\$179,000
2026		2		1					\$1,500,000
2027									\$0
2028								1	\$40,000
2029	2					1			\$488,000
2030									\$0
2031		2			1			1	\$1,399,000
2032	2		1						\$1,650,000
2033						1	2		\$118,000
2034								1	\$40,000
2035									\$0
2036	2	2							\$1,750,000
2037					1	1		1	\$97,000
Total 20 Year Apparatus Costs									\$9,377,000

4. 20 Year Capital Cost Summary

The 20 year capital costs listed in [Table 15: 20 Year Cost of Capital Resource Needed to Preserve LOS, 2018 – 2037](#), provide the first steps toward achieving the adopted station deployment model. The full station deployment model will be capable of providing the resources necessary to maintain concurrency with future development. Completion of this model could potentially be completed in the next 20 years, but depending on funding options may extend beyond the scope of this plan.

The cost of resources itemized in [Table 15](#), are based upon an interim plan to achieve and maintain fire service concurrency over the next 20 years. Capital needs include the construction of two new fire stations, and all of the apparatus (fire engines, ladders etc.), and equipment required to deliver fire and life safety services.

Timing of fire station construction and other capital purchases is consistent with the capital projects detailed in section 3.5 found on pages 22 through 29 of this document. Fire station construction costs are typically spread out over four years for each new station project. Generally the three year plan follows a first year of land acquisition, and if needed, design and engineering. A second year of design approval, permitting, site infrastructure improvements and start of hard construction costs. The third year ends with the completion of construction, acceptance by SFD from the contractor and installation of final furnishings and firefighting equipment.

Phasing of construction and corresponding expenditures is equal to 30 percent of the projects estimated costs in the first year. Second year expenses are estimated at 60 percent of the overall project cost and 10 percent is budgeted in the third and final year of the construction process.

Table 15: 20 Year Cost of Capital Resource Needed to Preserve Level of Service, 2018 – 2037

20 Year Capital Needs																					
Costs in thousands based on 2017 dollars																					
Expense	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total
Station Constr	\$8,145	\$5,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,153	\$2,577	\$859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,164
Preserv & Fixtures	\$315	\$170	\$10	\$60	\$76	\$27	\$230	\$80	\$1,315	\$12	\$59	\$8	\$12	\$36	\$18	\$190	\$13	\$10	\$8	\$10	\$2,659
Equip	\$746	\$47	\$108	\$5	\$48	\$80	\$40	\$45	\$431	\$5	\$68	\$128	\$113	\$10	\$48	\$861	\$74	\$45	\$208	\$0	\$3,110
Apparatus	\$0	\$1,359	\$0	\$38	\$225	\$0	\$450	\$179	\$1,500	\$0	\$40	\$488	\$0	\$1,399	\$1,650	\$118	\$40	\$0	\$1,750	\$97	\$9,377
Annual Total	\$9,167	\$7,132	\$133	\$117	\$420	\$135	\$930	\$409	\$4,466	\$23	\$3,129	\$6,751	\$1,165	\$2,495	\$3,086	\$2,147	\$249	\$108	\$4,141	\$324	\$37,310

5. Capital Resource Costs, 2018 – 2037

The following table breaks down the 20 year capital needs into the next six years.

Table 16: Six (6) Year Capital Needs

Six (6) Year Capital Needs							
All Costs in thousands based on 2017 dollars							
	2018	2019	2020	2021	2022	2023	6 Year Total
Station Construction	\$8,145	\$5,430	\$0	\$0	\$0	\$0	\$13,575
Asset Preservation & Fixtures	\$315	\$170	\$10	\$60	\$76	\$27	\$658
Equipment	\$746	\$47	\$108	\$5	\$48	\$80	\$1,034
Apparatus	\$0	\$1,359	\$0	\$38	\$225	\$0	\$1,622
Total	\$9,206	\$7,006	\$118	\$103	\$349	\$107	\$16,889

6. Financing Plan

Table 17 includes four revenue sources; annual general funds, capital bonds, sale of surplus property, and impact/level of service fees. Full funding of this capital plan depends on maintenance of the SFD annual levy, fire benefit charge, use of existing bond capacity, impact and level of service fees, and an additional capital bond measure of \$5 million in 2018 and a \$10.65 million in 2028. Through annual operating funds and bonds, the tax payers of SFD will fund approximately 65% of the 20 year capital needs, with impact and level of service fees estimated to provide about 35 percent of the funding required. Impact and level of service fees to be assessed on new development is identified in the Mitigation and Level of Service Policy. All impact and level of service fees are designed to raise the funds to complete necessary capital projects as mitigation of the impacts of new development. These fees will not be used on capital projects to maintain

status quo or capacity expansion required to fix existing deficiencies, but rather to address additional capabilities, capacity or expansion that is required to provide the expected level of service.

The following table is similar to Table 15 except that it is modified to reflect only those costs, per category, that can be attributed to the impact of new development.

Table 17: 20 Year Capital Needs from New Development

20 Year Capital Needs From New Development																					
Costs in thousands based on 2017 dollars																					
Expense	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total
Station Constr	\$4,614	\$3,093	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$5,153	\$2,577	\$859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,715
Preserv & Fixtures	\$14	\$1	\$1	\$1	\$1	\$6	\$1	\$4	\$3	\$1	\$6	\$0	\$0	\$1	\$0	\$8	\$0	\$0	\$0	\$0	\$48
Equip	\$246	\$16	\$36	\$2	\$16	\$26	\$13	\$15	\$142	\$2	\$22	\$42	\$37	\$3	\$0	\$284	\$24	\$15	\$69	\$0	\$1,011
Apparatus	\$0	\$231	\$0	\$38	\$68	\$0	\$135	\$30	\$255	\$0	\$7	\$304	\$0	\$777	\$1,335	\$20	\$7	\$0	\$356	\$16	\$3,579
Annual Total	\$4,874	\$3,341	\$89	\$93	\$137	\$85	\$202	\$102	\$453	\$55	\$5,188	\$2,923	\$896	\$782	\$1,335	\$312	\$31	\$15	\$425	\$16	\$21,354
Notes on Adjustments to 20 Year Capital Needs																					
Station Construction	56% of new station 63 (increase in size over staffed station 63) including LTGO interest, and 100% of new station 62 (currentnly not staffed or functional station).																				
Preserv & Fixtures	36% of fixtures specific to expansion of facilities and staffing requirements such as Training AV, physical fitness equipment, and some appliances.																				
Equipment	33% of equipment needs due to resource expansion and staffing requirements.																				
Apparatus	A 30% decrease of life cycle for EMS vehicles, 17% decreased life cycle for suppression vehicles. Addition of staff car, aid car, fire engine, and ladder truck.																				

Which is then broken down into the Six Year Capital Needs from New Development.

Table 18: Six (6) Year Capital Needs from New Development

Six (6) Year Capital Needs From New Development							
All Costs in thousands based on 2017 dollars							
	2018	2019	2020	2021	2022	2023	6 Year Total
Station Construction	\$4,614	\$3,093	\$52	\$52	\$52	\$52	\$7,915
Asset Preservation & Fixtures	\$14	\$1	\$1	\$1	\$1	\$6	\$24
Equipment	\$246	\$16	\$36	\$2	\$16	\$26	\$342
Apparatus	\$0	\$231	\$0	\$38	\$68	\$0	\$337
Total	\$4,874	\$3,341	\$89	\$93	\$137	\$84	\$8,618

The expenses identified in Table 17 and Table 18 will be used to calculate the impact fee. This formula and calculation are defined in the Department's Mitigation and Level of Service Policy.

Table 19: 20 Year Cost/Funding Plan

20 Year Cost/Funding Sources for Capital Needs									
Costs in thousands based on 2017 dollars									
Cost/Funding Source	2018	2019	2020	2021	2022	2023	6 Year Total	2024 +	20 Year Total
Expense Sources									
Station Construction & Land Purchase	\$8,145	\$5,430	\$0	\$0	\$0	\$0	\$13,575	\$8,589	\$22,164
Asset Preservation & Fixtures	\$315	\$170	\$10	\$60	\$76	\$27	\$658	\$2,001	\$2,659
Equipment	\$746	\$47	\$108	\$5	\$48	\$80	\$1,034	\$2,096	\$3,130
Apparatus	\$0	\$1,359	\$0	\$38	\$225	\$0	\$1,622	\$7,755	\$9,377
Debt Interest	\$97	\$97	\$97	\$97	\$97	\$97	\$582	\$3,305	\$3,887
Revenue Sources									
SFD-Annual Operational Revenue to Capital	\$1,870	\$500	\$0	\$0	\$50	\$0	\$2,420	\$1,350	\$3,770
SFD-Taxpayer Bond Funds	\$7,233	\$6,303	\$0	\$0	\$0	\$0	\$13,536	\$10,411	\$23,947
SFD-Sale of Surplus Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Developer-Impact/LOS Fees (residential)	\$100	\$150	\$115	\$100	\$200	\$104	\$769	\$6,400	\$7,169
Developer-Impact/LOS Fees (commercial)	\$100	\$150	\$100	\$100	\$196	\$100	\$746	\$6,400	\$7,146
Summary of Revenues less Expenses									
Expense	\$9,303	\$7,103	\$215	\$200	\$446	\$204	\$17,471	\$23,746	\$41,217
Revenue	\$9,303	\$7,103	\$215	\$200	\$446	\$204	\$17,471	\$25,561	\$43,032
Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,815	\$1,815
Ending Taxpayer Bond Fund Balance									
Taxpayer Bond fund balance	\$6,303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

6.1. Financial Feasibility of Capital Facilities Plan

The revenue resources identified in Table 17, "20 Year Cost/Funding Sources for Capital Needs, indicates that it is financially feasible to implement a portion of the four (4) station deployment model and long range plans adopted by SFD's Board of Commissioners. Final implementation of the station deployment model should be accomplished in the 20 year Capital Plan with the full station model likely to

be deployed by 2037. Key to the financial feasibility of this plan is the implementation of impact and level of service fees on new development. Within the financial plan, impact fees account for approximately 35% in the 20 year funding plan.

6.2. GMA Policy

Washington's Growth Management Act in RCW 36.70A.070 (3) (e) contains a requirement to reassess the land use element of applicable Comprehensive Plans if probable funding falls short of meeting existing needs. This requirement applies to the City of Shoreline, not directly to SFD. The City of Shoreline has responsibility for Comprehensive Land Use Plans that apply to SFD's response area. Currently all of the urban growth area within SFD is contained within the corporate boundaries of the City of Shoreline. SFD's policy is to annually assess probable funding for consistency with this Plan. When funding is likely to fall short, SFD may make adjustments to; levels of service performance standards, timelines for implementation of the Plan, sources of revenue, mitigation measures, or a combination of the previous to achieve a balance between available revenue, needed capital facilities and adequate levels of service. In addition, SFD will provide annual updates to the City of Shoreline that address SFD's ability to fund this Plan. This policy constitutes SFD's response to RCW 36.70A.070 (3) (e).

Appendix A

Exhibit 8: Facility Replacement Schedules and Costs in 2017 Dollars

FACILITIES					
Assumption that fire stations have a life cycle of 40 years and a 2017 construction cost of \$700 (includes all costs such as site work, construction, soft costs, taxes, and contingencies) and remodel cost of \$300 per square foot.					
Building	Description	Sq Feet	Replacement Year (Age)	2017 Cost	Replacement Cost
Sta 61	Headquarters: Built in 2001, shop with 4 bays (currently 20,370 sq ft)	23,000	2041	\$7,952,000	\$16,164,779
Sta 61	Training Tower: Built in 1985???, (50 year life cycle, currently 4,000 sq ft)	6,000	2041	\$1,200,000	\$2,439,353
Sta 61	Carport: Built in 1999	800	2039	\$60,000	\$114,966
Sta 62	Built in 1948, 2 bays, no dorm rooms, (currently 1,560 sq ft)	11,000	2028	\$8,588,512	\$11,888,509
Sta 63	Built in 1970, remodelled in 2002, 3 bays, 7 dorms (currently 7,310 sq ft)	16,650	2018	\$13,575,067	\$13,575,067
Sta 64	Built in 1999, 3 bays double deep, 2 drive through, 8 dorms	12,286	2039	\$3,685,800	\$7,062,374
Sta 65	Built in 1999, 3 bays double deep, 1 drive through, 7 dorms	11,768	2039	\$3,530,400	\$6,764,611
Average cost annually for facilities replacement for the 40 year period is \$1,450,241		Total (modified)		\$22,163,579	
* The facilities replacement plan is averaged over a 40 year period due to longer life cycles.					

Facility Fixtures Purchases Plan*Assumption that items will have different life cycles.*

Description		Life Cycle (years)	2017		1st Purchase		2nd Purchase		3rd Purchase		4th Purchase		
			Age	Cost	Year	Cost	Year	Cost	Year	Cost	Year	Cost	
HVAC System		25				\$1,489,254		\$0		\$0		\$0	
Vehicle Exhaust System		25				\$239,300		\$0		\$0		\$0	
Generators		25				\$182,466		\$0		\$0		\$0	
Above Ground Tank		2001	30	16	\$10,000	2031	\$15,126		\$0		\$0	\$0	
Fuel Pump Controller		1995	20	22	\$10,000	2018	\$10,300		\$0		\$0	\$0	
Roof		25				\$164,378		\$0		\$0		\$0	
Refridgerator (oldest)		10				\$30,418		\$0		\$0		\$0	
Range		15				\$48,271		\$28,082		\$0		\$0	
Clothes Washer		7				\$6,279		\$7,722		\$6,815		\$0	
Clothes Dryer (oldest)		7				\$7,060		\$8,682		\$8,762		\$0	
Dishwasher (oldest)		7				\$4,330		\$5,325		\$2,773		\$1,702	
Water Heater (oldest)		10				\$26,754		\$26,653		\$12,668		\$0	
Bunker Gear Extractor		15				\$21,988		\$34,257		\$0		\$0	
Oil Separator (61)		2001	20	16	\$36,000	2021	\$40,518		\$0		\$0	\$0	
Vehicle Hoists		2001	25	16	\$70,000	2026	\$91,334						
Apparatus Bay Doors		20				\$232,447		\$0		\$0		\$0	
Floor Covering		15				\$131,191		\$160,471		\$0		\$0	
LCD Proj 61 Classroom		2013	10	4	\$15,000	2023	\$17,911	2033	\$24,071		\$0	\$0	
TV			10				\$43,050		\$41,341		\$0	\$0	
Fitness Equipment		5 year total	5	annually	\$40,000	2022	\$46,371	2027	\$53,757	2032	\$62,319	2037	\$72,244
Average cost per year for 20 year fixtures replacement is \$170,320						Subtotal	\$2,848,746	Subtotal	\$390,361	Subtotal	\$93,336	Subtotal	\$73,947
Of note that the construction of station 63 & 62 will reset fixtures to a purchase date of 2018 or 2028, which is reflected in the long-range financial plan.						Total		\$3,406,390					
If a cell is blank for the purchase year then it is beyond 2037, the limit of the plan starting in 2018.													

Appendix B

Exhibit 9: Apparatus Replacement Schedule

APPARATUS: Aid Car Purchases Plan

Assumption that current aid cars have a projected life cycle of 7 years in front line position.

The 2017 replacement cost is estimated at \$225,000

Location	Current Description	1st Purchase		2nd Purchase		3rd Purchase	
		Year	Cost	Year	Cost	Year	Cost
A63	1151: 2015 Ford	2022	\$273,747	2029	\$360,232	2036	\$474,041
A64	1152: 2015 International	2024	\$296,085	2029	\$360,232	2036	\$474,041
A65	1172: 2017 Ford	2024	\$296,085	2032	\$405,212		\$0
A62	future staffed aid car			2032	\$405,212		\$0
A61	1101: 2010 Ford (reserve)	trickle down replacement					
EMS61	1083: 2008 Ford (training)	trickle down replacement					

Vehicles will be balanced to equalize mileage, wear and tear. Current style of aid car might be replaced with a heavier duty chassis, which may equate to a longer life cycle of 9 years. Grouping aid car purchases will allow greater economies of scale, but would limit flexibility in rotating aid cars to reserve status.

Average cost per year for aid car replacement over the 20 year period is \$167,244
--

APPARATUS: Structural (Fire Engines, Ladder Truck, Rescue) Purchases Plan

Assumption that projected life cycles are 10, 15, and 20 years respectively in front line position.

Engine estimate \$650,000 Ladder truck estimate \$1,200,000 Rescue vehicle refurbish estimate \$200,000

Location	Current Description	1st Purchase		2nd Purchase		3rd Purchase	
		Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost
E63	2081:2008 Fire Engine		\$0	2031	\$1,125,590	2036	\$1,369,452
E64	2082:2008 Fire Engine	2019	\$703,040	2026	\$925,153		
E65	2083:2008 Fire Engine	2019	\$703,040	2026	\$925,153	2036	\$1,369,452
E62	2991:1999 Fire Engine (reserve/future)		\$0	2031	\$1,125,590		
L61	2941:1994 LTI Ladder Truck		\$0	2032	\$2,161,132		
R61	2992:1999 H&W Pumper		\$0	2026	\$284,662		
E61	2993:1999 Fire Engine (reserve)	trickle down replacement					
L62	future reserve Ladder Truck	trickle down replacement					
Vehicles will be balanced to equalize mileage, wear and tear. Grouping purchases will allow greater economies of scale and will keep uniformity, but would limit flexibility in rotating vehicles to reserve status.							
Avg cost per year for Fire Engine replacement over the 20 year period is \$412,323							
Avg cost per year for Truck replacement over the 20 year period is \$108,057							
Avg cost per year for Rescue replacement over the 20 year period is \$14,233							

APPARATUS: Battalion Chief Vehicle Purchase Plan

Staff vehicles have different life cycles and usage, but will be rotated out of front line use at around 6 years or 60,000 miles.

2017 Cost for a Suburban \$59,000										
Use	Type	Transition Plan	1st Purchase		2nd Purchase		3rd Purchase		4th Purchase	
			Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost
BC	Suburban	6 yrs/60k miles	2019	\$63,814	2025	\$80,746	2031	\$102,169	2037	\$129,276
Vehicles will be "trickled" down from primary use to secondary use.										
Average cost per year for BC replacement over the 20 year period is \$18,800										

APPARATUS: Fire Prevention Vehicles Purchase Plan*Staff vehicles have different life cycles and usage, but will typically be sold around 150,000 miles.*

2017 Cost for a 1/2 Ton Pickup \$38,000

Use	Type	Transition Plan	1st Purchase		2nd Purchase		3rd Purchase		4th Purchase		5th Purchase	
			Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost
FP Staff	Pickup 1/2 ton	150k miles	2021	\$44,455	2025	\$52,006	2029	\$60,839	2033	\$71,173	2037	\$83,263

Vehicles will be "trickled" down from primary use to secondary use.

Average cost per year for FP replacement over the 20 year period is \$15,587

APPARATUS: Fleet/Facilities Vehicles Purchase Plan*Staff vehicles have different life cycles and usage, but will typically be sold around 150,000 miles.*

2017 Cost for a 3/4 Ton Pickup \$42,000

Use	Type	Transition Plan	1st Purchase		2nd Purchase		3rd Purchase		4th Purchase		5th Purchase	
			Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost
Fleet/Fac.	Pickup 3/4 ton	150k miles	2025	\$57,480	2033	\$78,665	2033	\$78,665		\$0		\$0

Vehicles will be "trickled" down from primary use to secondary use.

Average cost per year for FF replacement over the 20 year period is \$10,741

APPARATUS: General Staff Vehicles Purchase Plan*Staff vehicles have different life cycles and usage, but will typically be sold around 150,000 miles.*

2017 Cost for a Medium SUV \$40,000

Use	Type	Transition Plan	1st Purchase		2nd Purchase		3rd Purchase		4th Purchase		5th Purchase	
			Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost	Year (Age)	Cost
Admin	Medium SUV	150k miles	2025	\$54,743	2028	\$64,657	2031	\$72,730	2034	\$81,812	2037	\$92,027

Vehicles will be "trickled" down from primary use to secondary use.

Average cost per year for Staff replacement over the 20 year period is \$18,298

Appendix C

Exhibit 10: 20 Year Equipment Costs & Replacement Schedule

Equipment Purchases Plan																	
Assumption that equipment will have different life cycles.																	
Description	Life Cycle (years)	2017		1st Purchase		2nd Purchase		3rd Purchase		4th Purchase		5th Purchase		6th Purchase		7th Purchase	
		Age	Cost	Year	Cost	Year	Cost	Year	Cost	Year	Cost	Year	Cost	Year	Cost	Year	Cost
Hose: 2 1/2"	10	2	\$20,000		\$0	2025	\$27,371	2035	\$40,516		\$0		\$0		\$0		\$0
1 3/4"	10	7	\$35,000	2020	\$39,370	2030	\$58,278		\$0		\$0		\$0		\$0		\$0
5" LDH	10	5	\$48,000	2022	\$58,399	2032	\$86,445		\$0		\$0		\$0		\$0		\$0
Nozzle	15	16	\$37,500	2018	\$39,000	2033	\$70,237		\$0		\$0		\$0		\$0		\$0
Water Appliances	20	21	\$45,000	2018	\$46,800		\$0		\$0		\$0		\$0		\$0		\$0
Rescue Tool	15	17	\$40,000	2018	\$41,600	2033	\$74,919		\$0		\$0		\$0		\$0		\$0
SCBA	15	14	\$550,000	2018	\$572,000	2033	\$1,030,140		\$0		\$0		\$0		\$0		\$0
SCBA Air Compressor	15	9	\$70,000	2023	\$88,572		\$0		\$0		\$0		\$0		\$0		\$0
Information Technology	10		\$20,000	2025	\$27,371	2035	\$40,516		\$0		\$0		\$0		\$0		\$0
Copier	8	11	\$10,000	2023	\$12,653	2031	\$17,317		\$0		\$0		\$0		\$0		\$0
Mobile Radio	15	10	\$39,000	2019	\$42,182	2034	\$75,968		\$0		\$0		\$0		\$0		\$0
Portable Radio	7	11	\$228,000	2026	\$324,515	2033	\$427,040		\$0		\$0		\$0		\$0		\$0
Bunker Gear	10	varies	\$203,400	2026	\$289,502	2036	\$428,533		\$0		\$0		\$0		\$0		\$0
Gurney	15	new	\$120,000	2029	\$192,124		\$0		\$0		\$0		\$0		\$0		\$0
Defibrillator	10	new	\$35,000	2024	\$46,058	2034	\$68,177		\$0		\$0		\$0		\$0		\$0
Defibrillator Battery	3	new	\$5,000	2018	\$5,200	2021	\$5,849	2024	\$6,580	2027	\$7,401	2030	\$8,325	2033	\$9,365	2036	\$10,534
Thermal Imaging Cam	10	9	\$68,000	2018	\$70,720	2028	\$104,683		\$0		\$0		\$0		\$0		\$0
Positive Pressure Fan	10	18	\$8,000	2019	\$8,653	2029	\$12,808		\$0		\$0		\$0		\$0		\$0
Maintenance Tool	5		\$5,000	2020	\$5,624	2025	\$6,843	2030	\$8,325	2035	\$10,129		\$0		\$0		\$0
Spec Ops Equipment	10	8	\$68,000	2020	\$76,491	2030	\$113,225		\$0		\$0		\$0		\$0		\$0
Average cost per year for equipment replacement over the 20 year period is \$236,818																	

DRAFT DOCUMENT

2018

Mitigation & Level of Service Policy



SHORELINE FIRE DEPARTMENT

Mitigation and Level of Service
Policy for Fire Service Concurrency

DRAFT - Proposed Adoption November, 2017

DRAFT

Shoreline Fire Department Mitigation and Level of Service Policy

Prepared By:
Fire Chief Matthew Cowan
Shoreline Fire Department
and
Larry Rabel
Deployment Dynamics Group LLC

November 2017

This policy has been designed with two distinct purposes in mind, first to inform the lay reader regarding issues critical to maintaining fire service concurrency and second, to provide guidance to Shoreline Fire Department's staff in implementing appropriate mitigations that are necessary for maintaining fire service concurrency within the Shoreline Fire Department service area. The basis for impact and level of service contribution fees is derived from the revenues needed to maintain Shoreline Fire Department's 2018–2037 Capital Improvement Plan.

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1. Acronyms

ALS:	Advanced Life Support
BLS:	Basic Life Support
C&E:	Capital and Equipment
CFAI:	Commission on Fire Accreditation International
CPSE:	Center for Public Safety Excellence
EMS:	Emergency Medical Services
ERF:	Effective Response Force
IAFC:	International Association of Fire Chiefs
ICMA:	International City/County Management Association
ISO:	Insurance Services Office
SFD:	Shoreline Fire Department
NFPA:	National Fire Protection Association
SOC:	Standard of Cover

2. Definitions

- 2.1. **Call Stacking:** Refers to the occurrence of simultaneous emergency calls. Call stacking occurs when more than one request for emergency assistance occurs within the same fire station **service** area. When this occurs, the primary response unit cannot answer the second emergency and a second fire unit from the same station must respond or a fire unit from a fire station much farther away responds.
- 2.2. **Concentration:** Refers to the deployment of multiple fire and rescue resources from within a fire service jurisdiction so that the proper number of resources needed for all types of emergency incidents can be assembled at the scene of an emergency within the defined level of service time.
- 2.3. **Concurrency:** Concurrency refers to the twelfth goal of the Washington State Growth Management Act¹ which requires public facilities and services necessary for public safety to be adequate to serve new development without decreasing current service levels below locally established minimum standards.
- 2.4. **Distribution:** The deployment or “distribution” of fire stations and resources across a fire service jurisdiction so that the adopted first-in drive time standard for fire and rescue resources can be achieved.

¹ Source: RCW 36.70A.020

- 2.5. **Drive Time:** The elapsed time needed for an emergency vehicle to travel to a dispatched address. Drive time begins when the wheels of a fire apparatus begin to roll in response to a dispatch and ends when the apparatus is parked at the scene of the dispatched address.
- 2.6. **Effective Response Force:** Refers to the number of resources and personnel needed to effectively provide fire or emergency medical services. The number of resources making up an effective response force varies by type of emergency.
- 2.7. **F-Box or Fire Box:** A geographic area usually a quarter section of land (1/4 mile square) that is used to define the types, numbers and locations of fire and rescue resources to be dispatched to an emergency.
- 2.8. **Fire Impact Fee:** A fee authorized under Chapter 82.02 RCW that is assessed on new development to pay a proportionate share of the costs associated with maintaining fire service concurrency inside of a jurisdiction that has adopted fire impact fees. Fire Impact fees must be adopted and authorized by the local land use authority (City of Shoreline).
- 2.9. **Fire Level of Service Fee:** A fee that is used to mitigate the direct impacts new development has upon fire services inside of a jurisdiction that has not adopted fire impact fees. Fire Level of Service Fees are consistent with the Growth Management Act and applied through the SEPA process or in cooperation with the authority having permitting jurisdiction under RCW 54.18.110.
- 2.10. **Fire Service Concurrency:** See Concurrency
- 2.11. **First-in:** Refers to the first fire and rescue resource to arrive at the scene of an emergency. Distribution performance is a measure of first-in drive time.
- 2.12. **Fractile Performance:** Refers to the percentage of time a specified performance expectation is achieved. If an emergency response drive time of five minutes is achieved on 82 of 100 responses, the fractile performance would be 82%.
- 2.13. **Full First Alarm:** Refers to the number of fire resources and personnel assigned to a specific alarm type that is capable of assembling an effective response force.
- 2.14. **Reliability:** Refers to the use of fire resource capacity. For a resource to be reliable, it must be available to answer emergency calls as least as often as the service expectation placed upon that resource. For instance, if a fire resource is expected to deliver service

at the adopted standard 90% of the time, then that resource should be available to respond to an emergency incident from its assigned fire station at least 90% of the time. Reliability levels below the adopted performance expectation indicate resource exhaustion.

- 2.15. **Resource Exhaustion:** Resource exhaustion occurs when the demand for service placed upon a fire service resource is so great, that its fractile reliability begins to fall below the adopted level of service for that resource resulting in the need for resources from fire stations farther away to respond in place of the resource experiencing exhaustion. A fire station service area experiencing regular resource exhaustion will result in longer and longer response times unless additional resources are added to the fire station serving that area to create more capacity.
- 2.16. **Response:** Response refers to the movement of firefighters and fire apparatus to the scene of an emergency request for fire or emergency medical services. The request for response is generally issued through North East King County Regional Public Safety Communication Agency (NORCOM), the 9-1-1 answering point for SFD.
- 2.17. **Standard of Cover:** Refers to the in-depth process developed by the Center for Public Safety Excellence in their accreditation process for the strategic planning of fire station and fire resource deployment. Standard of Cover is the “**Standard**” to which the fire department will deliver service based upon community descriptions and the risks within those community types.

3. Concurrency Policy Statement

- 3.1. It is the policy of the Shoreline Fire Department (SFD) to participate in the orderly growth of the community and to maintain concurrency of fire and life safety services as the community grows. Concurrency describes the ideal that service capacity of SFD shall grow with or stay concurrent with the impacts of development occurring within the service area. SFD recognizes that regional economic vitality depends upon orderly growth and supports community growth through development and is not opposed to new development.
- 3.2. However, new development and the population increase that comes with new development, has a direct impact on the ability of SFD to maintain adopted levels of service that assures adequate public safety and concurrency with development. Consequently, SFD opposes the negative impacts development imposes upon level of service performance and directs the Fire Chief to utilize the mitigation strategies found

within this document to mitigate any and all negative impacts of development that threaten concurrency by reducing service capacity below the benchmark level of service standards adopted herein.

- 3.3. The Fire Chief shall cause the evaluation of each development proposed to occur within the service area. The Chief's evaluation shall identify any adverse impacts that may affect SFD's ability to maintain adopted benchmark levels of service and the mitigation strategies necessary to maintain concurrency with development. It is the intent of SFD to recognize when adequate service capacity exists and to only impose mitigations that are rational and relational to the impacts of new development upon service capacity.

4. Purpose Statement

- 4.1. The purpose of this policy is to establish guidelines for the implementation of monetary and non-monetary mitigations appropriate to maintaining fire service concurrency within SFD's emergency response area. It is the intent to utilize the guidelines herein to mitigate the direct impacts of new development upon SFD's ability to deliver fire and life safety services in accordance with its adopted level of service standards. Further, this policy shall constitute Impact Fee, State Environmental Protection Act (SEPA) and land subdivision policy, as adopted by the Board of Commissioners of Shoreline Fire Department.

5. Consistency with other Plans and Policies:

- 5.1. To ensure that Shoreline Fire Department (SFD) will be able to meet the increasing demand for fire protection services resulting from future development and population growth, this policy utilizes the findings and conclusions of a number of plans and policies including but not limited to; Shoreline and King County Comprehensive Plans, SFD's Capital Facilities Plan, Station Location Analysis, and annual reports required by Chapter 52.33 RCW.

6. Introduction:

- 6.1. The primary responsibility of SFD is the delivery of fire and rescue services. The delivery of these services ideally originates from fire stations located throughout the service area. To provide effective service, firefighters must respond in a minimal amount of time after the incident has been reported and with sufficient resources to initiate meaningful fire, rescue, or emergency medical services.

7. The Importance of Time and Fire Service Measures

- 7.1. Time is the critical issue when an emergency is reported. Fire can expand at a rate of many times its volume per minute and as a result, quick response is critical for the rescue of occupants and the application of extinguishing agents to minimize loss. The time segment between fire ignition and the start of fire suppression activities has a direct relationship to fire loss.
- 7.2. The delivery of emergency medical services are also time critical. Survival rates for some types of medical emergencies are dependent upon rapid intervention by trained emergency medical personnel. In most cases, the sooner that trained fire or emergency medical rescue personnel arrive, the greater the chance for survival and conservation of property. The importance of time and the critical factors affected by time are discussed below in 7.3.

7.3. Fire Department Total Reflex Time Sequence

- 7.3.1. There are five components of the fire department total reflex time sequence. Each of these components is defined below:

- 7.3.1.1. **Dispatch time:** Amount of time that it takes to receive and process an emergency call. This includes (1) receiving the call, (2) determining what the nature of the emergency is, (3) verifying where the emergency is located, (4) determining what resources and fire department units are required to handle the call, and (5) notifying the fire department units that are to respond.
- 7.3.1.2. **Turnout time:** The time from when fire department units are first notified of an emergency to the beginning point of response time. This includes discontinuing and securing the activity they were involved in at time of

dispatch, traveling by foot to their apparatus, donning appropriate protective clothing and taking a seat-belted position on the apparatus.

- 7.3.1.3. **Response/Drive time:** The time that begins when the wheels of a response unit begin to roll en route to an emergency incident and ends when wheels of the response unit stop rolling upon arrival at the address of the emergency scene.
- 7.3.1.4. **Access time:** Amount of time required for the crew to move from where the apparatus stops at the address of an emergency incident to where the actual emergency exists. This can include moving to the interior or upper stories of a large building and dealing with any barriers such as locked gates, doors or other restrictions that may slow access to the area of the emergency.
- 7.3.1.5. **Setup time:** The amount of time required for fire department units to set up, connect hose lines, position ladders, and prepare to extinguish the fire. Setup time includes disembarking the fire apparatus, pulling and placing hose lines, charging hose lines, donning self-contained breathing apparatus, making access or entry into the building, and applying water. The opportunity for saving time during setup is minimal.
 - 7.3.1.5.1. Setup time also includes the time required for firefighters to deploy lifesaving equipment such as defibrillators, oxygen masks, and other rescue tools such as the jaws-of- life.

7.4. Fire Department Total Reflex Time Sequence

- 7.4.1. The term flashover refers to the most dangerous time in fire growth. As a fire grows within a room, its radiant heat is absorbed by the contents of the room heating up the combustible gases and furnishings to their ignition point until finally the entire room bursts into flame.

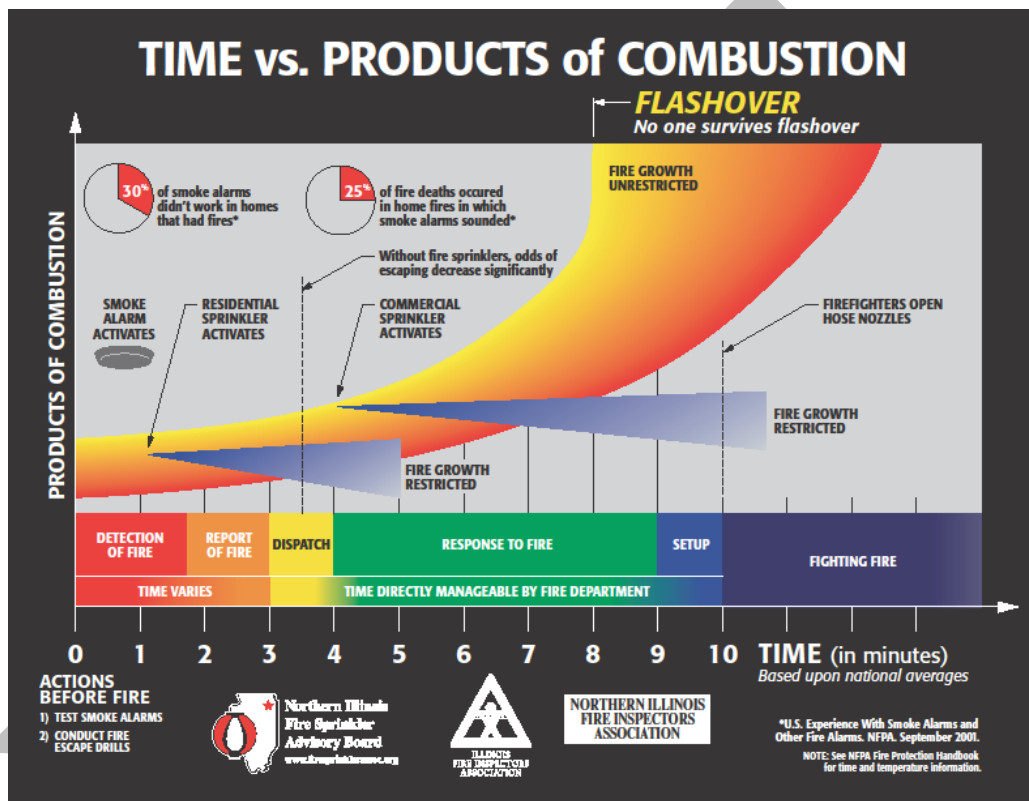
Figure 1: Photo of a Witnessed Flashover



- 7.4.2. Measuring the time to flashover is a function of time and temperature. Fire growth occurs exponentially; that is, fire doubles itself every minute of free burn that is allowed.
- 7.4.3. There are a number of factors that determine when flashover may occur. These include the type of fuel, the arrangement of the fuels in the room, room size, and so on. Because these factors vary, the exact time to flashover cannot be predicted, making quick response and rapid fire attack the best way to control fire, protect life and reduce fire loss.
- 7.4.4. Over the past 50 years, fire engineers agree that the replacement of wood and other natural products with plastics and synthetic materials for interior furnishings has resulted in increased fuel loads, higher fire temperatures and decreasing time to flashover, making quick response more important than ever. Flashover can typically occur from less than four (4) to beyond 10 minutes after free burning starts, depending upon the air or oxygen supply available to the fire.
- 7.4.5. Figure 2: Time vs. Products of Combustion, shows the progression of fire and how some time frames can be managed by the fire department and some cannot. The elapsed time from fire ignition to fire reporting varies but can be indirectly

managed through the use of remotely monitored fire alarm and suppression systems to help mitigate the growth of fire. These systems can automatically report the presence of a fire to a public safety answering point (PSAP) or 9-1-1 center. In a perfect world, all structures would be equipped with a monitored fire alarm and automatic fire sprinkler system to help reduce dispatch time and speed the arrival of fire department resources allowing firefighters to arrive at the scene when fires are smaller and more controllable.

Figure 2: Time vs. Products of Combustion



This diagram illustrates fire growth over time and the sequence of events that may occur from ignition to suppression. Depending on the size of room, contents of the room and available oxygen, flashover can occur in less than 2 or more than 10 minutes. Flashover occurs most frequently between 4 and 10 minutes.

- 7.4.6. It is important to note the significance of automatic fire sprinklers, as the above exhibit illustrates. Fire sprinklers in both residential and commercial occupancies will activate to help control a fire long before the arrival of firefighting resources. Automatic fire sprinklers control fire and buy firefighters significant time toward saving lives and minimizing loss from fire. In SFD's case, there are often too few resources available to supply a full first alarm and the effective response force resources required for a structure fire. As a result, it is typical for structure fire responses to be supplemented with mutual aid companies from other jurisdictions

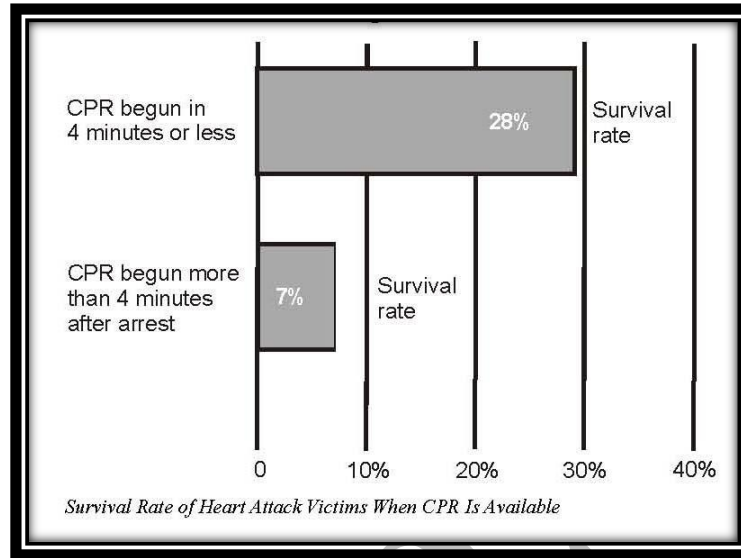
that take much longer to arrive, limiting SFD's overall ability to control larger fires.

7.5. Consequences of Flashover

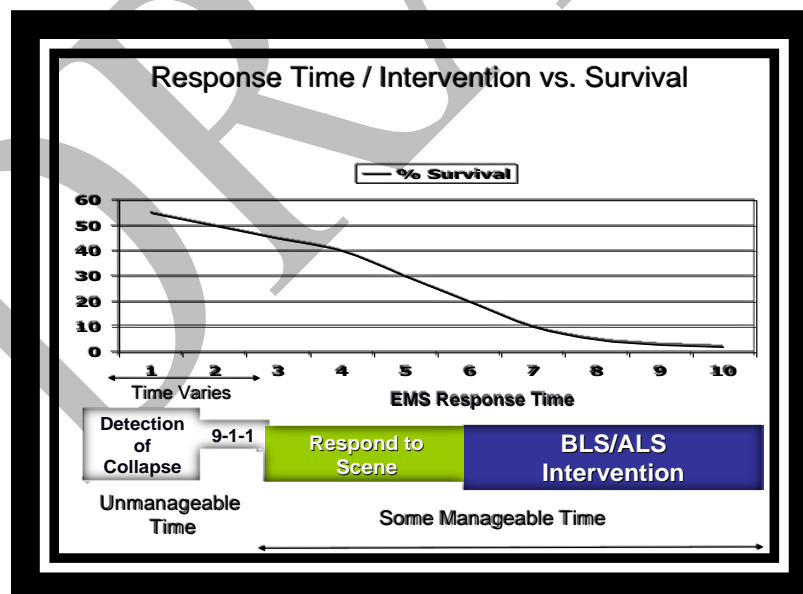
- 7.5.1. Once flashover occurs, it is no longer possible for survival in the room of flashover. Not even firefighters in complete protective gear can survive the intense heat of flashover. A post-flashover fire burns hotter and moves faster, compounding the search and rescue problems in the remainder of the structure at the same time that more firefighters are needed to deal with the much larger fire problem.
- 7.5.2. Because of the dramatic change in fire conditions post flashover, all fire based performance standards attempt to place fire resources on scene of a fire prior to flashover.

7.6. Brain Death in a Non-Breathing Patient

- 7.6.1. The delivery of emergency medical services (EMS) by first responders is also time critical for many types of injuries and events. If a person has a heart attack and cardiopulmonary resuscitation (CPR) is started within four minutes, that person's chances of leaving the hospital alive are almost four times greater than if they did not receive CPR until after four minutes. Exhibit 3 shows the survival rate for heart attack victims when CPR is available.

Figure 3: Cardiac Survival Rate²

7.6.2. Chances of survival are increased with the intervention of a cardiac defibrillator. All SFD units carry defibrillators. Exhibit 4 shows the survival rate of a heart attack victim with CPR and defibrillation.

Figure 4: Cardiac Survival with CPR and Defibrillation³

8. National Fire Service Standards for Performance:

² Source: National Fire Protection Association Handbook Volume 19

³ Data Source: King County Emergency Medical Services

8.1. National Fire Protection Association (NFPA) Standard 1710

8.1.1. NFPA 1710 establishes Standards for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments and contains the following time objectives:

8.1.1.1. Turnout time:

- Fire based response: 1 minute 20 seconds (80 seconds)
- Medical based response: 1 minute 00 seconds (60 seconds)

8.1.1.2. **Fire response/drive time:** Four minutes (240 seconds) or less for the arrival of the first arriving engine company and at least four (4) firefighters at a fire suppression incident and/or eight minutes (480 seconds) or less for the deployment of a full first alarm assignment of at least 14 firefighters at a fire suppression incident in a 2,000 square foot, single family residence.

8.1.1.3. **First responder or higher emergency medical response/drive time:** Four minutes (240 seconds) or less for the arrival of a unit with first responder or higher-level capability and an automatic electronic defibrillator (AED) at an emergency medical incident

8.1.1.4. **Advanced life support response/drive time:** Eight minutes (480 seconds) or less for the arrival of an advanced life support unit at an emergency medical incident, where the service is provided by the fire department

8.1.1.5. The NFPA Standard 1710, states that the fire department shall establish a performance objective of not less than 90 percent for the achievement of each response time objective. NFPA 1710 also contains a time objective for dispatch time by requiring that "All communications facilities, equipment, staffing, and operating procedures shall comply with NFPA 1221." NFPA 1221 sets the performance standard for dispatch time at one (1) minute (60 seconds), 90 percent of the time.

8.1.1.6. Adding the three separate time segments together, the NFPA expects the following temporal benchmarks to be performed at least 9 out of every 10 times from receipt of a 9-1-1 call to the arrival of fire and EMS resources;

- Fire call
 - First-in Dispatch = 1:00 + Turnout = 1:20 + Drive = 4:00 = 6:20

- Full alarm Dispatch = 1:00 + Turnout = 1:20 + Drive = 8:00 = 10:20
- EMS – Basic Life Support (BLS)
 - First-in Dispatch = 1:00 + Turnout = 1:00 + Drive = 4:00 = 6:00
 - Full Alarm Dispatch = 1:00 + Turnout = 1:00 + Drive = 8:00 = 10:00
- EMS – Advanced Life Support (ALS)
 - First-in Dispatch = 1:00 + Turnout = 1:00 + Drive = 4:00 = 6:00
 - Full alarm Dispatch = 1:00 + Turnout = 1:00 + Drive = 8:00 = 10:00

8.2. Center for Public Safety Excellence Standards of Response Coverage

8.2.1. The Center of Public Safety Excellence is a consortium of the International Association of Fire Chiefs (IAFC), the International Association of Fire Fighters (IAFF), the International City/County Management Association (ICMA), the National Fire Protection Association (NFPA), the Department of Defense (DOD), and the Insurance Services Office (ISO). Together this group has established the Commission on Fire Accreditation International (CFAI) and criteria for fire departments to achieve Accredited Agency Status. Critical to achieving Accredited Agency Status is an assessment of the fire department's ability to effectively deliver service. To make this assessment, the CFAI has established a methodology for; determining the fire service risk of a community, assessing the fire department's capability compared to risk, measurement of resource capacity, and guidelines for performance standards to assess overall capabilities of a fire department. The CFAI publishes this methodology in its Standards of Cover manual.

8.2.2. The term standard of cover refers to the “standard(s)” to which a fire department runs daily operations in order to “cover” the service area of the fire department. The CFAI process for establishing a Standard of Cover has nine parts that are described below with relevant information to SFD:

- 8.2.2.1. **Existing deployment assessment:** Identifies current inventory of fire stations, apparatus and staffing. SFD's stations apparatus and staffing are found in the Capital Improvement Plan in Section 2, Inventory of Current Capital Assets.
- 8.2.2.2. **Review of Community outcome expectations:** Ultimately, level of service standards are driven by the community. SFD's standards have been adopted herein and by the City of Shoreline in their Comprehensive Plan which has undergone a public review and hearing process.
- 8.2.2.3. **Community risk assessment:** The CFAI identifies the service area definitions, and benchmarks for performance in Figure 5: Community

Definitions and Performance Expectations on the next page. SFD provides fire and life safety services to approximately 13 square miles and serves an urban community. Suburban and Rural benchmarks are also included in the following tables for comparison only.

Figure 5: Community Definitions and Performance Expectations

<u>Urban</u> -an incorporated or un-incorporated area with a population of over 30,000 people and/or a population density of 2,000 people per square mile				
	1st Unit	2nd Unit	Balance of 1st Alarm	Performance
Benchmark	4 minutes	8 minutes	8 minutes	90%
<u>Suburban</u> -an incorporated or un-incorporated area with a population of 10,000-29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.				
	1st Unit	2nd Unit	Balance of 1st Alarm	Performance
Benchmark	5 minutes	8 minutes	10 minutes	90%
<u>Rural</u> –an incorporated or un-incorporated area with a population less than 10,000 people, or with a population density of less than 1,000 people per square mile.				
	1st Unit	2nd Unit	Balance of 1st Alarm	Performance
Benchmark	10 minutes	14 minutes	14 minutes	90%

8.2.2.4. **Distribution of Resources:** Fire stations should be distributed so that resources deployed from them can provide coverage to the response area within the level of service (LOS) standard established for first-in fire and rescue units.

8.2.2.5. **Concentration of Resources:** Fire resources should be concentrated near high demand areas and in large enough numbers of equipment and personnel to provide an effective response force with the full first alarm assignment. Because of a lack of resources, SFD often relies on resources from neighboring fire departments to assemble an effective response force.

- 8.2.2.6. **Capacity Analysis/Reliability:** To achieve an adopted performance standard, resources must be available or “reliable” at least as often as their adopted performance expectation. Historic reliability below the adopted performance standard places the service area in “Resource Exhaustion” and creates call stacking and simultaneous calls within a specific service area. SFD is currently experiencing resource exhaustion at all three staffed stations.
- 8.2.2.7. **Historical response effectiveness studies:** The percentage of compliance the existing response system delivers based on current LOS. The 2014-2016 SFD “Benchmark” performance; Table 8 in the SFD Capital Improvement Plan, identifies historical sub-standard performance.
- 8.2.2.8. **Prevention and mitigation:** Prevention and mitigation directly impacts the level of safety for responding firefighters and the public. Using analysis of risk and looking at what strategic mitigations can be implemented may not only prevent the incident from occurring but may also minimize the severity when and if the incident ever occurs.
- 8.2.2.8.1. SFD works closely with the City of Shoreline to reduce risk by providing enforcement of the International Fire Code. This policy will provide the additional mitigations necessary to maintain fire service concurrency.
- 8.2.2.9. **Overall evaluation:** In 90 percent of all incidents, the first-due unit shall arrive within 4 minutes travel or 6 minutes 20 seconds of total reflex time which includes; dispatch, turnout and response times. The first-due unit shall be capable of advancing the first hose line for fire control, starting rescue procedures or providing basic life support for medical incidents. In a moderate risk area, an initial effective response force shall arrive within 8 minutes travel or 10 minutes 20 seconds of total reflex time, 90 percent of the time, and be able to provide a fire flow capable of matching community risk for firefighting, or be able to handle a five-patient emergency medical incident.

9. State and Local Standards

9.1. Washington State Law

- 9.1.1. Chapter 52.33 RCW requires fire departments with paid staff to establish Level of Service (LOS) policies and performance objectives based on the arrival of first responders with defibrillation equipment prior to brain death and the arrival of adequate fire suppression resources prior to flashover. This law recognizes the NFPA's Standard 1710 and the Commission on Fire Accreditation International's (CFAI) Standard of Cover as bases for this statute and requires a 90% performance expectation of the established LOS.

9.2. King County Standards

- 9.2.1. The King County Comprehensive Plan and Countywide Planning Policies are based on the concept of concurrency and require that adequate facilities and services be available or be made available to serve development as it occurs. The County Comprehensive Plan recognizes the validity of using a response time analysis in determining appropriate service levels and recognizes the central role of fire protection districts in providing those services. The King Countywide Planning Policies further state that capital facility investment decisions place a high priority on public health and safety.

9.3. City of Shoreline Response Standards

- 9.3.1. The Shoreline Comprehensive Plan has adopted the following fire service response standards:

- 9.3.1.1. Urban areas: Seven (7) minutes from time of 911 call until curbside arrival of emergency response personnel.

9.4. Level of Service (LOS) Standard

- 9.4.1. SFD has established benchmark performance measures following the guidelines established by the Center for Public Safety Excellence (CPSE) as published in their 9th edition of the Commission on Fire Accreditation (CFAI) Self-Assessment Manual. Benchmark performance represents industry best practices and performance below those standards can contribute to unnecessary property and life loss.

Figure 6: SFD Turnout Time Performance Objectives

Turnout Time Objectives				
Performance Type	Urban	Suburban	Rural	Performance Factor
Daytime: all alarms	2 min, 00 sec	2 min, 00 sec	2 min, 00 sec	90% of the time
Nighttime: all alarms	2 min, 30 sec	2 min, 30 sec	2 min, 30 sec	90% of the time

Figure 7: SFD Drive Time Performance Objectives

SFD Drive Time Objectives				
Performance Type	Urban	Suburban	Rural	Performance Expectation
Distribution - Benchmark	4 min, 00 sec	5 min, 00 sec	8 min, 00 sec	90% of the time
Concentration - Benchmark	8 min, 00 sec	10 min, 00 sec	14 min, 00 sec	90% of the time

Figure 8: SFD Reliability Objectives

Minimum Reliability Objectives			
Performance Type	Urban	Suburban	Rural
Minimum Peak Hour Unit Reliability	90%	90%	90%

10. Local Restriction on Level of Service

- 10.1. SFD has assessed its ability to deliver service in compliance with established national standards finding that current deployment will not allow the department to meet recognized standards. As a result of the level of service analysis, SFD has completed a fire station analysis with a focus on determining the optimum station location and resource deployment necessary to achieve effective response times. This study has considered the National Fire Protection Association's Standard 1710, the Center for Public Safety Excellence's (CPSE) Standard of Coverage recommendations and Chapter 52.33 RCW in establishing standards for emergency response.

11. Need for Mitigation of Development Impacts

- 11.1. SFD current fire system performance falls far short of national standards and would be considered in response failure compared to the CFAI standards. Any additional impacts posed by new development will further erode SFD's ability to deliver service at adopted standards.
- 11.2. As a result of the economic recession that began in 2009, tax revenues available to SFD were reduced because of the reduction in assessed property values. SFD is dependent upon property tax revenues generated from a levy of \$1.00 per thousand dollars of assessed real and personal property value and a recently approved Fire Benefit Charge. The declining property values, and resulting declining revenues, caused staffing reductions, delays in equipment replacements, and significant depletion of capital funds. Traditional funding of capital replacement programs has been shifted to meet operating expenses which is largely made up of salary and benefits for firefighters and other staff leaving the capital plan under-funded. A recent capital bond was passed, but it is inadequate to address current and future capital needs.
- 11.3. Unless new development can mitigate their impacts to the SFD system in accordance with this policy, SFD must oppose each and every development occurring within the SFD service area.

12. Determining Development Impacts

12.1. Concepts of Fire Service Capacity and Cascading Failure:

- 12.1.1. The deployment of fire and life safety resources such as fire engines and emergency medical vehicles is geographically based through planned selection of fire station locations. Fire station locations must be carefully chosen to allow the resource(s) deployed from these locations to reach all portions of the fire stations assigned service area within a time frame capable of providing successful outcomes for critically injured or non-breathing patients and to prevent flashover and minimize life and property loss during a structure fire.
- 12.1.2. This type of geographic deployment depends on the availability of the resources assigned to that fire station location. System failure begins to occur when the demand for these resources is increased to a point where simultaneous requests for a resource begins to commonly occur as a result of exceeding the capacity of that resource. When service demand exceeds a fire station's capacity, a resource from a fire station further away must respond in its place. The result of this situation is often referred to as cascading failure. The failure of one resource to be

available to answer emergency calls cascades to the next closest fire station resource, leaving two service areas unprotected when the covering resource vacates its assigned area to make up for lack of capacity of the failing resource. This effect continues to cascade out with a ripple effect to yet other fire stations and jurisdictions.

12.1.3. Cascading failure causes longer drive times to reach emergency scenes and as a result, it is less likely that those resources can positively affect the negative outcomes of flashover and brain death.

12.1.4. The solution to cascading failure is the addition of service capacity through the deployment of additional response resources to the fire station that is experiencing substandard reliability. The deployment of additional fire resources results in considerable expense to a community, therefore a delicate balance must be maintained to use but not exceed the service capacity of resources.

12.1.5. The Center for Public Safety Excellence refers to a fire resource's capacity in their Commission on Fire Accreditation International Standards of Cover guidelines, in terms of level of "reliability" of a fire resource. If a resource is available at least as often as the expected performance measurement, it is considered reliable.

12.1.6. SFD's ability to meet its response time standards is directly affected by resource reliability.

12.2. Components of Response:

12.2.1. SFD measures the direct impact of an individual development on system performance by determining the development's impact on service capacity and fire department response times. Fire department response times have two primary measures. First is the arrival time of the initial arriving "first-in" or distribution resource. Second is the arrival of all resources needed to effectively mitigate the incident which is referred to as the "Effective Response Force" (ERF) or concentration of resources. The ERF is also commonly referred to as the full first-alarm assignment. An initial arriving resource can begin to render aid or perform other necessary tasks as a component of the ERF but cannot resolve the incident alone. An ERF for a life threatening medical call requires two or more fire resources and a structure fire requires five or more fire resources. The additional resources of the ERF must respond from greater distances than the first-in resource therefore the first-in and ERF have two separate performance expectations.

12.3. Effect of Development on Fire System Performance:

- 12.3.1. Each additional development impacts service capacity affecting the reliability and the temporal performance of fire service resources. Where service capacity exists to accommodate the impacts of new development, mitigations should be reduced accordingly to allow new development credit for the existing capacity. However, service capacity or resource reliability must be carefully measured to assess the reliability and response performance of both first-in and full first alarm ERF resources.
- 12.3.2. It is important to understand whether a new development is placed nearer to or farther from a fire station, its use of service capacity will have a negative effect on the fire service systems performance.
- 12.3.3. Mitigations necessary to maintain fire service concurrency is not dependent on geographical location within a fire station's service area, but on the fact that each development consumes service capacity. This negatively affects reliability and response performance. Those developing property close to an existing fire station directly impact the system by reducing resource reliability for those developments that are more distant.

12.4. Mitigation Actions Required:

- 12.4.1. SFD's limited capital funding and resources has caused the need to adopt standards that establish levels of service below nationally recognized benchmark standards and as a result, all new development has a direct impact on the SFD's service capacity.
- 12.4.2. When system inadequacies exist, the impact of each new development will have an unacceptable direct impact on SFD's ability to provide service. Each new development shall be reviewed to determine whether it will further impact the following identified service deficiencies. Mitigation shall be required if any one or more of the following performance deficiencies listed below exist within the service area of the proposed development:
 - 12.4.2.1. Historical performance data shows arrival time for first-in unit response times exceed the adopted Level of Service standard.
 - 12.4.2.2. Historical performance data shows arrival time of full first alarm units exceed the adopted Level of Service standard.

- 12.4.2.3. Historical performance data shows fractile reliability of first in units is equal to or less than 5% more than the adopted Level of Service on a 24 hour basis, or equal to or less than the adopted standard during peak demand hours.
- 12.4.2.4. Historical performance data shows fractile reliability of Full First Alarm resources is equal to or less than 5% more than the adopted Level of Service during peak demand hours.
- 12.4.2.5. Historical data shows evidence that more than one mutual-aid company has been consistently relied upon to provide an Effective Response Force to the area of proposed development.
- 12.4.2.6. Less than 1,500 gallons of fire flow is available when any residential structure to structure spacing is less than 15 feet from any part of another structure.

12.5. Mitigation Options:

12.5.1. Selected mitigation measures should be relational to the risk imposed by the development. Time is the critical issue in the delivery of fire and emergency medical services. Mitigation measures should be appropriate and adequate to achieve a level of public safety that would be equivalent to SFD's achievement of response time standards.

12.5.1.1. SFD staff may utilize, but not be limited to the options listed below and/or any State or locally adopted building code set, and any NFPA or other recognized standard to mitigate the impacts of new development upon the ability of SFD to deliver service.

12.5.1.2. Installation of automatic fire sprinkler systems to provide onsite fire control until SFD response units can arrive on scene.

12.5.1.2.1. All automatic fire sprinkler systems shall comply with NFPA 13.

12.5.1.2.1.1. Flow through or "Multi-Purpose" systems may be allowed in one and two family structures upon approval of the Fire Marshal representing Shoreline or the authority having jurisdiction.

- 12.5.1.3. Installation of monitored alarm and alerting systems to provide early alerting to SFD.
- 12.5.1.4. Installation of fire walls or other building separations to reduce fire flow and/or firefighting resource requirements.
- 12.5.1.5. Use of alternate construction materials to reduce chance of fire spread between structures.
- 12.5.1.6. Installation of intercom systems in multi-family housing to assist evacuation and sheltering in place.
- 12.5.1.7. Addition of access enhancements such as secondary access points, fire lanes, ambulance parking spaces etc.
- 12.5.1.8. Installation of incident reduction features such as grab bars in senior and disabled housing units.
- 12.5.1.9. Installation of monitored medical alarms.
- 12.5.1.10. Installation of alarm monitored defibrillators in public areas of multi-family housing, places of assembly, and public buildings.
- 12.5.1.11. Impact Fees.
- 12.5.1.12. Level of Service Fees.

13. Developer Agreements Required

- 13.1. Developer agreements are required for all developments occurring within the SFD service area. SFD and the development applicant shall enter into a mitigation agreement that clearly identifies all mitigation required to maintain fire service concurrency.

- 13.1.1. Exceptions:

- 13.1.1.1. Where the development occurs within the City of Shoreline and impact fees are the only mitigation required an agreement may not be necessary when utilizing the City of Shoreline's policies will ensure collection of impact fees necessary to maintaining fire service concurrency.

- 13.1.1.2. When all mitigation requirements are included as plat notes into the approved and permitted land use plans, a mitigation agreement may not be required.

13.2. Basis for Calculating Impact and Level of Service Fees:

- 13.2.1. **Boundaries:** As a point of reference, SFD boundaries at time of adoption of this policy shall be used as a determinant or benchmark as to the extent of capacity of service according to SFD's adopted response time standards. This policy may be applied to all or administratively defined areas of SFD.
- 13.2.2. **Property Categories:** Properties are grouped by two basic categories, residential, and commercial. Residential properties shall include both single-family and multifamily units. Commercial property shall be those property uses that would otherwise be classified as industrial, business, retail sales and services, wholesale sales, storage, assisted care facilities and hospital and medical facilities.
- 13.2.3. **Capital Improvements (C&E):** SFDs Capital Improvement Plan identifies the resources and revenue needed to provide adequate service and maintain public health and safety over a 20 year planning cycle. Each year an updated Six Year Capital Improvement Plan shall be adopted to serve as the basis for updating construction and equipment costs and impact and level of service fees. The C&E costs identified in Appendix A for the impact fee computation reflects only projects that can be attributed to the impact of new development.
- 13.2.4. **Fire Department Service Demand:** Past demand for fire department services to property categories identified above, shall be used to predict future service level demand to those property types. The percentage of service use by new development and its impact on SFD Service Levels shall be used to determine appropriate and relational contributions for each property type (see Appendix A, Res/Com Split). Needed expenditures for improvements identified in the SFD Capital Improvement Plan will be the basis for determining the construction and equipment costs (C&E) which are used in calculating impact fees and level of service contributions.
- 13.2.5. **Usage Factor:** The specific use of fire services by land use category. Use factors are based on actual call rates. (see Appendix B)
- 13.2.6. **ERF (Effective Response Force) Factor:** The minimum amount of staffing and equipment that must reach a specific emergency location within the maximum

adopted level of service time capable of fire suppression, EMS and/or other incident mitigation.

- 13.2.7. **Projected Development:** The 20 year development capacity analysis found in SFD's Capital Improvement Plan will be the basis for SFD calculations of future dwelling units and future square-footage of commercially developed properties.

14. Mitigation Methodology and Fee Application:

14.1. New Development Assessment:

14.1.1. Impact Fees & Mitigations

- 14.1.1.1. In areas where fire service impact fees have been adopted in support of SFD by the authority having jurisdiction to permit building and land uses, each new proposed development will have a capacity analysis completed to determine the system wide impacts the proposed development will have on fire concurrency within the SFD service area.
- 14.1.1.2. System impacts will be assessed utilizing SFDs Mitigation Assessment Worksheet. (See Appendix B)
- 14.1.1.3. Impact fees will be calculated and determined by applying the appropriate formula found in Appendix A.
- 14.1.1.4. SFD staff will determine appropriate non-fee mitigations that will provide adequate protection necessary to provide fire service concurrency to the proposed development.
- 14.1.1.5. SFD staff shall consider developer submitted alternate mitigations and fee amounts presented in a study that provides acceptable alternatives to the mitigations found in this policy.
- 14.1.1.6. If a developer builds a residential structure in the Residential 1 classification and installs a sprinkler system, then the reduction in the impact fee will be commensurate with at least the equivalent amount paid for the fire suppression portion of the impact fee.

14.1.2. Impact & Level of Service Fees & Mitigations

- 14.1.2.1. In areas where fire service impact fees have not been adopted in support of SFD by the authority having jurisdiction to permit building and land uses, each new development when proposed, and upon notice of application, shall have their direct impacts assessed and their appropriate mitigation options determined.
 - 14.1.2.2. SFD shall pursue all appropriate mitigations necessary to maintain public safety and fire service concurrency through the provisions provided by the Growth Management Act (GMA), State Environmental Protection Act (SEPA), Washington State subdivision codes, and the adopted land use regulations in the authority having jurisdiction.
 - 14.1.2.3. Direct impacts will be assessed utilizing SFDs Mitigation Assessment Worksheet. (See Appendix B)
 - 14.1.2.4. Appropriate Level of Service Contribution fees will be calculated and determined by applying the formula found in Appendix A
 - 14.1.2.5. SFD staff will determine appropriate non-fee mitigations that will provide adequate protection necessary to provide fire service concurrency to the proposed development.
- 14.1.3. Impact and Level of Service Fee Reduction:
- 14.1.3.1. Where automatic fire sprinklers are voluntarily installed in single-family residential occupancies, a reduction equal to 30% of the impact or level of service fee shall serve to mitigate the costs of needed EMS and rescue resources. If the sprinklers are required as part of code requirements or law, the reduction does not apply. Additional reductions shall be applied as identified on the SFD Service Capacity Analysis worksheet in Appendix B.
- 14.1.4. Fee Payment Policy:
- 14.1.4.1. Payment of impact fees within the City of Shoreline will be collected by the City of Shoreline at time of permitting or as defined by a required development agreement. Impact or level of service fees shall be based on the most recently adopted formula and fees. Any fees paid later than required shall be subject to interest at a rate of one (1) percent per month.

- 14.1.4.2. All impact fees and level of service contributions collected shall be held by SFD in a reserve account used to fund SFD's Capital Improvement Plan. If impact fees are not utilized within ten years of receipt or five years of receipt for level of service fees, a refund will be issued to the developer with interest.
- 14.1.4.3. In all cases, it is SFD's intent to collect impact and level of service fees in a manner consistent with this section. However, in an interest to work with developers in as fair and equitable fashion as possible, SFD staff shall use the following guidelines for negotiating payment schedules.
- 14.1.4.3.1. Residential fee payment:
- 14.1.4.3.1.1. Collection of all residential impact and level of service fees shall be collected at the time of building permit issuance and level of service fee payments should occur at the time of final platting or prior to the start of construction. In extenuating circumstances the following payment option may be exercised. Any fees received late from any payment option will be subject to interest penalties of one (1) percent per month.
- 14.1.4.3.1.2. Fire impact and level of service fees can be deferred to be paid within three business days of the issuance of a certificate of occupancy for the structure that the fee was to be paid for. The consideration of this option will be at the discretion of the SFD Board of Commissioners.
- 14.1.4.3.1.3. In jurisdictions where fire impact fees have been implemented, fees shall be collected in compliance with the jurisdiction's municipal code.
- 14.1.4.3.2. Commercial fee payment:
- 14.1.4.3.2.1. Collection of all commercial impact and level of service fees shall be collected at the time of building permit issuance by the authority having jurisdiction and level of service fee amounts should occur at time of final platting or prior to the start of construction.
- 14.1.4.3.2.2. In jurisdictions where fire impact fees have been implemented, fees shall be collected in compliance with the jurisdiction's municipal code.

14.1.4.3.3. Fee Exempt Properties:

14.1.4.3.4. Existing structures retained and incorporated into a new subdivision of land.

14.1.4.3.5. Square footage of the same type of new construction equal to the percentage of square footage of existing structures to be redeveloped.

14.1.4.3.6. Agreements:

14.1.4.3.7. All mitigation agreements between SFD and developers shall be recorded as a lien against the property of the proposed development unless the developer agrees to include all mitigation requirements specified in the agreement in the approved plat notes. Upon receipt of payment, SFD shall promptly notify the appropriate authority having jurisdiction and remove any encumbrances recorded against the appropriate property.

14.1.4.3.8. SFD Funding Participation: There is currently an identified need for additional fire and life safety facilities and equipment in SFD. SFD will share in the expense of needed resources as outlined in Table 16, 20 Year Cost/Funding Plan, found in Section 6 of the SFD Capital Improvement Plan, and in the following manner:

14.1.4.3.8.1. SFD will be directly responsible for the percentage of construction and equipment costs beyond the growth share determined for new developments.

14.1.4.3.8.2. SFD will contribute shortages as a result of loss of, or default on collections of impact and level of service fees.

14.1.4.3.8.3. Estimated revenues are never fully realized from development and SFD will need to supplement shortages.

14.1.4.3.8.4. SFD will contribute the actual construction and other costs exceeding original estimates.

14.1.4.3.8.5. Payment of unanticipated costs associated with implementing the SFD Capital Improvement Plan.

14.1.4.3.8.6. Advancing funds for the project before total collection of impact fee or level of service contributions.

14.1.4.3.8.7. Management of this policy, and the Capital Improvement Plan.

15. Assurance of Adequate Provisions for Public Safety:

15.1. The safety and welfare of current and future residents of SFD is of paramount concern to SFD. It is recognized that this policy may have limitations and may not provide definitive guidance for effective mitigation of direct development impacts on SFD's service capacity in all cases.

15.2. It is not the intent of this policy to limit SFD's staff in making decisions outside of this policy where those decisions and mitigation options serve the intent of maintaining concurrency with development and protecting SFD's service capacity, making rational and relational mitigation requests appropriate to the level of risk, and protecting the safety of the public and firefighters in a fair and consistent manner.

16. Policy Review and Adjustment:

16.1. At least annually, this Policy will be reviewed and amended as necessary. Amendments shall be made consistent with the annual revision of the six (6) year Capital Improvement Plan and shall be approved through a resolution of SFD's Board of Fire Commissioners.

Appendix A

APPLICATIONS OF LEVEL OF SERVICE FORMULAS

LOS Formula Calculation

Land Use Type	System-Wide C&E	New Dev C&E	Res/Com Share	Res/Com Split	Projected Development 2018 - 2037	Cost Per Unit	Measure of Impact by Development	Adjustment	Impact & LOS Contribution Fee Amount
Residential									
Residential 1 (Low Risk)	\$41,217,424	\$21,354,000	64%	\$13,666,560	5,000 units	\$2,733.31	100%	20%	\$2,187 per dwelling unit
Residential 2 (High Risk)	\$41,217,424	\$21,354,000	64%	\$13,666,560	5,000 units	\$2,733.31	87%	20%	\$1,895 per dwelling unit
Commercial									
Commercial 1 (Low Risk)	\$41,217,424	\$21,354,000	36%	\$7,687,440	1,500,000 sq ft	\$5.12	66%	20%	\$2.69 per sq ft
Commercial 2 (Medium Risk)	\$41,217,424	\$21,354,000	36%	\$7,687,440	1,500,000 sq ft	\$5.12	42%	20%	\$1.73 per sq ft
Commercial 3 (High Risk)	\$41,217,424	\$21,354,000	36%	\$7,687,440	1,500,000 sq ft	\$5.12	132%	20%	\$5.42 per sq ft

LOS Formula Definitions

- **Land Use Type:**
Defines the land use types and structure uses upon which Impact and Level of Service Fees are assessed. For a complete breakdown of what types of structures are in each group refer to Table A-1.
- **System-Wide C&E:**
The construction and equipment costs for the 20 year time span of SFD's Capital Improvement Plan
- **New Dev C&E:**
The construction and equipment costs for the 20 year time span of SFD's Capital Improvement Plan specific to the impacts of new development.
- **Res/Com Share:**
Percentage of annual emergency responses by property type; Residential = 64%, Commercial = 36%
- **Res/Com Split:**
The corresponding amount of the New Development Construction and Equipment to the Residential/Commercial share.
- **Projected Development:**
Defines the number of new units or square feet projected to be constructed within the SFD service area between 2018 and 2037.

- **Cost Per Unit:**

Is the cost per dwelling unit or square footage associated with residential or commercial land use.

- **Measure of Impact By Development:**

Index to compare emergency response shares, usage factor, and effective response force requirements for each type of development, using Residential 1 as the reference point. This variable accounts for the proportionate impact each type of development has on the system.

- **Adjustment:**

Adjustment to account for the fact that you cannot rely solely on impact fees for the cost of development

- **Impact and LOS Contribution Fee Amount:**

This amount represents the maximum fee to be paid by new development for each specific property type. This fee might be reduced if existing fire service capacity is adequate to serve the new development.

Table A-1

Land Use Category/Description	ERF	Land Use Category/Description	ERF
Residential 1	1.0	Commerical 2	2.5
Single family house (includes townhouse and duplex)		Movie theater	
Mobile home park		Warehouse	
Residential 2	1.3	Health/fitness club	
Apartment (includes accessory dwelling unit)		School (public or private)	
Condominium		Junior/community college	
Hotel/Motel		Church	
Commerical 1	2.0	Day care center	
Light industrial		Library	
Manufacturing		Medical office	
Mini-warehouse		Commerical 3	3.0
General office		Senior housing	
State motor vehicles dept		Continuing care retirement	
United States post office		Hospital	
General retail & personal services (includes shopping center)		Industrial	
Car sales			
Supermarket			
Convenience market-24 hr			
Discount supermarket			
Pharmacy/drugstore			
Bank			
Restaurant			
Fast food restaurant			
Coffee/donut shop			
Quick lube shop			
Gas station			
Automated car wash			

Service Capacity Credit Criteria

Single Family Residential Fee Reduction Factors:*

Historical data shows first in station response area meets LOS	= 15%
Historical data shows F-Box of development meets first in LOS	= 10%
First in station reliability data meets peak hour standard	= 15%
If fire flow is $\geq 1,500$ GPM or spacing between structures is > 15 feet	= 15%
Historical data shows full first alarm reliability meets peak call volume standard	= 15%
Automatic sprinkler system installed (single-family only)	= 30%
Historical data shows full first alarm ERF meets LOS standard to F-Box	= 40%

*Accumulated discounts cannot exceed the LOS contribution amount and cumulative discounts cannot be used as credits to be transferred.

Multi-Family and Commercial/Industrial Reduction Factors:

Historical data shows first in station response area meets LOS	= 15%
Historical data shows F-Box of development meets first in LOS	= 10%
First in station reliability data meets peak hour standard	= 10%
Historical data shows full first alarm reliability meets peak call volume standard	= 15%
Historical data shows full first alarm ERF meets LOS standard to F-Box	= 50%



Appendix B

Service Capacity Analysis for New Single-Family Residential Development

Date of Analysis: _____ Project Permit # _____

Project Address: _____ Land Parcel # _____

Fire Box Location: _____ Fire Box Performance: 1st In _____% ERF _____%

1st in Station _____ Peak Hour Reliability _____% 1st in Area Performance _____%

Fire ERF Required _____ ERF Pick List _____, _____, _____, _____, _____, _____

ERF Reliability _____% _____% _____% _____% _____% _____%

Capacity Allowance Calculator:

1 st in response area meets LOS	_____ = 15%	_____%
F-Box development meets first in LOS	_____ = 10%	_____%
1 st in reliability meets peak hour standard	_____ = 15%	_____%
Fire flow $\geq 1,500$ GPM or structure spacing > 15 feet	_____ = 15%	_____%
1st alarm reliability meets peak hour standard	_____ = 15%	_____%
Sprinklers installed	_____ = 30%	_____%
1st alarm ERF meets LOS standard to F-Box	_____ = 40%	_____%

Total Capacity Allowance _____%

Total Fee Calculation:

Full SFR Impact Fee Rate = _____

SFR units in development _____ x _____

Total impact fee amount _____

Impact fee to be assessed:

Total impact fee _____ x capacity allowance _____ = \$ _____

**Service Capacity Analysis for
New, Non Single-Family
Residential Development**



Date of Analysis: _____ Project Permit # _____

Project Address: _____ Land Parcel # _____

Fire Box Location: _____ Fire Box Performance: 1st In _____% ERF _____%

1st in Station _____ Peak Hour Reliability _____% 1st in Area Performance _____%

Fire ERF Required _____ ERF Pick List _____, _____, _____, _____, _____, _____, _____,

ERF Reliability _____% _____% _____% _____% _____% _____% _____%

Capacity Allowance Calculator:

1 st in response area meets LOS	_____ = 15%	_____
F-Box development meets first in LOS	_____ = 10%	_____
1 st in reliability meets peak hour standard	_____ = 10%	_____
1st alarm reliability meets peak hour standard	_____ = 15%	_____
1st alarm ERF meets LOS standard to F-Box	_____ = 50%	_____
Total Capacity Allowance		_____

Impact fee category and rate:

Multi Family _____	Impact fee rate per square foot _____
Commercial/Industrial _____	Impact fee rate per square foot _____
Hospital/Medical/Civic _____	Impact fee rate per square foot _____
Assisted Care _____	Impact fee rate per square foot _____

Total fee calculation:

Full impact fee rate = _____
Square footage of development x _____
Total impact/LOS amount \$ _____

Impact fee to be assessed:

Total impact/LOS amount _____ x capacity allowance _____ = \$ _____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 420 - Amending the Authorized Individuals for Investments in the Washington State Local Government Investment Pool
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City invests its funds in the Washington State Local Government Investment Pool (LGIP). This was initially established prior to the incorporation of the City in 1995 via Resolution No. 44. The LGIP permits the City to designate an Authorized Individual to make any contributions or withdrawals of the City's funds in the LGIP. Resolution No. 361, which was adopted by Council on July 21, 2014, designated former Administrative Services Director Robert Hartwig as the Authorized Individual for the City, in addition to making other changes related to changes in state law. The staff report and resolution for this item can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2014/staffreport072114-7c.pdf>.

Given that Robert Hartwig is no longer the City's Administrative Services Director, Council must re-designate the LGIP Authorized Individual. Proposed Resolution No. 420 (Attachment A) would re-designate the LGIP Authorized Individual to Sara Lane, the City's current Administrative Services Director.

FINANCIAL IMPACT:

If proposed Resolution No. 420 is approved, the City will continue to invest monies into the LGIP for investments.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 420.

ATTACHMENTS:

Attachment A: Proposed Resolution No. 420
Attachment A, Exhibit A: LGIP Authorization Forms

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

**LOCAL GOVERNMENT INVESTMENT POOL
TRANSACTION AUTHORIZATION FORM**

Attachment A
Exhibit A

Please fill out this form completely, including any existing information, as this form will replace the previous form.

Name of Entity: City of Shoreline	Mailing Address: 17500 Midvale Avenue N Shoreline, WA 98133-4905
Fax Number: (206)801-2787	
E-mail Contact: slane@shorelinewa.gov	

How do you wish to have your monthly LGIP statements faxed or emailed to the information listed above?

Please note – if you choose to receive statements via email, fax or U.S. Mail.

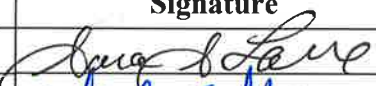



☒ Email ☐ Fax ☐ U.S. Mail

Bank account where funds will be wired when a withdrawal is requested.

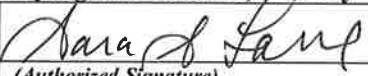
(Note: Funds will not be transferred to any account other than that listed).

Bank Name: US BANK
Branch Location: 15415 WESTMINSTER WAY NORTH, SHORELINE, WA 98133
Bank Routing Number: 125000105
Account Number: 153595372357
Account Name: City of Shoreline

Persons authorized to make deposits and withdrawals for the entity listed above.

Name	Title	Signature	Telephone Number
Sara Lane	Admin Svc Director		(206) 801-2301
Mark Gregg	Finance Manager		(206) 801-2311
Henry Yeh	Staff Accountant		(206) 801-2312
Jody Lundquist	Accountant		(206) 801-2319

By signature below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

	Administrative Services Director	10/25/17
(Authorized Signature)	(Title)	(Date)
Sara Lane	slane@shorelinewa.gov	(206) 801-2301
(Print Authorized Signature)	(E-mail Address)	(Telephone number)

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
PO Box 40200
OLYMPIA, WA 98504-0200
FAX: (360) 902-9044

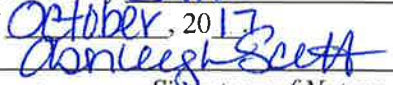
Date Received: ____ / ____ / ____
Fund Number: ____
(for LGIP use only)



State of Washington)
County of King) ss.

Signed or attested before me by Sara Lane
Dated this 25 day of October, 2017

SEAL OR STAMP



Signature of Notary
Ashleigh Scott

Typed or printed name of Notary

Notary Public in and for the State of Wash.

7d-2 My appointment expires: 4-09-2021

**TREASURY MANAGEMENT SYSTEM (TM\$)
 WEB CLIENT LOGON AUTHORIZATION FORM**

Name of Entity: City of Shoreline

Note: each Full access LGIP person must also be listed on the Transaction Authorization Form. Please fill out this form completely, including any existing information, as this form will replace the previous form.

TM\$ LGIP / Revenue Dist. Web access requested for the following

1. ☒ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☐ Full Access ☒ View only Rev Dist: ☒ View only only

2. ☒ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☒ Full Access ☐ View only Rev Dist: ☒ View

Name: Jody Lundquist	Name: Mark Gregg
Title: Accountant	Title: Finance Manager
E-mail address: jlundquist@shorelinewa.gov	E-mail address: mgregg@shorelinewa.gov
Phone: 206-801-2319	Phone: 206-801-2311
OST Appr Date: UserID:	OST Appr Date: UserID:

3. ☐ Add ☐ Delete ☐ Update ☒ No Change

LGIP: ☒ Full Access ☐ View only Rev Dist: ☒ View only only

4. ☐ Add ☐ Delete ☐ Update ☒ No Change

LGIP: ☐ Full Access ☒ View only Rev Dist: ☒ View

Name: Sara Lane	Name: Henry Yeh
Title: Administrative Services Director	Title: Staff Accountant
E-mail address: slane@shorelinewa.gov	E-mail address: hyeh@shorelinewa.gov
Phone: 206-801-2301	Phone: 206-801-2312
OST Appr Date: UserID:	OST Appr Date: UserID:

By signature below, I certify I am authorized to represent the institution/agency for the purposes of this transaction.

	Administrative Services Director	12/25/17
(Authorized Signature)	(Title)	(Date)
Sara S. Lane	slane@shorelinewa.gov	206-801-2301
(Print Authorized Name)	(E-mail address)	(Phone no.)

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
 LOCAL GOVERNMENT INVESTMENT POOL
 LEGISLATIVE BUILDING
 P. O. BOX 40200

Date Received: ____ / ____ / ____

Fund Number: _____

OK'd by: _____

(For OST use only)

02/22/13

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Increase the Janitorial Services Contracts with Varsity Facilities Services in the Amount of \$63,097 to Clean Shoreline City Hall Including the Police Station Addition
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 provides janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 provides janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. With the future relocation of Police Services to Shoreline City Hall in 2018, staff is requesting City Council approval to authorize the City Manager to increase the VFS janitorial services contract by \$63,097 to clean Shoreline City Hall, including the Police Station addition. This proposed contract change would be budget neutral, as this amount of funding would be transferred from the CWM to the VFS janitorial contract.

RESOURCE/FINANCIAL IMPACT:

The contract changes identified in this staff report would be budget neutral resulting only in the redistribution of contract values between the VFS and CWM contracts. With the delivery of janitorial services that would transfer Shoreline City Hall to VFS, their contract would increase by \$63,097 resulting in a total contract increase from \$117,534 to \$180,631. The contract with CWM would decrease by the same amount resulting in a contract reduction from \$166,359 to \$103,262. Both VFS and CWM are mutually agreeable to this change in their scope of services, which would become effective January 1, 2018. All other terms and conditions associated with the contracts for VFS and CEM would remain the same.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to increase the janitorial services contract (Contract No. 8658) with Varsity Facility Services in the amount of \$63,097 to clean Shoreline City Hall including the Police Station Addition.

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

BACKGROUND

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals (RFP) process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 (Contract No. 8658) provides janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. In addition, the VFS contract provides all consumable products, supplies and specialty cleaning. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 (Contract No. 8599) provides janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. With the future relocation of Police Services to Shoreline City Hall in 2018, staff evaluated the janitorial service needed with VFS and CWM to streamline and develop efficient and cost-effective delivery of services.

DISCUSSION

Staff is recommending that Shoreline City Hall, including the new Police Station addition, be cleaned by VFS rather than CWM. Both VFS and CWM have been providing satisfactory cleaning services. The following provides a summary of benefits for the change:

- VFS has demonstrated that they have the personnel, equipment and experience to clean City facilities for the City of Shoreline. This is essential as all City Hall floors in the near future will be fully occupied with City and Police staff.
- VFS presently cleans the Shoreline Police Station. With the relocation of Police Services to the remodeled City Hall, VFS would expand their current delivery of janitorial services to include the entire City Hall facility including the new Police addition and the newly remodeled space on the 3rd Floor.
- VFS has agreed to clean the entire City Hall facility at the same price of \$63,097.
- As the existing Police Station and the new Police Station addition are similar in size, the cost of \$9,732 would remain the same. The existing Police Station is approximately 5,480 square feet while the new Police Station addition is approximately 5,588 square feet.
- VFS also presently provides consumable products and supplies for all facilities cleaned by VFS and CWM. By transferring the City Hall facility into the VFS scope of work, tracking and ordering janitorial products would improve delivery of products and supplies needed for City and Police staff.

RESOURCE/FINANCIAL IMPACT

The contract changes identified in this staff report would be budget neutral, resulting only in the redistribution of contract values between the VFS and CWM contracts. The 2017 Janitorial Services Budget totals \$283,893. With the amendment of janitorial services that would transfer Shoreline City Hall to VFS, their contract (Contract No. 8658) would increase by \$63,097 resulting in a contract increase from \$117,534 to \$180,631. The table below provides a summary of facilities and services that VFS would be providing in their contract.

Facility	VFS
Shoreline Police 1 st Floor of City Hall and New Addition Including Jails	\$9,732
Shoreline Swimming Pool	\$42,144
Richmond Highlands Recreation Center	\$14,976
Specialty Cleaning (Various Facilities)	\$26,981
All Consumables (Cleaning Products & Supplies)	\$23,700
Current VFS Contract	\$117,534
Addition of Shoreline City Hall including 3 rd Floor Office Space	\$63,097
Revised Total VFS Contract	\$180,631

The contract with CWM (Contract No. 8599) would decrease by the amount of \$63,097 resulting in a contract reduction from \$166,359 to \$103,262. The table below provides a summary of facilities that CWM would be responsible for cleaning in their contract. Both VFS and CWM are agreeable to this change in their scope of services which would become effective January 1, 2018.

Facility	CWM
Shoreline City Hall	\$63,097
Spartan Recreation Center	\$50,478
14 Park Restrooms:	\$52,784
1. Echo Lake Park	
2. Hillwood Park	
3. Kayu Kayu Ac Park	
4. Upper Hamlin Park	
5. Lower Hamlin Park	
6. Upper Shoreview Park	
7. Lower Shoreview Park	
8. Paramount Park	
9. Upper Richmond Beach Saltwater Park	
10. Lower Richmond Beach Saltwater Park	
11. Richmond Highlands Park	
12. Shoreline Park	
13. Twin Ponds Park	
14. Cromwell Park	
Current CWM Contract	\$166,359
Shoreline City Hall (Transfer to the VFS Janitorial Services Contract)	-\$63,097
Revised Total CWM Contract	\$103,262

RECOMMENDATION

Staff recommends that Council authorize the City Manager to increase the janitorial services contract (Contract No. 8658) with Varsity Facility Services in the amount of \$63,097 to clean Shoreline City Hall including the Police Station Addition.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into a Grant Agreement with the King County Best Starts for Kids Youth Development for \$543,355 for Youth Outreach Leadership and Opportunities
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

King County Best Starts for Kids (BSK) is a voter approved initiative designed to “help put every baby born and every child raised in King County on a path toward lifelong success”. The City of Shoreline’s Youth and Teen Development Program, in partnership with the Center for Human Services, submitted a grant proposal to develop and implement a Youth Outreach Leadership and Opportunities (YOLO) program. That grant proposal was successful and BSK will provide \$543,355 in grant funding to the City.

The YOLO program will provide much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth.

RESOURCE/FINANCIAL IMPACT:

The \$543,355 of funding will be added to the Parks, Recreation and Cultural Services - Teen & Youth Development Program budget in 2018 through the Budget Amendment process that will occur in April of 2018. This is a three year funded project. Unused 2018 funding will be carried over to 2019 and from 2019 to 2020, and work will be completed by December 31, 2020.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to execute an agreement with King County Best Starts for Kids for \$543,355 to fund the Youth Outreach Leadership and Opportunities project.

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

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with Hough Beck & Baird Inc. (HBB) Landscape Architecture, in the Amount of \$127,226 for Shoreline Parks Concept Design Plans
DEPARTMENT:	Parks, Recreation and Cultural Services (PRCS)
PRESENTED BY:	Eric Friedli, PRCS Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The recently adopted 2017-2023 Parks, Recreation and Open Space (PROS) Plan assessed Shoreline citizen's needs and prioritized recreation programs, park maintenance and facility capital needs with the Parks, Recreation and Cultural Services Department's core mission and goals. One of the Strategic Action Initiatives included in the PROS Plan includes a list of important amenities that will need to be added to existing or new parks.

The PROS Plan identified a list of parks and proposed enhancements at each park. The City's 2018 – 2023 Capital Improvement Plan (CIP) includes \$275,000 under the Parks Facilities Recreation Amenities project to prepare a more detailed plan for the series of parks and recreation amenities identified in the PROS Plan. To conduct this work, the City selected Hough Beck & Baird Inc. (HBB) Landscape Architecture. HBB was selected by Shoreline staff through a Request for Qualifications (RFQ) process that took place in September 2017.

Working with staff and the community, HBB will develop a set of concept designs for those specific parks that will provide guidance to the community and to staff for developing implementation plans. The scope of work for the HBB proposed contract is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

This professional services contract is budgeted for up to \$127,226. The cost is budgeted through the General Capital Fund.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a professional services contract with Hough Beck & Baird Inc. (HBB) Landscape Architecture for \$127,226 to develop Shoreline parks concept design plans.

ATTACHMENTS:

Attachment A – Scope of Work for Hough Beck & Baird Inc. (HBB) Landscape
Architecture

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



October 30, 2017

Mr. Eric Friedli
City of Shoreline Parks, Recreation & Cultural Services
17500 Midvale Avenue North
Shoreline, WA 98133-4905

Re: Shoreline Parks Design Plans

Dear Mr. Friedli,

We are very excited to work with you on this project and appreciate your time in reviewing it with us on October 12, 2017. Since we have been involved with other park planning and design projects, we are confident that our office can provide the personal and professional services required to make your park improvements a success. We understand that this project involves site analysis, cost estimating, and conceptual design of park improvements for 13 separate, existing parks in Shoreline. We also understand that Hillwood Park will be the focus of initial concept designs and may proceed under a separate schedule in order to coordinate the work with the school district. This project will include a public engagement process to gather feedback and to understand the priority projects to be developed further into conceptual plans and cost estimates. Conceptual alternatives and a final plan with cost estimates and phasing will be developed for up to 5 park sites. Design development plans and associated cost estimates (30% level) for the final concept at each park is not included at this time.

Based upon our knowledge of this project and previous discussions with you, we are proposing the following professional services for your consideration under a lump sum agreement and organized by the tasks outlined below. Our proposed scope of work will easily permit modification as we progress through the design process.

Task 1 – NEIGHBORHOOD ENGAGEMENT PLAN: Review available background information including planning documents, history, studies, reports, GIS information, any property encumbrances, and code requirements. Prepare site basemaps using available survey, GIS, and background information. Visit the project sites and evaluate existing conditions and facilities. Prepare diagrammatic plans for up to 13 sites including programming and development options based on site analysis, proposed uses by the City, and the PROS plan; and prepare associated ROM cost estimates. We will review the diagrammatic plans with City staff and make revisions as necessary. This task includes facilitating one (1) public workshop to review the diagrammatic plans and development options and ROM cost estimates.

This task includes one (1) kick-off meeting, up to two (2) meetings with City staff and/or the Parks Board for design review and coordination, and one design charrette with Perteet.

Perteet will review background information and code requirements, visit the project sites, and provide a written summary of the opportunities and constraints. They will review diagrammatic plans and provide redline feedback to HBB and prepare civil ROM cost estimate(s); they will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

Deliverables =

- Communication and community engagement plan (project schedule and/or memorandum format)
- Basemaps (24" x 36", pdf format)
- Diagrammatic Plans with development options (24" x 36", pdf format; up to 13 park sites)
- ROM cost estimates (up to 13 park sites)
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentation (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summary
- Document final development options (up to 5 park sites)

Task 2 – CONCEPTUAL DESIGN: Prepare 2-3 concept alternatives for improvements to each priority park site including supporting images/graphics. Each concept alternative will include an associated cost estimate with maintenance cost estimates. We will review the concept plans with City staff and make revisions as necessary. This task includes facilitating two (2) public workshop (one for the parks west of I-5 and one for the parks east of I-5) to review the conceptual plans and cost estimates. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect.

This task includes up to three (3) meeting(s) with City staff and/or the Parks Board for design review and coordination, and one (1) charrette meeting with Perteet.

Perteet will review conceptual alternatives and provide redline feedback to HBB and will prepare civil cost estimates (5 sites). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

Deliverables =

- 2-3 Concept designs for each park site (24" x 36", black and white)
- Photo boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries

Task 3 – HILLWOOD PARK CONCEPTUAL PLAN

Prepare 2-3 concept alternatives for improvements to Hillwood Park including supporting images/graphics. Each concept alternative will include an associated cost estimate with maintenance cost estimates. We will review the concept plans with City staff, make revisions as necessary. This task includes facilitating two (2) public workshops to review the conceptual plans and cost estimates. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect.

This task includes up to five (5) meeting(s) with City staff and/or the Parks Board, the Shoreline School District, and/or architectural design team for design review and coordination, and one (1) charrette meeting with Perteet.

Perteet will review conceptual alternatives and provide redline feedback to HBB and will prepare a civil cost estimate (1 site). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

Deliverables =

- 2-3 Concept designs (24" x 36", black and white)
- Photo boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries
- Preferred alternative plan (24"x36", black and white)

Task 4 – PREFERRED & FINAL ALTERNATIVE PLANS: Prepare preferred conceptual design alternatives for each priority park based on comments received by City staff and the community and board subcommittee. Photo examples and/or graphic sections/elevations will be provided showing general character or examples of design elements proposed. Preferred alternatives will be in AutoCAD format to facilitate cost estimating. Each preferred alternative plan will include a detailed cost estimate and phasing plan(s) as applicable. We will conduct accessibility and inclusion reviews on each alternative, as well as permitting and code compliance reviews. This task includes facilitating one (1) public workshop for each site to review the final preferred alternative plans and cost estimates. We will revise the preferred alternative plans and cost estimates based on comments received and develop final preferred alternative plans. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect. Based on feedback received from the City Council and City staff, we will finalize the preferred alternatives and prepare an executive summary.



This task includes up to three (3) meetings with City staff and/or the Parks Board for design review and coordination and one (1) charrette meeting with Pertteet. One (1) presentation will be made to the City Council to present the preferred alternative plans.

Pertteet will review the preferred and final alternative plans and provide redline feedback to HBB and will prepare civil cost estimates (5 sites). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

Optional Services – NOT INCLUDED AT THIS TIME:

- | | |
|---|---------------------------|
| a) Additional Public Meeting (40 hours) | \$ 5,720.00 / per meeting |
| b) Additional City Staff and/or Parks Board Meeting (8 hours) | \$ 1,144.00 / per meeting |

Deliverables =

- Preferred & Final Alternative design plans (AutoCAD, pdf format)
- Photo/graphics boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries
- Executive Summary

In consideration of the above services, we are proposing the following estimated fee:

- | | |
|---|--------------|
| 1. Neighborhood Engagement Plan | \$ 30,860.00 |
| 2. Conceptual Design | \$ 27,014.00 |
| 3. Hillwood Park Concept Plan | \$ 22,413.00 |
| 4. Preferred & Final Alternative Plans | \$ 46,464.00 |
| 5. Expenses (Mileage, parking, reproduction, printing, and other project related costs) | \$ 475.00 |

Total Cost of Services

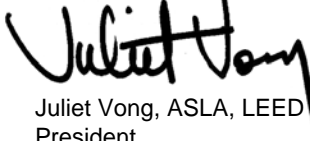
\$ 127,226.00

Our proposed hourly rates for additional work and the work described above are as shown in Exhibit A. We reserve the right to move time between tasks as needed to accomplish the overall goals of the project. It may be necessary to utilize an independent AutoCAD Service company to meet the proposed schedule for this project. If necessary, time incurred by the independent AutoCAD Service Company will be billed at the Computer & Technical Staff rate shown in Exhibit A, not to exceed the Total Cost of Services for the project. Design development and construction documentation is not included at this time. A civil design report, drainage report/analysis, or traffic analysis is not included at this time.

We are excited about working with you on this project, and are prepared to negotiate any adjustments in design services and/or fees to meet the requirements of the project. If you have any questions regarding the above proposal, please call.

Best Regards,

HOUGH BECK & BAIRD INC.


Juliet Vong, ASLA, LEED AP
President

Attachments: Exhibit A. HBB Fee Proposal



Project: Shoreline Parks Design Plans
 Client: City of Shoreline, Washington
 Firm: Hough Beck & Baird Inc. (HBB)
 Date: 10/30/2017

Scope of Work	Principal	PM / LA	Design	Comp / Tech	Contracts Administration	Admin.	TASK SUBTOTAL
	\$ 177.00	\$ 155.00	\$ 132.00	\$ 112.00	\$ 105.00	\$ 80.00	

TASK 1	Neighborhood Engagement Plan	0	38	69	96	0	0	\$25,750.00
1.1	Review background information & prepare basemaps		1	6	12			
1.2	Kick-off meeting with City staff and Park Board		2	2				
	- Prepare communication and community engagement plans		1					
1.3	Site visits		16	16	16			
1.4	Design charrette meeting with Civil		2	2				
1.5	Prepare diagrammatic plans with development options		4	8	32			
1.6	ROM cost estimates			16				
1.7	Review meetings with City staff and/or board subcommittee (2)		4	4				
1.8	Public workshop #1 (1 estimated)							
	- prepare materials/presentation for public workshop		2	6	24			
	- attend public workshop		4	4				
	- prepare meeting summary with public comments			1				
1.9	Document final development option (up to 5 park sites)		2	4	12			

TASK 2	Conceptual Design	4	23	56	72	0	0	\$19,729.00
2.1	Prepare 2-3 concept alternatives (for up to 5 park sites)		5	16	48			
2.2	Cost estimates			16				
2.3	Design charrette meeting with Civil		2	2				
2.4	Review meeting with City staff and board subcommittee (3)		6	6				
2.5	Public workshop #2 (2 estimated)							
	- prepare materials/presentation for public workshop		2	6	24			
	- attend public workshops		8	8				
	- prepare meeting summaries with public comments			2				
2.6	Quality control review	4						

TASK 3	Hillwood Park Concept Plan	2	22	40	42	0	0	\$13,748.00
3.1	Prepare 2-3 concept alternatives		2	8	16			
3.2	Cost estimate			8				
3.3	Design charrette meeting with Civil		2	2				
3.4	Review meeting with City staff and Park Board (3)		6	6				
3.5	Review meeting with City staff, school district, architecture (2)		4	4				
3.6	Public workshop (2 estimated)							
	- prepare materials/presentation for public workshop		1	2	8			
	- attend public workshops		6	6	6			
	- prepare meeting summaries with public comments			2				
3.7	Prepare preferred alternative plan		1	2	12			
3.8	Quality control review	2						

TASK 4	Preferred & Final Alternative Plans	4	37	88	120	0	0	\$31,499.00
4.1	Prepare preferred alternatives (up to 5 parks) & support graphics		8	24	80			
4.2	Cost estimates			16				
4.3	Design charrette meeting with Civil		2	2				
4.4	Review meeting with City staff and/or Park Board (3)		6	6				
4.5	Prepare accessibility & inclusion review for each park site			5				
4.6	Phasing, permitting requirements, & code compliance			5				
4.7	Revisions to preferred alternatives and related documentation		1	4	16			
4.8	Public workshop #3 (5 estimated)							
	- prepare materials/presentation for public workshop		1	2	8			
	- attend public workshops		15	15				
	- prepare meeting summaries with public comments			5				
4.9	Revisions to preferred alternatives and related documentation		1	2	8			
4.10	Presentation to City Council (PPT)		2					
4.11	Quality control review	4						
4.12	Finalize preferred alternative plans & executive summary		1	2	8			

Total Hours	10	120	253	330	0	0	
Total Cost	\$1,770.00	\$18,600.00	\$33,396.00	\$36,960.00	\$0.00	\$0.00	\$90,726.00

Reimbursable Expenses	\$ 300.00
Subtotal of HBB Services	\$ 91,026.00
Subtotal of Pertee Services	\$ 36,200.00
TOTAL COST OF SERVICES	\$ 127,226.00

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Public Hearing on 2018 Proposed Budget and 2018-2023 Capital Improvement Plan
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City Manager presented the 2018 Proposed Budget to the City Council on October 9, 2017. The 2018 Proposed Budget and 2018-2023 Capital Improvement Plan (CIP) book can be found on the City's website (<http://cityofshoreline.com/home/showdocument?id=29187>) and is available to the public at Shoreline City Hall and the Shoreline and Richmond Beach libraries. Department budget presentations were provided to the Council on October 16 and October 23. A presentation of the 2018-2023 CIP was also made on October 23. A public hearing with special emphasis on City revenue sources, including the 2018 regular and excess property tax levies, was held November 6. Tonight the City Council will hold a public hearing on the 2018 Proposed Budget and 2018-2023 CIP.

This staff report will support the City Council's final discussion following the public hearing of the 2018 Proposed Budget and 2018-2023 CIP prior to the scheduled adoption on November 20. Specifically, this staff report will present any proposed changes to the fee and salary schedules, as well as any proposed budget amendments.

FINANCIAL IMPACT:

The City's 2018 Proposed Budget as presented to the City Council on October 9 is balanced in all funds with appropriations totaling \$79.939 million and resources totaling \$85.142 million. The 2018 Proposed Budget is \$28.509 million, or 26.3%, less than the 2017 current budget as exhibited in the 2018 Proposed Budget Summary (Attachment A). The 2018 Proposed Budget includes adequate reserve levels to meet all adopted budget policies.

RECOMMENDATION

Staff recommends that Council conduct the public hearing to take public comment on the 2018 Proposed Budget and 2018-2023 CIP. Staff recommends that the City Council present any potential budget amendments by this evening and that the City Council continue discussion on the 2018 Proposed Budget. Proposed Ordinance No. 806, which

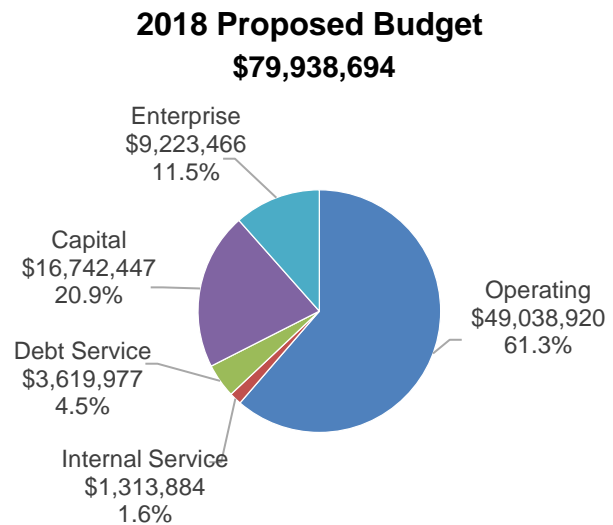
would adopt the 2018 Budget and the 2018-2023 Capital Improvement Plan, is scheduled to return to the City Council for adoption on November 20, 2017.

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

DISCUSSION

Following the public hearing, this staff report will support the City Council's final discussion of the 2018 Proposed Budget and 2018-2023 CIP prior to the scheduled adoption on November 20. Specifically this staff report will discuss any proposed changes to the fee and salary schedules, as well as any proposed budget amendments.

The City's 2018 Proposed Budget as presented to the City Council on October 9 is balanced in all funds with appropriations totaling \$79.939 million and resources totaling \$85.142 million. The 2018 Proposed Budget is \$28.509 million, or 26.3%, less than the 2017 current budget as exhibited in the 2018 Proposed Budget Summary (Attachment A). The 2018 Proposed Budget includes adequate reserve levels to meet all adopted budget policies.



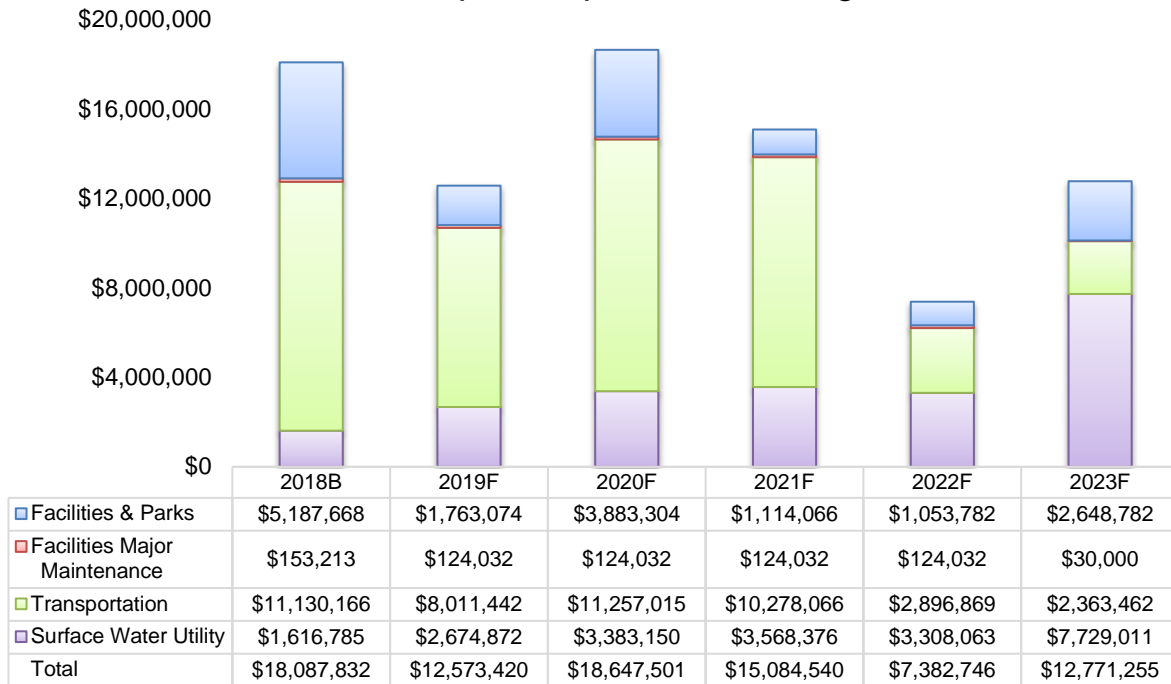
Proposed appropriations for the General Capital, City Facilities – Major Maintenance and Roads Capital funds total \$16.471 million, which account for 20.6% of the total budget. In addition, the Capital Funds in the 2018 Proposed Budget also include appropriations for the Transportation Impact Fees Fund, which provides funding for certain projects in the Roads Capital Fund, and the Park Impact Fees Fund, which provides funding for certain projects in the General Capital Fund. These appropriations total \$271,400, or 0.3% of the total budget.

The Enterprise Funds are the Surface Water Utility and Wastewater Utility. Proposed appropriations for the Surface Water Utility, including those for operating expenditures and those for capital projects, total \$6.926 million, which account for 8.7% of the total budget. Proposed appropriations for the Wastewater Utility, including only those for operating under the Operating Services Agreement executed with the Ronald Wastewater District Board of Commissioners, total \$2.298 million, which account for 2.9% of the total budget.

The remaining portion of the 2018 Proposed Budget comprises the Internal Service Funds. Proposed appropriations for Internal Service Funds total \$1.313 million, which account for 1.6% of the total budget.

Staff discussed the proposed 2018-2023 CIP with the City Council on October 23. The proposed 2018-2023 CIP is balanced as required by the Growth Management Act and totals \$84.547 million. Of this six year amount, the 2018 Capital Improvement Program total is \$18.088 million. Detailed information about projects can be found in pages 300 through 428 of the 2018 Proposed Budget and 2018-2023 Capital Improvement Plan book. Attachment B to this staff report is the proposed 2018-2023 Capital Improvement Plan summary of projects.

2018-2023 Capital Improvement Program



DISCUSSION: FEE SCHEDULES

As prescribed in Shoreline Municipal Code (SMC) Section 3.01.820, increases of the fees contained in the fee schedules shall be calculated on an annual basis by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U), unless the SMC calls for the use of another index/other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee.

The City Manager may choose to change user fees for all, some, or none of the fees listed, except those set by another agency (e.g., solid waste fees). The text in the fee schedules included in the 2018 Proposed Budget and 2018-2023 Capital Improvement Plan book on pp. 455 through 475 have changes from the current adopted fee schedules with deletions shown as ~~strikethrough~~ and additions shown as **bold**.

Land Use and Non-Building Permit Fees **(SMC 3.01.010 Planning and Community Development)**

The land use and non-building permit fees are based on an hourly rate. The hourly rate will increase from the current rate of \$187.00 to \$193.00 based on the increase in the CPI-U and rounded to the nearest whole dollar. Building permit fees are based on the value of construction. Therefore, inflationary increases or decreases are automatically taken into account within the fee calculation. Plan check fees are based on the building permit fee and therefore no adjustment is needed to these fees.

Impact Fees Administrative Fees
(SMC 3.01.014 Impact Fee Administrative Fees)

The 1-hour minimum rate shown for the Administrative Fees for SMC 3.01.015(B) Transportation Impact Fees and SMC 3.01.016(B) Park Impact Fees should be \$193, not \$192, to be consistent with the 1-hour minimum established in SMC 3.01.010 Planning and Community Development fee schedule; however, it has been determined that these Administrative Fees related to impact fees should be contained in a single section rather than repeated in each impact fee section. Thus, a new section SMC 3.01.014 is being established. This will facilitate staff's implementation as it clarifies that Administrative Fees should be applied once per building permit application except for the fee for the independent fee calculation, which would be applied per impact fee type. To that end, 3.01.015(B) and 3.01.016(B) have been amended to reference SMC 3.01.014 Impact Fees Administrative Fees. Attachment C contains the corrected fee schedules proposed for 2018.

Transportation Impact Fees
(SMC 3.01.015 Transportation Impact Fees)

When adopted in November 2014, Ordinance No. 690 included an escalator for the Transportation Impact Fees using the Washington State Department of Transportation's Construction Cost Index (WSDOT CCI). Due to large variations from year-to-year, fees were calculated using a three-year average of the WSDOT CCI in 2017. WSDOT no longer maintains its CCI and has instead moved to a new CCI model that uses a different methodology. The new CCI has 2017 and beyond forecasts which would be more real time than that which has been used in the past. The three-year average (2014-2016) results in a year-over-year percentage change of -0.4%. Given the negative percentage change, the City Manager recommends there be no change to the fees for 2018.

There is one change to those included in the book. It has been determined that Administrative Fees related to impact fees should be contained in a single section rather than repeated in each impact fee section. Thus, a new section SMC 3.01.014 is being established. This will facilitate staff's implementation as it clarifies that Administrative Fees should be applied once per building permit application except for the fee for the independent fee calculation, which would be applied per impact fee type. To that end, 3.01.015(B) has been amended to reference SMC 3.01.014 Impact Fees Administrative Fees. Attachment C contains the corrected fee schedules proposed for 2018.

Park Impact Fees
(SMC 3.01.016 Park Impact Fees)

Much of the background information regarding the City's adoption of Park Impact Fees is available in the July 31, 2017 City Council staff report (available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport073117-8a.pdf>). The Park Impact Fees adopted through Ordinance No. 786 become effective on January 1, 2018.

There are two changes to those included in the book. First, the fees in SMC 3.01.016(A) Park Impact Fees should be per dwelling unit, not per square foot. Second, it has been determined that Administrative Fees related to impact fees should be contained in a single

section rather than repeated in each impact fee section. Thus, a new section SMC 3.01.014 is being established. This will facilitate staff's implementation as it clarifies that Administrative Fees should be applied once per building permit application except for the fee for the independent fee calculation, which would be applied per impact fee type. To that end, 3.01.016(B) has been amended to reference SMC 3.01.014 Impact Fees Administrative Fees. Attachment C contains the corrected fee schedules proposed for 2018.

Fire – Operational
(SMC 3.01.020 Fire – Operational)

The City adopts the fee schedule for the Shoreline Fire Department's operational fees. It is proposed that many of these fees be set at an appropriate flat rate as opposed to the hourly rate in the current schedule.

Animal Licensing and Service Fees
(SMC 3.01.100 Animal Licensing and Service Fees)

Fees for licensing animals and related services will remain unchanged from 2017.

License and Public Record Fees
(SMC 3.01.200 Business License Fees; 3.01.210 Hearing Examiner Fees; 3.01.220 Public Records; 3.01.230 Vehicle Impound Fees)

Business and regulatory license fees, the hearing examiner fee, public records fees, and the vehicle impound fee will increase by 2.99%, where applicable.

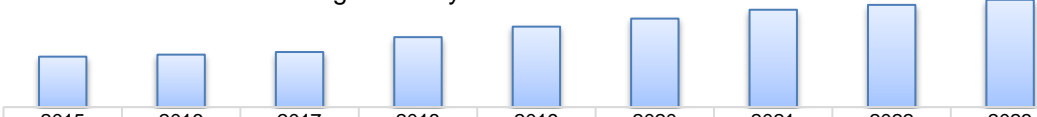
Park, Aquatic and Recreation Fees
(SMC 3.01.300 Parks, Recreation and Cultural Services)

The Parks, Recreation and Cultural Services (PRCS) Department performed a comprehensive cost recovery evaluation in 2015 identifying cost recovery objectives for the various PRCS fees. Since that time PRCS performs cost recovery evaluation on a subset of its fees annually to ensure that fees continue to meet identified objectives and stay competitive in the market. Fees not evaluated each year are adjusted by CPI-U as described above.

Surface Water Utility Fees
(SMC 3.01.400 Surface Water Management Rate Table)

Surface Water Utility Fees will be increased per the recommended Proactive Management Strategy as developed in the 2017 Surface Water Master Plan Update by 27%, or \$45 for a single-family residence, in 2018. The chart below shows annual increases for a single-family residence.

Surface Water Management Rate
Single-Family Residence



	2015	2016	2017	2018	2019	2020	2021	2022	2023
SWM Fee Rate	\$154.59	\$160.77	\$168.81	\$214.39	\$246.55	\$271.21	\$298.33	\$313.25	\$328.91
\$ Change		\$6.18	\$8.04	\$45.58	\$32.16	\$24.66	\$27.12	\$14.92	\$15.66
% Change		4%	5%	27%	15%	10%	10%	5%	5%

Multi-family and commercial users are charged at a rate that reflects the area of hard surface and will also increase by 27%. SMC 3.01.400(B) reflects the elimination of the fee credit associated with a parcel served by a City approved retention/detention facility maintained by the owner effective January 1, 2017.

Solid Waste Fees
(SMC 3.01.500 Solid Waste Rate Schedule)

Recology CleanScapes provides solid waste (garbage) services to the Shoreline community and is responsible for billing and collecting fees paid in accordance with the 2018 Fee Schedule. The City executed a new contract on May 2, 2016 (staff report available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport050216-8a.pdf>) with Recology CleanScapes effective March 1, 2017. Attachment B to the new contract, presented to the City Council on May 2, 2016, provided the County's then current disposal fee and Recology CleanScapes' new collection fees that will be effective from March 1, 2017 through December 31, 2018. Attachment C to this staff report includes the new fee schedule that will be effective January 1, 2018, which reflects the aforementioned revised disposal fee and new collection fees.

The new contract provides for annual adjustments to Recology CleanScapes' collection fees that will be effective January 1 each year, beginning in 2019, with increases or decreases reflecting one hundred percent (100%) of the annual percentage change in the Consumer Price Index (CPI) for the Seattle-Tacoma-Bremerton Metropolitan Area for the U.S. City Average Urban Wage Earners and Clerical Workers, all items (Revised Series) (CPI-W1982-84=100) prepared by the United States Department of Labor, Bureau of Labor Statistics, or a replacement index. Adjustments shall be based on the twelve (12) month period ending June 30th of the previous year that the request for increase is made.

Wastewater Rate Schedule

The fee schedules do not contain a wastewater rate schedule as the Ronald Wastewater District Board of Commissioners will be responsible for addressing policy matters and setting rates for the utility.

Miscellaneous Fees
(SMC 3.01.800 Fee Waiver; 3.01.810 Collection Fees (Financial); 3.01.820 Annual Adjustments)

There is one proposed change in the 2018 Fee Schedule. The Fee Schedule (SMC 3.01.820) currently sets forth the annual adjustments for the fees contained in the fee schedules. The proposed language clarifies the calculations for various types of fees.

DISCUSSION: CLASSIFICATION AND COMPENSATION PROGRAM

Attachment D to this staff report presents the draft proposed salary schedule for exempt and non-exempt employees in accordance with the City's Compensation Plan. Attachment E to this staff report presents the draft proposed extra help pay table. Both tables reflect application of a recommended 2.7% cost of living adjustment (COLA), which is 90% of the June-to-June percentage change of the CPI-U.

DISCUSSION: PROPOSED BUDGET AMENDMENTS

The City Council will be providing individual budget amendment proposals to the City Manager by Wednesday, November 8. Proposed amendments will be reviewed and discussed during this workshop.

Proposed Ordinance No. 806 (Attachment F) will adopt the 2018 Budget including the City's appropriations for 2018, as amended; the 2018 salary schedule; the 2018 Fee Schedule; the 2018-2023 Capital Improvement Plan; and the 2018 portion of the 2018-2023 Capital Improvement Plan.

RESPONSES TO CITY COUNCIL QUESTIONS

As part of the City Council's fiduciary responsibilities to citizens, businesses, and other taxpayers, Councilmembers have asked a number of questions throughout this budget process. Answers to those questions have been provided in the Budget Questions Matrix (Attachment G).

FINANCIAL IMPACT

The City's 2018 Proposed Budget as presented to the City Council on October 9 is balanced in all funds with appropriations totaling \$79.939 million and resources totaling \$85.142 million. The 2018 Proposed Budget is \$28.509 million, or 26.3%, less than the 2017 current budget as exhibited in the 2018 Proposed Budget Summary (Attachment A). The 2018 Proposed Budget includes adequate reserve levels to meet all adopted budget policies.

RECOMMENDATION

Staff recommends that the City Council conduct the public hearing to take public comment on the 2018 Proposed Budget and 2018-2023 CIP. Staff recommends that the City Council present any potential budget amendments by this evening and that the City Council continue discussion on the 2018 Proposed Budget. Proposed Ordinance No. 806, which

would adopt the 2018 Budget and the 2018-2023 Capital Improvement Plan, is scheduled to return to the City Council for adoption on November 20, 2017.

ATTACHMENTS

Attachment A: 2018 Proposed Budget Summary

Attachment B: 2018 – 2023 Capital Improvement Plan Program Summary

Attachment C: Proposed 2018 Fee Schedules

Attachment D: Draft Proposed Salary Schedule for Exempt and Non-Exempt Employees

Attachment E: Draft Proposed Extra Help Pay Table – Non-Exempt Positions

Attachment F: Proposed Ordinance No. 806

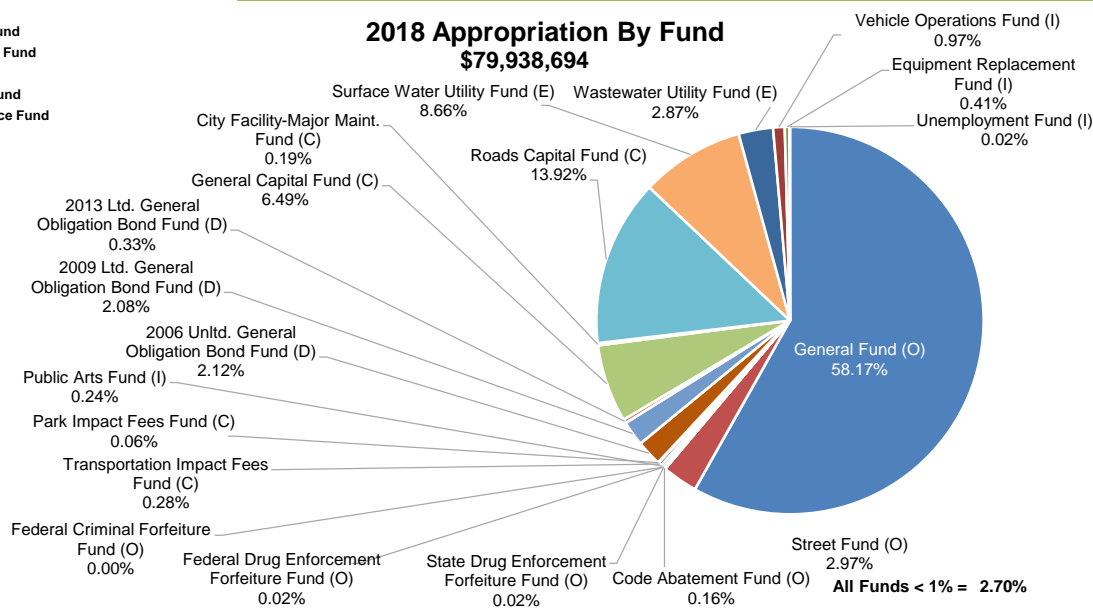
Attachment G: Budget Question Matrix (*as of November 6, 2017*)

City of Shoreline
2018 All Funds Resources/Expenditures Summary

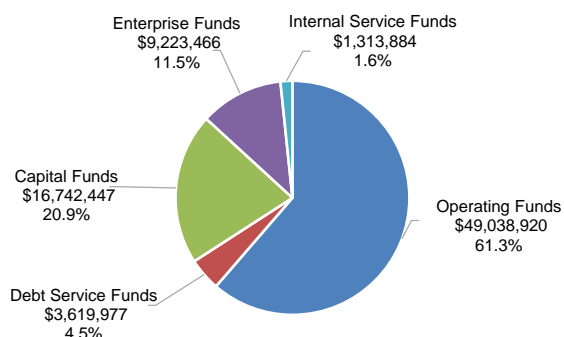
Fund	Beginning Fund Balance (A)	2018 Revenue (B)	2018 Transfers In (C)	2018 Total Resources (A+B+C=D)	2018 Expenditures (E)	2018 Transfers Out (F)	2018 Total Expenditures (E+F=G)	Ending Fund Balance (D-G=H)	Total 2018 Appropriation
General Fund (O)	\$ 11,393,659	\$ 41,916,898	\$ 1,833,395	\$ 55,143,952	\$ 42,314,411	\$ 4,186,451	\$ 46,500,862	\$ 8,643,090	\$ 46,500,862
Street Fund (O)	853,662	1,296,037	492,040	2,641,739	1,449,588	927,227	2,376,815	264,924	2,376,815
Revenue Stabilization Fund (O)	5,150,777	-	-	5,150,777	-	-	-	5,150,777	-
Property Tax Equalization Fund (O)	-	-	-	-	-	-	-	-	-
Code Abatement Fund (O)	275,035	80,550	-	355,585	130,000	-	130,000	225,585	130,000
State Drug Enforcement Forfeiture Fund (O)	12,033	18,243	-	30,276	18,243	-	18,243	12,033	18,243
Federal Drug Enforcement Forfeiture Fund (O)	22,426	13,000	-	35,426	13,000	-	13,000	22,426	13,000
Federal Criminal Forfeiture Fund (O)	1,500	-	-	1,500	-	-	-	1,500	-
Public Arts Fund (I)	295,696	5,000	-	300,696	195,246	-	195,246	105,450	195,246
Transportation Impact Fees Fund (C)	1,401,065	200,000	-	1,601,065	-	221,400	221,400	1,379,665	221,400
Park Impact Fees Fund (C)	-	50,000	-	50,000	-	50,000	50,000	-	50,000
2006 Unltd. General Obligation Bond Fund (D)	4,320	1,697,925	-	1,702,245	1,697,925	-	1,697,925	4,320	1,697,925
2009 Ltd. General Obligation Bond Fund (D)	41	320,000	1,341,417	1,661,458	1,661,417	-	1,661,417	41	1,661,417
2013 Ltd. General Obligation Bond Fund (D)	67	-	260,635	260,702	260,635	-	260,635	67	260,635
General Capital Fund (C)	1,991,622	1,594,755	1,701,505	5,287,882	4,501,621	686,047	5,187,668	100,214	5,187,668
City Facility-Major Maint. Fund (C)	110,398	883	124,032	235,313	153,213	-	153,213	82,100	153,213
Roads Capital Fund (C)	4,766,651	8,672,066	1,202,009	14,640,726	11,072,972	57,194	11,130,166	3,510,560	11,130,166
Surface Water Utility Fund (E)	1,798,398	10,257,415	-	12,055,813	6,215,255	710,310	6,925,565	5,130,248	6,925,565
Wastewater Utility Fund (E)	-	2,297,901	-	2,297,901	2,297,901	-	2,297,901	-	2,297,901
Vehicle Operations Fund (I)	268,516	503,786	-	772,302	523,786	248,516	772,302	-	772,302
Equipment Replacement Fund (I)	3,253,765	508,997	63,623	3,826,385	328,836	-	328,836	3,497,549	328,836
Unemployment Fund (I)	58,363	-	-	58,363	17,500	-	17,500	40,863	17,500
Total City Funds	\$ 31,657,994	\$ 69,433,456	\$ 7,018,656	\$ 108,110,106	\$ 72,851,549	\$ 7,087,145	\$ 79,938,694	\$ 28,171,412	\$ 79,938,694

(O): Operating Fund
(D): Debt Service Fund
(C): Capital Fund
(E): Enterprise Fund
(I): Internal Service Fund

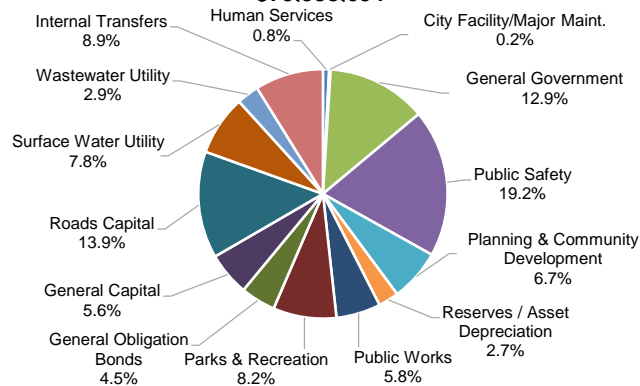
2018 Appropriation By Fund
\$79,938,694



2018 Appropriation By Fund Type
\$79,938,694



2018 Appropriation By Service Type
\$79,938,694



City of Shoreline 2018 - 2023 Capital Improvement Plan
PROGRAM SUMMARY

	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Total 2018-2023
EXPENDITURES							
Fund							
Project Category							
General Capital							
Parks Maintenance Projects							
Boeing Creek-Shoreview Park Trail R&R	\$0	\$250,000	\$1,642,000	\$0	\$0	\$0	\$1,892,000
King County, Trails And Open Space Replacement Levy	\$85,000	\$0	\$0	\$0	\$0	\$0	\$85,000
Kruckeberg Env Ed Center (Residence Stabilization)	\$0	\$265,000	\$0	\$0	\$0	\$0	\$265,000
Park Ecological Restoration Program	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$160,000
Parks Repair And Replacement	\$238,597	\$250,528	\$263,054	\$265,816	\$275,000	\$275,000	\$1,567,995
Richmond Beach Community Park Wall Repair	\$0	\$0	\$0	\$25,000	\$0	\$1,129,000	\$1,154,000
RB Saltwater Park Fire Suppression Line	\$0	\$0	\$0	\$25,000	\$0	\$466,000	\$491,000
Turf & Lighting Repair And Replacement	\$1,700,000	\$0	\$1,200,000	\$0	\$0	\$0	\$2,900,000
Facilities Projects							
City Maintenance Facility	\$263,000	\$0	\$0	\$0	\$0	\$0	\$263,000
Police Station at City Hall	\$1,711,713	\$0	\$0	\$0	\$0	\$0	\$1,711,713
Parks Development Projects							
Outdoor Multi-Use Sport Court	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Parks Facilities Recreation Amenities Plan	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$250,000
PROS Plan Implementation	\$118,311	\$0	\$0	\$0	\$0	\$0	\$118,311
Non-Project Specific							
General Capital Engineering	\$105,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$530,000
Cost Allocation Charges	\$23,501	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$173,501
City Hall Debt Service Payment	\$662,546	\$677,546	\$663,250	\$683,250	\$663,782	\$663,782	\$4,014,156
General Capital Fund Total	\$5,187,668	\$1,763,074	\$3,883,304	\$1,114,066	\$1,053,782	\$2,648,782	\$15,650,676
City Facilities - Major Maintenance							
General Facilities Projects							
City Hall Long-Term Maintenance	\$10,000	\$77,904	\$84,182	\$68,400	\$40,000	\$0	\$280,486
City Hall Parking Garage Long-Term Maintenance	\$0	\$16,128	\$0	\$0	\$0	\$0	\$16,128
Duct Cleaning	\$33,900	\$10,000	\$13,350	\$10,000	\$13,350	\$10,000	\$90,600
Parks Facilities Projects							
Parks Restrooms Long-Term Maintenance	\$0	\$0	\$0	\$25,632	\$10,682	\$0	\$36,314
Shoreline Pool Long-Term Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Richmond Highlands Community Center Long-Term Maintenance	\$80,313	\$0	\$2,000	\$0	\$40,000	\$0	\$122,313
Spartan Recreation Center	\$9,000	\$0	\$4,500	\$0	\$0	\$0	\$13,500
City Facilities - Major Maintenance Fund Total	\$153,213	\$124,032	\$124,032	\$124,032	\$124,032	\$30,000	\$679,341

City of Shoreline 2018 - 2023 Capital Improvement Plan
PROGRAM SUMMARY

	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Total 2018-2023
EXPENDITURES							
Fund							
<i>Project Category</i>							
Roads Capital Fund							
<i>Pedestrian / Non-Motorized Projects</i>							
Traffic Safety Improvements	\$160,775	\$163,814	\$167,005	\$175,355	\$184,123	\$193,329	\$1,044,401
147th/148th Non-Motorized Bridge	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Echo Lake Safe Routes To School	\$5,624	\$0	\$0	\$0	\$0	\$0	\$5,624
Trail Along The Rail	\$140,972	\$0	\$0	\$0	\$0	\$0	\$140,972
<i>System Preservation Projects</i>							
Annual Road Surface Maintenance Program	\$2,300,000	\$1,120,000	\$2,100,000	\$1,120,000	\$1,900,000	\$1,350,000	\$9,890,000
Aurora Median Retrofits	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Curb Ramp, Gutter And Sidewalk Maintenance Program	\$190,000	\$190,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,180,000
Complete Streets- Ped/Bike Gaps	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Meridian Ave N & N 155th St Signal Improv	\$430,000	\$0	\$0	\$0	\$0	\$0	\$430,000
Traffic Signal Rehabilitation Program	\$121,551	\$127,628	\$134,010	\$140,711	\$147,746	\$155,133	\$826,779
<i>Safety / Operations Projects</i>							
145th Corridor - 99th To I5	\$1,437,281	\$0	\$0	\$0	\$0	\$0	\$1,437,281
145th and I5 Interchange	\$2,500,000	\$500,000	\$7,986,000	\$8,187,000	\$0	\$0	\$19,173,000
160th and Greenwood/Innis Arden Intersection	\$105,000	\$0	\$0	\$0	\$0	\$0	\$105,000
185th Corridor Study	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
N 175th St - Stone Ave N to I5	\$1,640,000	\$2,460,000	\$0	\$0	\$0	\$0	\$4,100,000
Richmond Beach Re-Channelization	\$330,000	\$0	\$0	\$0	\$0	\$0	\$330,000
Radar Speed Signs	\$127,716	\$0	\$0	\$0	\$0	\$0	\$127,716
Westminster And 155th Improvements	\$100,000	\$2,610,000	\$0	\$0	\$0	\$0	\$2,710,000
<i>Non-Project Specific</i>							
General Fund Cost Allocation Overhead Charge	\$57,194	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$312,194
Transportation Master Plan Update	\$105,000	\$400,000	\$50,000	\$0	\$0	\$0	\$555,000
Roads Capital Engineering	\$454,053	\$385,000	\$395,000	\$405,000	\$415,000	\$415,000	\$2,469,053
Roads Capital Fund Total	\$11,130,166	\$8,011,442	\$11,257,015	\$10,278,066	\$2,896,869	\$2,363,462	\$45,937,020

City of Shoreline 2018 - 2023 Capital Improvement Plan
PROGRAM SUMMARY

	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Total 2018-2023
EXPENDITURES							
Fund							
Project Category							
Surface Water Capital							
Capacity							
6th Ave NE and NE 200th St Flood Reduction Project	\$0	\$0	\$0	\$24,761	\$0	\$0	\$24,761
10th Ave NE Drainage Improvements	\$0	\$0	\$0	\$281,377	\$258,518	\$1,570,179	\$2,110,074
18th Avenue NW and NW 204th Drainage System Connection	\$0	\$0	\$0	\$16,883	\$0	\$0	\$16,883
25th Ave NE Ditch Improv Between NE 177th and 178th Street	\$0	\$0	\$0	\$158,697	\$0	\$0	\$158,697
25th Ave. NE Flood Reduction Improvements	\$51,500	\$502,367	\$54,636	\$56,275	\$348,328	\$2,089,592	\$3,102,698
Heron Creek Culvert Crossing at Springdale Ct NW	\$0	\$0	\$0	\$0	\$130,998	\$134,928	\$265,926
Lack of System and Ponding on 20th Avenue NW	\$0	\$0	\$0	\$91,166	\$0	\$0	\$91,166
NE 148th Infiltration Facilities	\$0	\$0	\$0	\$431,070	\$11,593	\$0	\$442,663
NW 195th Place and Richmond Beach Drive Flooding	\$0	\$0	\$0	\$0	\$432,989	\$445,978	\$878,967
NW 197th Pl and 15th Ave NW Flooding	\$0	\$0	\$0	\$7,879	\$0	\$0	\$7,879
Springdale Ct. NW & Ridgefield Rd Drainage Improv	\$0	\$0	\$0	\$0	\$315,902	\$325,379	\$641,281
Stabilize NW 16th Place Storm Drainage in Reserve M	\$0	\$0	\$0	\$0	\$0	\$33,433	\$33,433
Repair and Replacement							
Hidden Lake Dam Removal	\$267,800	\$275,834	\$1,657,667	\$22,510	\$23,185	\$23,881	\$2,270,877
NE 177th Street Drainage Improvements	\$0	\$0	\$0	\$10,130	\$0	\$0	\$10,130
NW 196th Pl & 21st Ave. NW Infrastructure Improvements	\$0	\$0	\$0	\$93,417	\$0	\$0	\$93,417
Pump Station 26 Improvements	\$117,420	\$218,545	\$0	\$0	\$0	\$0	\$335,965
Pump Station 30 Upgrades	\$92,700	\$0	\$0	\$0	\$0	\$0	\$92,700
Pump Station Miscellaneous Improvements	\$199,820	\$0	\$587,887	\$0	\$0	\$0	\$787,707
Stormwater Pipe Replacement Program	\$76,416	\$477,409	\$327,821	\$1,272,272	\$463,750	\$1,743,157	\$4,360,825
Surface Water Small Projects	\$309,000	\$318,270	\$327,818	\$562,754	\$579,637	\$597,026	\$2,694,505
Other							
12th Ave NE Infiltration Pond Retrofits	\$0	\$0	\$0	\$42,769	\$0	\$0	\$42,769
Boeing Creek Regional Stormwater Facility Study	\$22,937	\$64,430	\$0	\$0	\$0	\$0	\$87,367
Boeing Creek Restoration Project	\$0	\$0	\$0	\$56,275	\$0	\$0	\$56,275
Climate Impacts and Resiliency Study	\$0	\$84,872	\$0	\$0	\$0	\$0	\$84,872
Storm Creek Erosion Management Study	\$82,400	\$0	\$0	\$0	\$0	\$0	\$82,400
Surface Water Master Plan	\$0	\$0	\$0	\$0	\$289,819	\$298,513	\$588,332
System Capacity Modeling Study	\$0	\$318,270	\$0	\$0	\$0	\$0	\$318,270
Non-Project Specific							
General Fund Cost Allocation Overhead Charge	\$199,959	\$212,137	\$218,501	\$225,056	\$231,807	\$238,762	\$1,326,222
Surface Water Capital Engineering	\$196,833	\$202,738	\$208,820	\$215,085	\$221,537	\$228,183	\$1,273,196
Surface Water Capital Fund Total	\$1,616,785	\$2,674,872	\$3,383,150	\$3,568,376	\$3,308,063	\$7,729,011	\$22,280,257
TOTAL EXPENDITURES	\$18,087,832	\$12,573,420	\$18,647,501	\$15,084,540	\$7,382,746	\$12,771,255	\$84,547,294

City of Shoreline 2018 - 2023 Capital Improvement Plan
PROGRAM SUMMARY

	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Total 2018-2023
RESOURCES							
General Fund Contribution	\$2,625,705	\$418,854	\$415,970	\$413,435	\$410,956	\$410,956	\$4,695,876
Transportation Benefit District	\$1,222,279	\$830,000	\$830,000	\$830,000	\$830,000	\$830,000	\$5,372,279
Transportation Impact Fees	\$221,400	\$332,100	\$0	\$0	\$0	\$0	\$553,500
Park Impact Fees	\$50,000	\$125,000	\$0	\$0	\$0	\$0	\$175,000
Real Estate Excise Tax - 1st Quarter Percent	\$1,368,768	\$1,449,263	\$1,529,005	\$1,609,641	\$1,692,370	\$1,779,363	\$9,428,410
Real Estate Excise Tax - 2nd Quarter Percent	\$1,368,768	\$1,449,263	\$1,529,005	\$1,609,641	\$1,692,370	\$1,779,363	\$9,428,410
Soccer Field Rental Contribution	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000
Surface Water Fees	\$1,042,615	\$1,758,572	\$2,138,309	\$2,504,849	\$2,757,940	\$3,026,684	\$13,228,969
Investment Interest Income	\$80,977	\$122,179	\$115,744	\$43,031	\$272,495	\$240,111	\$874,538
King County Flood Zone District Opportunity Fund	\$110,898	\$110,898	\$110,898	\$110,898	\$110,898	\$110,898	\$665,388
Recreation & Conservation Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants - Awarded	\$6,121,362	\$2,543,369	\$7,986,000	\$8,727,625	\$0	\$0	\$25,378,356
Future Financing	\$4,700,000	\$0	\$0	\$11,850,000	\$0	\$0	\$16,550,000
Future Funding	\$0	\$265,000	\$1,642,000	\$0	\$0	\$0	\$1,907,000
Remediation Mitigation Claims	\$0	\$0	\$0	\$0	\$0	\$0	\$0
King County Voter Approved Trail Funding	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$240,000
Private Donations	\$0	\$1,630,000	\$0	\$0	\$0	\$0	\$1,630,000
Use / (Gain) of Accumulated Fund Balance	(\$1,074,940)	\$1,288,922	\$2,220,570	(\$12,744,580)	(\$514,283)	\$4,463,880	(\$6,360,432)
TOTAL RESOURCES	\$18,087,832	\$12,573,420	\$18,647,501	\$15,084,540	\$7,382,746	\$12,771,255	\$84,547,294

City of Shoreline Fee Schedules

3.01.010 Planning and Community Development

Type of Permit Application	2018 Fee Schedule
A. BUILDING	
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code.	
1. \$0 - \$10,000.00	\$193.00
2. \$10,000.01 - \$25,000	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00
3. \$25,000.01 - \$50,000.00	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum \$2,316.00
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum \$772.00
11. Floodplain Permit	\$206.00
12. Floodplain Variance	\$578.00
13. Demolition, Commercial	\$1,648.00
14. Demolition, Residential	\$618.00
15. Zoning Review	Hourly rate, 1-hour minimum \$193.00
16. Affordable Housing Review	Hourly rate, 10-hour minimum \$1,930.00
17. Temporary Certificate of Occupancy (TCO)- Single-Family	\$193.00
18. Temporary Certificate of Occupancy (TCO)- Other	\$578.00
B. ELECTRICAL	
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee
C. FIRE - CONSTRUCTION	
1. Automatic Fire Alarm System:	
a. Existing System	
New or relocated devices up to 5	\$193.00
New or relocated devices 6 up to 12	\$578.00
Each additional new or relocated device over 12	\$7.00 per device
b. New System	\$770.00
c. Each additional new or relocated device over 30	\$7.00 per device
2. Fire Extinguishing Systems:	
a. Commercial Cooking Hoods	
1 to 12 flow points	\$578.00
More than 12	\$770.00
b. Other Fixed System Locations	\$770.00
3 Fire Pumps:	
a. Commercial Systems	\$770.00

City of Shoreline Fee Schedules

3.01.010 Planning and Community Development

Type of Permit Application	2018 Fee Schedule
4. Commercial Flammable/Combustible Liquids:	
a. Aboveground Tank Installations	
First tank	\$385.00
Additional	\$193.00
b. Underground Tank Installations	
First tank	\$385.00
Additional	\$193.00
c. Underground Tank Piping (with new tank)	\$385.00
d. Underground Tank Piping Only (vapor recovery)	\$578.00
e. Underground Tank Removal	
First tank	\$385.00
Additional Tank	\$97.00 per additional tank
5. Compressed Gas Systems (exception: medical gas systems require a plumbing permit):	
a. Excess of quantities in IFC Table 105.6.9	\$385.00
6. High-Piled Storage:	
a. Class I – IV Commodities:	
501 – 2,500 square feet	\$385.00
2,501 – 12,000 square feet	\$578.00
Over 12,000 square feet	\$770.00
b. High Hazard Commodities:	
501 – 2,500 square feet	\$578.00
Over 2,501 square feet	\$963.00
7. Underground Fire Mains and Hydrants	\$578.00
8. Industrial Ovens:	
Class A or B Furnaces	\$385.00
Class C or D Furnaces	\$770.00
9. LPG (Propane) Tanks:	
Commercial, less than 500-Gallon Capacity	\$385.00
Commercial, 500-Gallon+ Capacity	\$578.00
Residential 0 – 500-Gallon Capacity	\$193.00
Spray Booth	\$770.00
10. Sprinkler Systems (each riser):	
a. New Systems	\$963.00, plus \$3.00 per head
b. Existing Systems	
1 – 10 heads	\$578.00
11 – 20 heads	\$770.00
More than 20 heads	\$963.00, plus \$3.00 per head
c. Residential (R-3) 13-D System	
1 – 30 heads	\$578.00
More than 30 heads	\$578.00, plus \$3.00 per head
Voluntary 13-D Systems in residencies when not otherwise required	\$193.00
11. Standpipe Systems	\$770.00
12. Emergency Power Supply Systems:	
10 kW - 50 kW	\$578.00
> 50 kW	\$963.00
13. Temporary Tents and Canopies	\$193.00
14. Fire Review -Single-Family	\$97.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum \$193.00
16. Fire Review -Other	Hourly rate, 1-hour minimum \$193.00
17. Emergency Responder Radio Coverage System	\$578.00
18. Smoke Control Systems - Mechanical or Passive	\$770.00

City of Shoreline Fee Schedules

3.01.010 Planning and Community Development

Type of Permit Application	2018 Fee Schedule
D. MECHANICAL	
1. Residential Mechanical System	\$193.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$515.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum \$193.00
E. PLUMBING	
1. Plumbing System	\$193.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$193.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical permit	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$193.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing systems permit	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum \$193.00
F. ENVIRONMENTAL REVIEW	
1. Single-Family SEPA Checklist	\$3,090.00
2. Multifamily/Commercial SEPA Checklist	\$4,635.00
3. Environmental Impact Statement Review	\$8,033.00
G. LAND USE	
1. Accessory Dwelling Unit	\$824.00
2. Administrative Design Review	\$1,545.00
3. Adult Family Home	\$463.00
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$16,993.00, plus public hearing (\$3,605.00)
5. Conditional Use Permit (CUP)	\$7,209.00
6. Historic Landmark Review	\$391.00
7. Interpretation of Development Code	\$721.00
8. Master Development Plan	\$25,748.00, plus public hearing (\$3,605.00)
9. Changes to a Master Development Plan	\$12,874.00, plus public hearing (\$3,605.00)
10. Planned Action Determination	\$330.00
11. Rezone	\$16,684.00, plus public hearing (\$3,605.00)
12. SCTF Special Use Permit (SUP)	\$15,037.00, plus public hearing (\$3,605.00)
13. Sign Permit - Building Mounted, Awning, Driveway Signs	\$412.00
14. Sign Permit - Monument/Pole Signs	\$824.00
15. Special Use Permit	\$15,037.00, plus public hearing (\$3,605.00)
16. Street Vacation	\$10,608.00, plus public hearing (\$3,605.00)
17. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments	\$1,545.00
18. Deviation from Engineering Standards	Hourly rate, 8-hour minimum \$1,544.00
19. Variances - Zoning	\$8,754.00
20. Lot Line Adjustment	\$1,545.00
21. Lot Merger	\$385.00

City of Shoreline Fee Schedules

3.01.010 Planning and Community Development

Type of Permit Application	2018 Fee Schedule
H. CRITICAL AREAS FEES	
1. Critical Area Field Signs	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum \$386.00
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$1,854.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$13,904.00, plus public hearing (\$3,605.00)
5. Critical Areas Special Use Permit (CASUP)	\$13,904.00, plus public hearing (\$3,605.00)
I. MISCELLANEOUS FEES	
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee
2. Expedited Review – Building or Site Development Permits	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum \$193.00
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum \$579.00
5. Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$193.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$386.00
7. Pre-application Meeting	Mandatory pre-application meeting \$453.00; Optional pre-application meeting \$193.00
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$206.00
9. Transportation Impact Analysis (TIA) Review (greater than 20 trips)	\$1,133.00
10. Transportation Impact Analysis (TIA) Review - additional review per hour	\$193.00
J. RIGHT-OF-WAY	
1. Right-of-Way Utility Blanket Permits	\$193.00
2. Right-of-Way Use	Hourly rate, 3-hour minimum \$579.00
3. Right-of-Way Site	Hourly rate, 4-hour minimum \$772.00
4. Right-of-Way Special Events	\$963.00
5. Residential Parking Zone Permit	\$18.00
K. SHORELINE SUBSTANTIAL DEVELOPMENT	
1. Shoreline Conditional Permit Use	\$7,415.00
2. Shoreline Exemption	\$484.00
3. Shoreline Variance	\$10,299.00, plus public hearing if required (\$3,605.00)
Substantial Development Permit (based on valuation):	
4. up to \$10,000	\$2,575.00
5. \$10,000 to \$500,000	\$6,179.00
6. over \$500,000	\$10,299.00
L. SITE DEVELOPMENT	
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum \$579.00
2. Subdivision Construction	Hourly rate, 10-hour minimum \$1,930.00
3. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:	
4. 50-500 CY without drainage conveyance	\$193.00
5. 50-500 CY with drainage conveyance	\$412.00
6. 501-5,000 CY	\$824.00
7. 5001-15,000 CY	\$1,648.00
8. More than 15,000 CY	\$4,326.00
9. Tree Removal	\$193.00

City of Shoreline Fee Schedules

3.01.010 Planning and Community Development

Type of Permit Application	2018 Fee Schedule
M. SUBDIVISIONS	
1. Binding Site Plan	\$5,870.00
2. Preliminary Short Subdivision	\$6,694.00 for two-lot short subdivision, plus (\$515.00) for each additional lot
3. Final Short Subdivision	\$1,957.00
4. Preliminary Subdivision	\$15,449.00 for ten-lot subdivision, plus (\$721.00) for each additional lot, and public hearing (\$3,605.00)
5. Final Subdivision	\$7,518.00
6. Changes to Preliminary Short or Formal Subdivision	\$3,811.00
7. Multiple Buildings	Hourly rate, 10-hour minimum \$1,930.00
N. SUPPLEMENTAL FEES	
1. Supplemental permit fees	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at \$193.00 per hour, minimum of one hour.
2. Reinspection fees	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$193.00 per hour, minimum one hour.
3. Investigation inspection	\$257.00
O. FEE REFUNDS	
<p>The city manager or designee may authorize the refunding of:</p> <ol style="list-style-type: none"> One hundred percent of any fee erroneously paid or collected. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled and minimal plan review work has been done. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. 	
P. FEE WAIVER	
<ol style="list-style-type: none"> The City Manager or designee may authorize the waiver of the double fee for work commenced without a permit for property owners not responsible for initiating the work without a permit. Any fee waiver request must be submitted in writing by the current property owner prior to permit issuance and detail the unpermitted work related to the dates of property ownership. 	

[Ord. 785 § 1, 2017; Ord. 779 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 1 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3, 2012; Ord. 646 § 2, 2012; Ord. 641 § 1, 2012; Ord. 629 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 1, 2006; Ord. 426 § 4, 2006]

City of Shoreline Fee Schedules

3.01.014 Impact Fee Administrative Fees

A. Administrative Fees		2018 Fee Schedule
1.	<u>Administrative Fee - All applicable projects per building permit application</u>	Hourly rate, 1- hour minimum \$193
2.	<u>Administrative Fee - Impact fee estimate/preliminary determination per building permit application</u>	Hourly rate, 1- hour minimum \$193
3.	<u>Administrative Fee - Independent fee calculation per impact fee type</u>	Hourly rate, 1- hour minimum \$193
4.	<u>Administrative Fee - Deferral program</u>	Hourly rate, 1- hour minimum \$193
<u>All administrative fees are nonrefundable.</u> <u>Administrative fees shall not be credited against the impact fee.</u> <u>Administrative fees applicable to all projects shall be paid at the time of building permit issuance.</u> <u>Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.</u> <u>Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination, or for fire impact fees, the fire chief's determination.</u>		

City of Shoreline Fee Schedules

3.01.015 Transportation Impact Fees

ITE Code	Land Use Category/Description	2018 Fee Schedule	
		Impact Fee Per Unit @	
		\$7,224.12 per Trip	
A. Rate Table			
90	Park-and-ride lot w/ bus svc	3,359.22	per parking space
110	Light industrial	9.18	per square foot
140	Manufacturing	6.91	per square foot
151	Mini-warehouse	2.47	per square foot
210	Single family house (includes townhouse and duplex)	6,566.72	per dwelling unit
220	Apartment (includes accessory dwelling unit)	4,255.01	per dwelling unit
230	Condominium	4,320.02	per dwelling unit
240	Mobile home park	3,068.80	per dwelling unit
251	Senior housing	1,404.36	per dwelling unit
254	Assisted Living	643.66	per bed
255	Continuing care retirement	2,094.99	per dwelling unit
310	Hotel	4,390.09	per room
320	Motel	3,497.19	per room
444	Movie theater	13.76	per square foot
492	Health/fitness club	18.13	per square foot
530	School (public or private)	5.33	per square foot
540	Junior/community college	13.94	per square foot
560	Church	3.59	per square foot
565	Day care center	34.43	per square foot
590	Library	17.40	per square foot
610	Hospital	8.43	per square foot
710	General office	12.69	per square foot
720	Medical office	23.06	per square foot
731	State motor vehicles dept	111.12	per square foot
732	United States post office	26.51	per square foot
820	General retail and personal services (includes shopping center)	9.60	per square foot
841	Car sales	17.66	per square foot
850	Supermarket	26.22	per square foot
851	Convenience market-24 hr	48.72	per square foot
854	Discount supermarket	26.74	per square foot
880	Pharmacy/drugstore	15.44	per square foot
912	Bank	37.57	per square foot
932	Restaurant: sit-down	27.09	per square foot
934	Fast food	62.34	per square foot
937	Coffee/donut shop	79.08	per square foot
941	Quick lube shop	28,119.87	per service bay
944	Gas station	25,570.66	per pump
948	Automated car wash	54.66	per square foot
B. Administrative Fees - See SMC 3.01.014			
1.	Administrative Fee – All Applicable Projects	Hourly rate, 1- hour minimum \$193	
2.	Administrative Fee – Impact fee estimate/preliminary determination	Hourly rate, 1- hour minimum \$193	
3.	Administrative Fee – Independent fee calculation	Hourly rate, 1- hour minimum \$193	
4.	Administrative Fee – Deferral Program	Hourly rate, 1- hour minimum \$193	
All administrative fees are nonrefundable.			
Administrative fees shall not be credited against the impact fee.			
Administrative fees applicable to all projects shall be paid at the time of building permit issuance.			
Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.			
Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination.			

[Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 2 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 720 § 1, 2015; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 690 § 2 (Exh B), 2014]

City of Shoreline Fee Schedules

3.01.016 Park Impact Fees

		2018 Fee Schedule
A. Rate Table		
Use Category	Impact Fee	
Single Family Residential	3,979.00	per dwelling unit
Multi-Family Residential	2,610.00	per dwelling unit
B. Administrative Fees - See SMC 3.01.014		
1. Administrative Fee - All Applicable Projects	Hourly rate, 1- hour minimum \$193	
2. Administrative Fee - Impact fee estimate/preliminary determination	Hourly rate, 1- hour minimum \$193	
3. Administrative Fee - Independent fee calculation	Hourly rate, 1- hour minimum \$193	
4. Administrative Fee - Deferral Program	Hourly rate, 1- hour minimum \$193	

[Ord. 786 § 2 (Exh. B), 2017]

**City of Shoreline
Fee Schedules**

3.01.020 Fire - Operational

Type of Permit Application	2018 Fee Schedule
A. FIRE - OPERATIONAL	
1. Aerosol Products	\$193.00
2. Amusement Buildings	\$193.00
3. Carnivals and Fairs	\$193.00
4. Combustible Dust-Producing Operations	\$193.00
5. Combustible Fibers	\$193.00
6. Compressed Gases	\$193.00
7. Cryogenic Fluids	\$193.00
8. Cutting and Welding	\$193.00
9. Dry Cleaning (hazardous solvent)	\$193.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$193.00
11. Flammable/Combustible Liquid Storage/Handle/Use - (add'l specs)	Add'l fee based on site specs
12. Floor Finishing	\$193.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$193.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$97.00
15. Hazardous Materials	\$578.00
16. Hazardous Materials (including Battery Systems 55 gal->)	\$193.00
17. High-Piled Storage	\$193.00
18. Hot Work Operations	\$193.00
19. Indoor Fueled Vehicles	\$193.00
20. Industrial Ovens	\$193.00
21. LP Gas-Consumer Cylinder Exchange	\$97.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$97.00
23. LP Gas-Commercial Containers (Tanks)	\$193.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$193.00
25. Lumber Yard	\$193.00
26. Misc Comb Material	\$193.00
27. Open Flames and Candles	\$193.00
28. Open Flames and Torches	\$193.00
29. Places of Assembly 50 to 100	\$97.00
30. Places of Assembly up to 500	\$193.00
31. Places of Assembly 501->	\$385.00
32. Places of Assembly (add'l assembly areas)	\$97.00
33. Places of Assembly - A-5 Outdoor	\$97.00
34. Places of Assembly - Outdoor Pools	\$97.00
35. Places of Assembly - Open Air Stadiums	\$193.00
36. Pyrotechnic Special Effects Material	\$193.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs
38. Refrigeration Equipment	\$193.00
39. Scrap Tire Storage	\$193.00
40. Spraying or Dipping	\$193.00
41. Waste Handling	\$193.00
42. Wood Products	\$193.00

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 3 (Exh. A), 2013]

City of Shoreline Fee Schedules

3.01.100 Animal Licensing and Service Fees

Annual License	2018 Fee Schedule
A. PET - DOG OR CAT	
1. Unaltered	\$60.00
2. Altered	\$30.00
3. Juvenile pet	\$15.00
4. Discounted pet	\$15.00
5. Replacement tag	\$5.00
6. Transfer fee	\$3.00
7. License renewal late fee – received 45 to 90 days following license expiration	\$15.00
8. License renewal late fee – received 90 to 135 days following license expiration	\$20.00
9. License renewal late fee – received more than 135 days following license expiration	\$30.00
10. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed
<i>Service Animal Dogs and Cats and K-9 Police Dogs: Service animal dogs and cats and K-9 police dogs must be licensed, but there is no charge for the license.</i>	
B. GUARD DOG	
1. Guard dog registration	\$100.00
C. ANIMAL RELATED BUSINESS	
1. Hobby kennel and hobby cattery	\$50.00
2. Guard dog trainer	\$50.00
3. Guard dog purveyor	\$250.00
D. GUARD DOG PURVEYOR	
1. If the guard dog purveyor is in possession of a valid animal shelter, kennel or pet shop license, the fee for the guard dog purveyor license shall be reduced by the amount of the animal shelter, kennel or pet shop license.	
E. FEE WAIVER	
1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees and late licensing penalty fees, in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount of the fees charged as compared with the gravity of the violation and the effect on the owner, the animal's welfare and the animal care and control authority if the fee or fees or penalties are not waived and no payment is received.	

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 595 § 3 (Att. B), 2011]

City of Shoreline Fee Schedules

3.01.200 Business License Fees

License	2018 Fee Schedule
A. BUSINESS LICENSE FEES - GENERAL	
1. Annual business license fee	\$40.00 Annual
The annual business license fee may be prorated as necessary to conform to SMC 5.05.060	
2. Penalty for late renewal as described in SMC 5.05.080	\$20.00 Annual
B. REGULATORY LICENSE FEES	
1. Regulated massage business	\$212.00 Per Year
2. Massage manager	\$46.00 Per Year
3. Public dance	\$145.00 Per Dance
4. Pawnbroker	\$679.00 Per Year
5. Secondhand Dealer	\$65.00 Per Year
6. Master solicitor	\$133.00 Per Year
7. Solicitor	\$33.00 Per Year
Late fees for the above regulatory licenses: A late penalty shall be charged on all applications for renewal of a regulatory license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: * For a license requiring a fee of less than \$50.00, two percent of the required fee. * For a license requiring a fee of more than \$50.00, ten percent of the required fee.	
8. Adult cabaret operator	\$679.00 Per Year
9. Adult cabaret manager	\$145.00 Per Year
10. Adult cabaret entertainer	\$145.00 Per Year
11. Panoram Operator	\$677.00 Per Year/plus additional \$38 fee for fingerprint background checks for each operator
12. Panoram premise	\$278.00 Per Year
13. Panoram device	\$79.00 Per Year Per Device
Late fees for Adult cabaret and Panoram licenses:	
Days Past Due	
7 - 30	10%
31 - 60	25%
61 and over	100%
14. Duplicate Regulatory License	\$6.00

[Ord. 758 § 3 (Exh. A), 2016; Ord. 734 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 625 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

3.01.210 Hearing Examiner Fees

	2018 Fee Schedule
A. HEARING EXAMINER FEES	\$516.00

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 2, 2006]

City of Shoreline Fee Schedules

3.01.220 Public Records

	2018 Fee Schedule
1. Photocopying paper records	
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$3.50 Per Page
c. Color photocopies up to 11 by 17 inches - if more than three pages	\$0.25 Per Page
2. Scanning paper records	
a. Scans of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
3. Copying electronic records	
a. Copies of electronic records to file sharing site - if more than five pages (2 minute minimum for first installment only)	\$0.85 Per Minute
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.85/minute
4. Other fees	
a. Photocopies - vendor produced	Cost charged by vendor, depending on size and process
b. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 Per hour
c. Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost
d. Photographic prints and slides	Cost charged by vendor, depending on size and process
e. Clerk certification	\$1.50 Per document
5. Geographic Information Systems (GIS) services	
a. GIS maps smaller than 11 by 17 inches	\$0.50 Per Page
b. GIS maps larger than 11 by 17 inches	\$1.70 Per Square Foot
c. Custom GIS Mapping and Data Requests	\$95.00 Per Hour (1 Hour Minimum)

[Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

3.01.230 Vehicle Impound Fees

	2018 Fee Schedule
Individuals redeeming vehicles impounded under SMC 10.05.030 (A)(3) shall pay an administrative fee	\$170.00

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 585 § 5 (Exh. D), 2010]

City of Shoreline

Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2018 Resident Rate	2018 Non-Resident Rate
A. OUTDOOR RENTAL FEES		
1. Picnic Shelters – (same for all groups)		
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$68	\$87
b. Full Day (9:00am - Dusk)	\$99	\$124
2. Cromwell Park Amphitheater & Richmond Beach Terrace		
a. Half Day	\$68	\$87
b. Full Day	\$99	\$124
3. Alcohol Use		
a. Per hour, 4 hour minimum (includes shelter rental)	\$88	\$105
4. Athletic Fields (Per Hour)		
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$23	\$23
b. Youth Organization Game * and/or Practice	\$6	\$9
c. Youth Organization Tournament *	\$9	\$12
d. Practice	\$16	\$21
e. Games *	\$31	\$37
f. * Additional field prep fee may be added	\$26	\$35
5. Synthetic Fields (Per Hour)		
a. Youth Organizations	\$19	\$27
b. Private Rentals	\$64	\$78
c. Discount Field Rate **	\$19	\$27
6. Tennis Courts		
a. Per hour	\$7	\$9
7. Park and Open Space Non-Exclusive Use Permit		
a. per hour	\$15	\$18
8. Community Garden Plot Annual Rental Fee		
a. Standard Plot	\$41	N/A
b. Accessible Plot	\$21	N/A
**Offered during hours of low usage as established and posted by the PRCS Director		
9. Amplification Supervisor Fee		
a. Per hour; when applicable	\$25	\$25
10. Attendance Fee		
a. 101-199 Attendance	\$50	\$50
b. 200-299 Attendance	\$100	\$100
c. 300+ Attendance	Varies	Varies

City of Shoreline

Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee		2018 Resident Rate	2018 Non-Resident Rate
B. INDOOR RENTAL FEES			
		Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1. Richmond Highlands (same for all groups) Maximum Attendance 214			
a.	Entire Building (including building monitor)	\$60	\$72
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups			
a.	Multi-Purpose Room 1 or 2	\$12	\$16
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$21	\$26
c.	Gymnastics Room	\$12	\$16
d.	Dance Room	\$12	\$16
e.	Gym-One Court	\$21	\$26
f.	Entire Gym	\$36	\$46
g.	Entire Facility	\$98	\$124
3. Spartan Recreation Center Fees for All Other Organizations/Groups			
a.	Multi-Purpose Room 1 or 2	\$25	\$30
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$35	\$42
c.	Gymnastics Room	\$25	\$30
d.	Dance Room	\$25	\$30
e.	Gym-One Court	\$35	\$42
f.	Entire Gym	\$66	\$79
g.	Entire Facility	\$129	\$154
As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.			
* Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)			
4. City Hall Rental Fees			
a.	City Hall Rental - Third Floor Conference Room	\$36 Per Hour	\$43 Per Hour
b.	City Hall Rental - Council Chambers	\$103 Per Hour	\$124 Per Hour
c.	AV Set-up Fee - Per Room	\$15	\$15
5. Other Indoor Rental Fees:			
a-1.	Security Deposit (1-125 people): (refundable)	\$200	\$200
a-2.	Security Deposit (126+ people): (refundable)	\$400	\$400
b.	Supervision Fee (if applicable)	\$19/hour	\$19/hour
c.	Daily Rates (shall not exceed)	\$875	\$1,050

City of Shoreline

Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee		2018 Resident Rate	2018 Non-Resident Rate
C. CONCESSIONAIRE PERMIT			
1.	Annual Permit - Calendar Year (requires additional hourly fee)	\$50	\$60
2.	Additional Hourly Concession Fee (requires annual permit)	\$3/hour	\$3/hour
Concession Permit fees and additional Concession Fees are exempt for Non-Profit Youth Organizations, and sanctioned Neighborhood Association Events. Sanctioned Neighborhood Associations Events are exempt from all rental fees with the exception of associated supervision fees when applicable. Concession/Admission/Sales Fees may be modified at the discretion of the PRCS Director.			
D. INDOOR DROP-IN FEES			
1.	Showers Only (Spartan Recreation Center)	\$1	\$1
2.	Drop-In		
a.	Adult	\$3	\$4
b.	Youth	\$1	\$2
c.	Senior/Disabled	\$2	\$3
3.	1 Month Pass		
a.	Adult	\$25	\$31
b.	Youth	\$10	\$14
c.	Senior/Disabled	\$16	\$21
4.	3 Month Pass		
a.	Adult	\$62	\$72
b.	Youth	\$24	\$31
c.	Senior/Disabled	\$43	\$51
Senior is 60+ years of age			

City of Shoreline

Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee		2018 Resident Rate	2018 Non-Resident Rate
E. AQUATICS DROP-IN FEES			
1. Drop-In			
a. Adult		\$4	\$5
b. Adult- Real Deal		\$2	\$3
c. Youth/Senior/Disabled		\$3	\$4
d. Youth/Senior/Disabled - Real Deal		\$1	\$2
e. Family		\$10	\$12
2. 1 Month Pass			
a. Adult		\$41	\$51
b. Youth/Senior/Disabled		\$31	\$37
c. Family		\$129	\$154
3. 3 Month Pass			
a. Adult		\$118	\$148
b. Youth/Senior/Disabled		\$89	\$106
c. Family		\$319	\$383
4. 1 Year Pass			
a. Adult		\$433	\$541
b. Youth/Senior/Disabled		\$298	\$357
c. Family		\$834	\$1,001
F. INDOOR / AQUATICS JOINT PASS FEES			
1. Indoor / Aquatics Joint 1 Month Pass			
a. Adult		\$56	\$67
b. Youth/Senior/Disabled		\$39	\$47
G. AQUATICS RENTAL FEES			
1. Ongoing Organization Rentals (Insurance Required)			
a. Rentals On-Going (non-swim team) per hour		\$79	\$95
b. Swim Team Per/ Lane/Hr		\$12	\$14
2. Public Rentals per Hour			
a. 1-60		\$121	\$145
b. 61-150		\$158	\$189
Aquatics and General Recreation programs fees are based upon market rate.			
H. AQUATICS AND GENERAL RECREATION PROGRAM FEES			
Aquatics and General Recreation Program Fees are based upon the PRCS Cost Recovery/Fee Setting Framework.			
I. FEE IN LIEU OF STREET TREE REPLACEMENT		\$2,472	N/A

City of Shoreline

Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2018 Resident Rate	2018 Non-Resident Rate
J. FEE REFUNDS		
Whenever a fee is paid for the use of Parks, Recreation and Cultural Services Department facilities or property or for participation in a Parks, Recreation and Cultural Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Parks, Recreation and Cultural Services Department's Refund Policy and Procedures.		
K. RECREATION SCHOLARSHIPS		
Scholarships for the fee due to the participate in a Parks, Recreation and Cultural Services Department sponsored class or program may be awarded when a request is made to the city according to the Parks, Recreation and Cultural Services Department's Recreation Scholarship Policy and Procedures.		

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 647 § 2, 2012; Ord. 627 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 602 § 1, 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. A), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 3, 2006; Ord. 428 § 1, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 2, 2001; Ord. 256 § 2, 2000]

City of Shoreline Fee Schedules

3.01.400 Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2018 SWM Annual Fee (includes all taxes)	
A. Rate Table			
1. Residential: Single-family home		\$214.39	Per Parcel
2. Very Light	Less than or equal to 10%	\$214.39	Per Parcel
3. Light	More than 10%, less than or equal to 20%	\$497.93	Per Acre
4. Moderate	More than 20%, less than or equal to 45%	\$1,028.67	Per Acre
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$1,995.09	Per Acre
6. Heavy	More than 65%, less than or equal to 85%	\$2,527.58	Per Acre
7. Very Heavy	More than 85%, less than or equal to 100%	\$3,310.76	Per Acre
Minimum Rate		\$214.39	
There are two types of service charges: The flat rate and the sliding rate. The flat rate service charge applies to single family homes and parcels with less than 10% hard surface. The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of hard surface on each parcel and multiplying the appropriate rate by total acreage.			
B. CREDITS			
Several special rate categories will automatically be assigned to those who qualify			
1. An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.			
2. A public school district shall be eligible for a waiver of up to 100% of its standard rates based on providing curriculum which benefits surface water utility programs. The waiver shall be provided in accordance with the Surface Water Management Educational Fee Waiver procedure. The program will be reviewed by July 1, 2021.			
3. Alternative Mobile Home Park Charge. Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.			
C. RATE ADJUSTMENTS			
Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period). Property owners should file a request for a change in the rate assessed if:			
1. The property acreage is incorrect;			
2. The measured hard surface is incorrect;			
3. The property is charged a sliding fee when the fee should be flat;			
4. The person or property qualifies for an exemption or discount; or			
5. The property is wholly or in part outside the service area.			
D. REBATE			
Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or conservation landscaping at a rate of \$2.00 per square foot not to exceed \$1,600 for any parcel.			

[2017 Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 659 § 2, 2013; Ord. 650 § 3 (Exh. A), 2012; Ord. 642 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(a), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 7, 14, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002. Formerly 3.01.070.]

City of Shoreline Fee Schedules

3.01.500 Solid Waste Rate Schedule

Effective 1/1/2018

Solid Waste Rate Schedule from CleanScapes				
Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	2018 Total Fee
A. MONTHLY				
1. One 32-gallon Garbage Cart	4.43	\$ 1.29	\$ 8.41	\$ 9.70
B. WEEKLY RESIDENTIAL CURBSIDE SERVICE				
1. One 10-gallon Garbage Micro-Can	6.00	\$ 1.75	\$ 10.70	\$ 12.45
2. One 20-gallon Garbage Cart	12.00	\$ 3.50	\$ 14.77	\$ 18.27
3. One 32/35 -gallon Garbage Cart	19.20	\$ 5.60	\$ 18.52	\$ 24.12
4. One 45-gallon Garbage Cart	27.00	\$ 7.88	\$ 25.51	\$ 33.39
5. One 60/64-gallon Garbage Cart	38.40	\$ 11.21	\$ 27.04	\$ 38.25
6. One 90/96-gallon Garbage Cart	57.60	\$ 16.81	\$ 31.05	\$ 47.86
7. Additional 32 Gallon Cans (weekly svc)	-	\$ 5.61	\$ 7.50	\$ 13.11
8. Extras (32 gallon equivalent)	-	\$ 1.29	\$ 2.85	\$ 4.14
9. Miscellaneous Fees:				
a. Extra Yard Debris (32 gallon bag/bundle/can)				\$ 3.00
b. 2nd and Additional 96-Gallon Yard Waste Cart				\$ 6.00
c. Return Trip				\$ 6.00
d. Roll-out Charge, per 25 ft, per cart, per time				\$ 3.00
e. Drive-in Charge, per month				\$ 6.00
f. Overweight/Oversize container (per p/u)				\$ 3.00
g. Redelivery of one or more containers				\$ 10.00
h. Cart Cleaning (per cart per cleaning)				\$ 10.00
C. ON-CALL BULKY WASTE COLLECTION				
1. Non-CFC Containing Large Appliances ("white goods"), per item				\$ 20.00
2. Refrigerators/Freezers/Air Conditioners per item				\$ 30.00
3. Sofas, Chairs, per item		\$ 7.29	\$ 13.50	\$ 20.79
4. Mattresses, Boxsprings, per item		\$ 7.29	\$ 13.50	\$ 20.79
D. WEEKLY COMMERCIAL & MULTIFAMILY CAN AND CART				
1. One 20-gallon Garbage Cart	12.00	\$ 3.50	\$ 13.31	\$ 16.81
2. One 32/35-gallon Garbage Cart	19.20	\$ 5.60	\$ 14.46	\$ 20.06
3. One 45-gallon Garbage Cart	27.00	\$ 7.88	\$ 16.32	\$ 24.20
4. One 60/64-gallon Garbage Cart	38.40	\$ 11.21	\$ 18.43	\$ 29.64
5. One 90/96-gallon Garbage Cart	57.60	\$ 16.81	\$ 20.42	\$ 37.23
6. Extras (32-gallon equivalent)	-	\$ 1.29	\$ 3.92	\$ 5.21
7. Miscellaneous Fees:				
a. Weekly 64-gal Cart Yard Debris/Foodwaste service				\$ 24.04
b. Return Trip				\$ 7.61
c. Roll-out Charge, per addtn'l 25 ft, per cart, per p/u				\$ 1.90
d. Redelivery of containers				\$ 12.68
e. Cart Cleaning (per cart per cleaning)				\$ 12.68

City of Shoreline Fee Schedules

Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	2018 Total Fee
E. WEEKLY COMMERCIAL DETACHABLE CONTAINER (COMPACTED)				
1. 1 Cubic Yard Container	394.80	\$ 115.22	\$ 79.65	\$ 194.87
2. 1.5 Cubic Yard Container	789.60	\$ 230.45	\$ 156.76	\$ 387.21
3. 2 Cubic Yard Container	1,184.40	\$ 345.67	\$ 233.87	\$ 579.54
4. 3 Cubic Yard Container	1,579.20	\$ 460.90	\$ 310.97	\$ 771.87
5. 4 Cubic Yard Container	1,974.00	\$ 576.12	\$ 388.09	\$ 964.21
6. 6 Cubic Yard Container	592.20	\$ 852.57	\$ 425.00	\$ 1,277.57
F. COMMERCIAL DETACHABLE CONTAINER (LOOSE)				
1. 1 Cubic Yard, 1 pickup/week	112.80	\$ 32.92	\$ 59.29	\$ 92.21
2. 1 Cubic Yard, 2 pickups/week	225.60	\$ 65.84	\$ 112.26	\$ 178.10
3. 1 Cubic Yard, 3 pickups/week	338.40	\$ 98.76	\$ 165.21	\$ 263.97
4. 1 Cubic Yard, 4 pickups/week	451.20	\$ 131.69	\$ 218.17	\$ 349.86
5. 1 Cubic Yard, 5 pickups/week	567.00	\$ 164.61	\$ 271.13	\$ 435.74
6. 1.5 Cubic Yard, 1 pickup/week	169.20	\$ 49.38	\$ 82.61	\$ 131.99
7. 1.5 Cubic Yard, 2 pickups/week	338.40	\$ 98.76	\$ 158.89	\$ 257.65
8. 1.5 Cubic Yard, 3 pickups/week	507.60	\$ 148.15	\$ 235.16	\$ 383.31
9. 1.5 Cubic Yard, 4 pickups/week	676.80	\$ 197.53	\$ 311.44	\$ 508.97
10. 1.5 Cubic Yard, 5 pickups/week	846.00	\$ 246.91	\$ 387.71	\$ 634.62
11. 2 Cubic Yard, 1 pickups/week	225.60	\$ 65.84	\$ 106.36	\$ 172.20
12. 2 Cubic Yard, 2 pickups/week	451.20	\$ 131.69	\$ 206.36	\$ 338.05
13. 2 Cubic Yard, 3 pickups/week	676.80	\$ 197.53	\$ 306.38	\$ 503.91
14. 2 Cubic Yard, 4 pickups/week	902.40	\$ 263.37	\$ 406.39	\$ 669.76
15. 2 Cubic Yard, 5 pickups/week	1,128.00	\$ 329.21	\$ 506.40	\$ 835.61
16. 3 Cubic Yard, 1 pickup/week	338.40	\$ 98.76	\$ 143.71	\$ 242.47
17. 3 Cubic Yard, 2 pickups/week	676.80	\$ 197.53	\$ 281.09	\$ 478.62
18. 3 Cubic Yard, 3 pickups/week	15.20	\$ 296.29	\$ 418.46	\$ 714.75
19. 3 Cubic Yard, 4 pickups/week	1,353.60	\$ 395.06	\$ 555.84	\$ 950.90
20. 3 Cubic Yard, 5 pickups/week	1,692.00	\$ 493.82	\$ 1,089.23	\$ 1,583.05
21. 4 Cubic Yard, 1 pickup/week	451.20	\$ 131.69	\$ 181.07	\$ 312.76
22. 4 Cubic Yard, 2 pickups/week	902.40	\$ 263.37	\$ 355.81	\$ 619.18
23. 4 Cubic Yard, 3 pickups/week	1,353.60	\$ 395.06	\$ 530.56	\$ 925.62
24. 4 Cubic Yard, 4 pickups/week	1,804.80	\$ 526.74	\$ 705.29	\$ 1,232.03
25. 4 Cubic Yard, 5 pickups/week	2,256.00	\$ 658.43	\$ 880.03	\$ 1,538.46
26. 6 Cubic Yard, 1 pickup/week	676.80	\$ 197.53	\$ 255.80	\$ 453.33
27. 6 Cubic Yard, 2 pickups/week	1,353.60	\$ 395.06	\$ 505.27	\$ 900.33
28. 6 Cubic Yard, 3 pickups/week	2,030.40	\$ 592.58	\$ 754.72	\$ 1,347.30
29. 6 Cubic Yard, 4 pickups/week	2,707.20	\$ 790.11	\$ 1,004.18	\$ 1,794.29
30. 6 Cubic Yard, 5 pickups/week	3,384.00	\$ 987.64	\$ 1,253.65	\$ 2,241.29
31. 8 Cubic Yard, 1 pickup/week	902.40	\$ 263.37	\$ 322.10	\$ 585.47
32. 8 Cubic Yard, 2 pickups/week	1,804.80	\$ 526.74	\$ 637.85	\$ 1,164.59
33. 8 Cubic Yard, 3 pickups/week	2,707.20	\$ 790.11	\$ 953.61	\$ 1,743.72
34. 8 Cubic Yard, 4 pickups/week	3,609.60	\$ 1,053.48	\$ 1,269.36	\$ 2,322.84
35. 8 Cubic Yard, 5 pickups/week	4,512.00	\$ 1,316.85	\$ 1,585.12	\$ 2,901.97
36. Extra loose cubic yard in container, per pickup	-	\$ 7.61	\$ 5.90	\$ 13.51

City of Shoreline Fee Schedules

Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	2018 Total Fee
37. Extra loose cubic yard on ground, per pickup	-	\$ 7.61	\$ 18.58	\$ 26.19
38. Detachable Container Miscellaneous Fees (per occurrence):				
a. Stand-by Time (per minute)				\$ 2.03
b. Container Cleaning (per yard of container size)				\$ 12.68
c. Redelivery of Containers				\$ 25.36
d. Return Trip				\$ 12.68
Service Level (based on pick ups)	Daily Rent	Monthly Rent	Delivery Charge	Haul Charge
G. COMMERCIAL & MULTIFAMILY DROP-BOX COLLECTION				
1. Non-compacted 10 cubic yard Drop-box (6 boxes)	7.97	\$ 79.75	\$ 143.56	\$ 202.70
2. Non-compacted 15 cubic yard Drop-box	7.97	\$ 79.75	\$ 143.56	\$ 202.70
3. Non-compacted 20 cubic yard Drop-box (7 boxes)	7.97	\$ 111.66	\$ 143.56	\$ 245.99
4. Non-compacted 25 cubic yard Drop-box	7.97	\$ 127.61	\$ 143.56	\$ 267.57
5. Non-compacted 30 cubic yard Drop-box (11 boxes)	7.97	\$ 143.56	\$ 143.56	\$ 289.18
6. Non-compacted 40 cubic yard Drop-box (2 boxes)	7.97	\$ 159.51	\$ 143.56	\$ 332.41
7. Compacted 10 cubic yard Drop-box (2 boxes)			\$ 159.51	\$ 256.25
8. Compacted 20 cubic yard Drop-box (3 boxes)			\$ 159.51	\$ 277.86
9. Compacted 25 cubic yard Drop-box (2 boxes)			\$ 159.51	\$ 299.46
10. Compacted 30 cubic yard Drop-box (4 boxes)			\$ 159.51	\$ 321.09
11. Compacted 40 cubic yard Drop-box (1 box)			\$ 159.51	\$ 364.31
12. Drop-box Miscellaneous Fees				Per Event
a. Return Trip				\$ 31.69
b. Stand-by Time (per minute)				\$ 2.03
c. Container cleaning (per yard of container size)				\$ 12.68
d. Drop-box directed to other facility (per one-way mile)				\$ 3.80
Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Haul Charge
H. TEMPORARY COLLECTION HAULING				
1. 2 Yard detachable Container	270.00	\$ 18.20	\$ 131.64	\$ 149.84
2. 4 Yard detachable container	540.00	\$ 36.40	\$ 133.94	\$ 170.34
3. 6 Yard detachable container	810.00	\$ 54.60	\$ 136.25	\$ 190.85
4. 8 Yard detachable container	1,080.00	\$ 72.79	\$ 138.55	\$ 211.34
5. Non-compacted 10 cubic yard Drop-box				\$ 186.81
6. Non-compacted 20 cubic yard Drop-box				\$ 215.55
7. Non-compacted 30 cubic yard Drop-box				\$ 244.30
8. Non-compacted 40 cubic yard Drop-box				\$ 258.66
Service Level		Delivery Fee	Daily Rental	Monthly Rental
I. TEMPORARY COLLECTION CONTAINER RENTAL AND DELIVERY				
1. 2 Yard detachable container		\$ 81.39	\$ 7.52	\$ 81.34
2. 4 Yard detachable container		\$ 81.39	\$ 7.52	\$ 81.34
3. 6 Yard detachable container		\$ 81.39	\$ 7.52	\$ 81.34

Clty of Shoreline Fee Schedules

Service Level	Delivery Fee	Daily Rental	Monthly Rental
4. 8 Yard detachable container	\$ 81.39	\$ 7.52	\$ 81.34
5. Non-compacted 10 cubic yard Drop-box	\$ 106.83	\$ 9.87	\$ 122.01
6. Non-compacted 20 cubic yard Drop-box	\$ 105.78	\$ 9.87	\$ 122.01
7. Non-compacted 30 cubic yard Drop-box	\$ 132.23	\$ 9.87	\$ 122.01
8. Non-compacted 40 cubic yard Drop-box	\$ 34.90	\$ 9.87	\$ 122.01
J. EVENT SERVICES			Per Day
1. Delivery, provision, collection of a set of 3 carts (G, R &C)			\$ 31.69
K. HOURLY RATES			Per Hour
1. Rear/Side-load packer + driver			\$ 158.47
2. Front-load packer + driver			\$ 158.47
3. Drop-box Truck + driver			\$ 158.47
4. Additional Labor (per person)			\$ 85.60

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

City of Shoreline Fee Schedules

3.01.800 Fee Waiver

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:

- A. Right-of-way permits (SMC 3.01.010).
- B. Facility use and meeting room fees (SMC 3.01.300).
- C. Concessionaire permits (SMC 3.01.300).
- D. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline Pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

[Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 602 § 2, 2011; Ord. 570 § 2, 2010; Ord. 243 § 1, 2000]

3.01.810 Collection Fees (Financial)

2018 Fee Schedule	
The maker of any check that is returned to the city due to insufficient funds or a closed account shall be assessed a collection fee	\$31.75

[Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 5, 14, 2006; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 1, 2001. Formerly 3.01.040.]

3.01.820 Annual Adjustments

Increases of the fees contained in the fee schedules in this chapter shall be calculated on an annual basis by January 1st of each year by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U), unless the Shoreline Municipal Code calls for the use of another index / other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee. The appropriate adjustment shall be calculated each year and included in the city manager's proposed budget. The city manager may choose to not include the calculated adjustments in the city manager's proposed budget and the city council may choose to not include the calculated adjustments in the adopted budget for select user fees in any individual budget year without impacting the full force of this section for subsequent budget years. The annual adjustments to the fees in this chapter shall be rounded as appropriate to ensure efficient administration of fee collection.

[Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 451 § 15, 2006]

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

June '16 cpi-U 256.098
June '17 cpi-U 263.756
% Change 3.00%
90% of % Change: 2.70%

Mkt Adj: 2.70%
Effective: January 1, 2018

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

Range	Title	FLSA Status	Min						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
1			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	
2			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	
3			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.11	27,274
4			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.44	27,955
5			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.25	27,552	13.78	28,654
6			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.06	27,155	13.58	28,241	29,371
7			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.38	27,834	13.92	28,947	30,105
8			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.19	27,432	13.72	28,529	14.26	29,671
9			n/a due to changes in WA State Min Wage	13.00	27,037	13.52	28,118	14.06	29,243	30,412
10			n/a due to changes in WA State Min Wage	13.32	27,712	13.86	28,821	14.41	29,974	31,173
11			13.13	27,313	13.66	28,405	14.20	29,541	14.77	30,723
12			13.46	27,996	14.00	29,115	14.56	30,280	15.14	31,491
13			13.80	28,696	14.35	29,843	14.92	31,037	15.52	32,279
14			14.14	29,413	14.71	30,589	15.29	31,813	15.91	33,085
15			14.49	30,148	15.07	31,354	15.68	32,608	16.30	33,913
16			14.86	30,902	15.45	32,138	16.07	33,423	16.71	34,760
17			15.23	31,674	15.84	32,941	16.47	34,259	17.13	35,629
18			15.61	32,466	16.23	33,765	16.88	35,116	17.56	36,520
19			16.00	33,278	16.64	34,609	17.30	35,993	18.00	37,433
20			16.40	34,110	17.05	35,474	17.74	36,893	18.45	38,369
21			16.81	34,963	17.48	36,361	18.18	37,816	18.91	39,328
									19.66	40,901
										20.45
										42,537

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

June '16 cpi-U 256.098
June '17 cpi-U 263.756
% Change 3.00%
90% of % Change: 2.70%

Mkt Adj: **2.70%**
Effective: January 1, 2018

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

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 6
22			17.23 35,837	17.92 37,270	18.64 38,761	19.38 40,311	20.16 41,924	20.96 43,601	
23			17.66 36,733	18.37 38,202	19.10 39,730	19.87 41,319	20.66 42,972	21.49 44,691	
24			18.10 37,651	18.83 39,157	19.58 40,723	20.36 42,352	21.18 44,046	22.02 45,808	
25			18.55 38,592	19.30 40,136	20.07 41,741	20.87 43,411	21.71 45,147	22.57 46,953	
26			19.02 39,557	19.78 41,139	20.57 42,785	21.39 44,496	22.25 46,276	23.14 48,127	
27			19.49 40,546	20.27 42,168	21.08 43,855	21.93 45,609	22.80 47,433	23.72 49,330	
28			19.98 41,560	20.78 43,222	21.61 44,951	22.48 46,749	23.37 48,619	24.31 50,564	
29			20.48 42,599	21.30 44,303	22.15 46,075	23.04 47,918	23.96 49,834	24.92 51,828	
30			20.99 43,664	21.83 45,410	22.71 47,227	23.61 49,116	24.56 51,080	25.54 53,123	
31	Senior Lifeguard	Non-Exempt, Hourly	21.52 44,755	22.38 46,545	23.27 48,407	24.20 50,343	25.17 52,357	26.18 54,452	
32			22.05 45,874	22.94 47,709	23.85 49,617	24.81 51,602	25.80 53,666	26.83 55,813	
33			22.61 47,021	23.51 48,902	24.45 50,858	25.43 52,892	26.45 55,008	27.50 57,208	
34	Administrative Assistant I <u>Public Disclosure Specialist</u> WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	23.17 48,196	24.10 50,124	25.06 52,129	26.06 54,214	27.11 56,383	28.19 58,638	
35			23.75 49,401	24.70 51,377	25.69 53,432	26.72 55,570	27.78 57,793	28.90 60,104	
36	Parks Maintenance Worker I PW Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	24.34 50,636	25.32 52,662	26.33 54,768	27.38 56,959	28.48 59,237	29.62 61,607	
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.95 51,902	25.95 53,978	26.99 56,137	28.07 58,383	29.19 60,718	30.36 63,147	
38	Administrative Assistant II Facilities Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	25.58 53,200	26.60 55,328	27.66 57,541	28.77 59,843	29.92 62,236	31.12 64,726	
39		Non-Exempt, Hourly Non-Exempt, Hourly	26.22 54,530	27.26 56,711	28.36 58,979	29.49 61,339	30.67 63,792	31.90 66,344	
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	26.87 55,893	27.95 58,129	29.06 60,454	30.23 62,872	31.44 65,387	32.69 68,002	

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

June '16 cpi-U 256.098
June '17 cpi-U 263.756
% Change 3.00%
90% of % Change: 2.70%

Mkt Adj: 2.70%
Effective: January 1, 2018

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

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 6
41	Recreation Specialist II	Non-Exempt, Hourly	27.54	28.65	29.79	30.98	32.22	33.51	
	Senior Finance Technician	Non-Exempt, Hourly	57,290	59,582	61,965	64,444	67,022	69,703	
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	28.23	29.36	30.54	31.76	33.03	34.35	
	Communication Specialist	Non-Exempt, Hourly	58,723	61,072	63,514	66,055	68,697	71,445	
	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	28.94	30.10	31.30	32.55	33.85	35.21	
	Purchasing Coordinator	Non-Exempt, Hourly	60,191	62,598	65,102	67,706	70,415	73,231	
44	Assistant Planner	EXEMPT, Annual	29.66	30.85	32.08	33.36	34.70	36.09	
	Engineering Technician	Non-Exempt, Hourly	61,696	64,163	66,730	69,399	72,175	75,062	
45	CRT Representative	Non-Exempt, Hourly	30.40	31.62	32.88	34.20	35.57	36.99	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	63,238	65,767	68,398	71,134	73,979	76,939	
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	31.16	32.41	33.71	35.05	36.46	37.91	
	GIS Technician	Non-Exempt, Hourly	64,819	67,412	70,108	72,912	75,829	78,862	
	IT Specialist	Non-Exempt, Hourly							
	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	31.94	33.22	34.55	35.93	37.37	38.86	
	Construction Inspector	Non-Exempt, Hourly	66,439	69,097	71,861	74,735	77,725	80,834	
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	32.74	34.05	35.41	36.83	38.30	39.83	
			68,100	70,824	73,657	76,604	79,668	82,854	
49	Asset Management Functional Analyst	EXEMPT, Annual	33.56	34.90	36.30	37.75	39.26	40.83	
	PRCS Supervisor I - Recreation	EXEMPT, Annual	69,803	72,595	75,499	78,519	81,659	84,926	
50	Budget Analyst	EXEMPT, Annual	34.40	35.77	37.20	38.69	40.24	41.85	
	Combination Inspector	Non-Exempt, Hourly	71,548	74,410	77,386	80,482	83,701	87,049	
	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			35.26	36.67	38.14	39.66	41.25	42.90	
			73,337	76,270	79,321	82,494	85,793	89,225	
52	Senior Human Resources Analyst	EXEMPT, Annual	36.14	37.59	39.09	40.65	42.28	43.97	
	Web Developer	EXEMPT, Annual	75,170	78,177	81,304	84,556	87,938	91,456	

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

June '16 cpi-U 256.098
June '17 cpi-U 263.756
% Change 3.00%
90% of % Change: 2.70%

Mkt Adj: 2.70%
Effective: January 1, 2018

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 6
53	Communications Program Manager	EXEMPT, Annual	37.04	38.52	40.07	41.67	43.33	45.07	
	CRT Supervisor	EXEMPT, Annual	77,049	80,131	83,336	86,670	90,137	93,742	
	PRCS Supervisor II - Aquatics	EXEMPT, Annual							
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	37.97	39.49	41.07	42.71	44.42	46.20	
	Grants Administrator	EXEMPT, Annual	78,975	82,134	85,420	88,837	92,390	96,086	
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
55	Engineer I - Capital Projects	EXEMPT, Annual	38.92	40.47	42.09	43.78	45.53	47.35	
	Engineer I - Development Review	EXEMPT, Annual	80,950	84,188	87,555	91,058	94,700	98,488	
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	Budget Supervisor	EXEMPT, Annual	39.89	41.49	43.15	44.87	46.67	48.53	
	City Clerk	EXEMPT, Annual	82,974	86,293	89,744	93,334	97,067	100,950	
	Parks Superintendent	EXEMPT, Annual							
57	Network Administrator	EXEMPT, Annual	40.89	42.52	44.22	45.99	47.83	49.75	
	IT Projects Manager	EXEMPT, Annual	85,048	88,450	91,988	95,667	99,494	103,474	
		EXEMPT, Annual							
58			41.91	43.59	45.33	47.14	49.03	50.99	
			87,174	90,661	94,288	98,059	101,981	106,061	
59	Engineer II - Capital Projects	EXEMPT, Annual	42.96	44.68	46.46	48.32	50.26	52.27	
	Engineer II - Development Review	EXEMPT, Annual	89,353	92,928	96,645	100,511	104,531	108,712	
	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	EXEMPT, Annual							
	Wastewater Manager	EXEMPT, Annual							
60	Community Services Manager	EXEMPT, Annual	44.03	45.79	47.63	49.53	51.51	53.57	
	Central Services Fleet and Facilities Manager	EXEMPT, Annual	91,587	95,251	99,061	103,023	107,144	111,430	
	Permit Services Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	Recreation Superintendent	EXEMPT, Annual							
61			45.13	46.94	48.82	50.77	52.80	54.91	
			93,877	97,632	101,537	105,599	109,823	114,216	
62			46.26	48.11	50.04	52.04	54.12	56.28	
			96,224	100,073	104,076	108,239	112,568	117,071	
63	Building Official	EXEMPT, Annual	47.42	49.31	51.29	53.34	55.47	57.69	
	City Traffic Engineer	EXEMPT, Annual	98,630	102,575	106,678	110,945	115,383	119,998	
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	SW Utility & Environmental Svcs Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	48.60	50.55	52.57	54.67	56.86	59.13	
			101,095	105,139	109,345	113,719	118,267	122,998	
65	Assistant City Attorney	EXEMPT, Annual	49.82	51.81	53.88	56.04	58.28	60.61	
	Development Review and Construction Manager	EXEMPT, Annual	103,623	107,768	112,078	116,561	121,224	126,073	
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							

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

June '16 cpi-U 256.098
June '17 cpi-U 263.756
% Change 3.00%
90% of % Change: 2.70%

Mkt Adj: **2.70%**
Effective: January 1, 2018

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 6
66	Information Technology Manager	EXEMPT, Annual	51.06 106,213	53.11 110,462	55.23 114,880	57.44 119,476	59.74 124,255	62.13 129,225	
67	Utility & Operations Manager	EXEMPT, Annual	52.34 108,869	54.43 113,223	56.61 117,752	58.88 122,462	61.23 127,361	63.68 132,455	
68			53.65 111,590	55.80 116,054	58.03 120,696	60.35 125,524	62.76 130,545	65.27 135,767	
69	City Engineer	EXEMPT, Annual	54.99 114,380	57.19 118,955	59.48 123,714	61.86 128,662	64.33 133,809	66.90 139,161	
70			56.37 117,240	58.62 121,929	60.96 126,806	63.40 131,879	65.94 137,154	68.58 142,640	
71			57.77 120,171	60.09 124,977	62.49 129,977	64.99 135,176	67.59 140,583	70.29 146,206	
72			59.22 123,175	61.59 128,102	64.05 133,226	66.61 138,555	69.28 144,097	72.05 149,861	
73	Human Resource Director	EXEMPT, Annual	60.70 126,254	63.13 131,304	65.65 136,557	68.28 142,019	71.01 147,700	73.85 153,608	
74			62.22 129,411	64.71 134,587	67.29 139,971	69.99 145,569	72.78 151,392	75.70 157,448	
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director Public Works Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	63.77 132,646	66.32 137,952	68.98 143,470	71.73 149,209	74.60 155,177	77.59 161,384	
76	Assistant City Manager City Attorney	EXEMPT, Annual EXEMPT, Annual	65.37 135,962	67.98 141,401	70.70 147,057	73.53 152,939	76.47 159,056	79.53 165,419	

City of Shoreline
Extra Help Range Placement Table
2018

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Day Camp Leader Special Events Attendant	Non-Exempt, Hourly Non-Exempt, Hourly	13.00	14.04
2	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader Swim Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	13.22	14.34
3	Special Events Assistant Special Events Monitor	Non-Exempt, Hourly Non-Exempt, Hourly	13.44	14.64
4	Records Clerk	Non-Exempt, Hourly	13.67	14.95
5	Lifeguard/Swim Instructor Undergraduate Intern Teen Program Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	13.90	15.27
6			14.14	15.60
7			14.38	15.93
8			14.62	16.26
9	CIT Camp Director Front Desk Attendant Janitor Park Laborer Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	14.87	16.61
10			15.12	16.96
11	Out of School Time Program Director Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	15.38	17.32
12			15.64	17.68
13			15.91	18.06

City of Shoreline
Extra Help Range Placement Table
2018

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
14	Camp Excel Specialist Camp Director Event Manager	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	16.18	18.44
15			16.46	18.84
16			16.74	19.23
17			17.02	19.63
18			17.31	20.05
19			17.60	20.47
20			17.90	20.90
21	Engineering Support Senior Lifeguard	Non-Exempt, Hourly Non-Exempt, Hourly	18.20	21.33
22			18.51	21.78
23			18.82	22.23
24			19.14	22.70
25			19.47	23.18
26			19.80	23.66
27			20.14	24.16

**City of Shoreline
Extra Help Range Placement Table
2018**

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
28	Finance Assistant	Non-Exempt, Hourly	20.48	24.66
29			20.83	25.18
30			21.18	25.70
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	21.52	26.18
32			22.05	26.83
33	PW Seasonal Laborer	Non-Exempt, Hourly	22.61	27.50
34	Public Disclosure Specialist	Non-Exempt, Hourly	23.17	28.19
35	CMO Fellowship	Non-Exempt, Hourly	23.75	28.90
36	Facilities Maintenance	Non-Exempt, Hourly	24.34	29.62
37			24.95	30.36
38			25.58	31.12
39			26.22	31.90
40			26.87	32.69
41			27.54	33.51
42			28.23	34.35

City of Shoreline
Extra Help Range Placement Table
2018

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
43			28.94	35.21
44			29.66	36.09
45			30.40	36.99
46	Videographer	Non-Exempt, Hourly	31.16	37.91
	Expert Professional Inspector Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	13.00	38.00

Table Maintenance: The 2018 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2018, 2019 and 2020. In 2020, the minimum wage will be \$13.50. In 2019 and 2020, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2020, if any rates fall below \$13.50 (it won't be by much) adjust them to \$13.50. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

Approval of Position Placement within the Table: Human Resources recommends and the City Manager approves placement of a position within the pay table.

Approval of the Table Rates: The City Manager recommends and the City Council approves the table rates when adopting the budget.

ORDINANCE NO. 806**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE CITY OF SHORELINE FOR THE YEAR 2018 AND ADOPTING THE 2018-2023 SIX YEAR CAPITAL FACILITIES PLAN.**

WHEREAS, the Revised Code of Washington (RCW), Chapter 35A.33, requires the City to adopt an annual budget and provides procedures for the adoption of said budget; and

WHEREAS, the Growth Management Act, RCW 36.70A.070(3) and 36.70A.130(2), requires a six-year plan for financing capital facilities (CIP) and permits amendment of the City's Comprehensive Plan to occur concurrently with the adoption of the city budget; and

WHEREAS, a proposed budget for fiscal year 2018 has been prepared, filed, and submitted to the City Council in a timely manner for review. Public hearings were advertised and held on November 6, 2017 and November 13, 2017 for the purposes of fixing the final budget, including a public hearing on revenues held on November 6, 2017, and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; now therefore

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

Section 1. 2018 Budget Adopted. The 2018 Final Budget for the City of Shoreline for the period January 1, 2018 through December 31, 2018 as set forth in the 2018 Proposed Budget, as amended, is hereby adopted.

Section 2. Summary of Revenues and Expenditures. The budget sets forth totals of estimated revenues and estimated expenditures of each separate fund, and the aggregate totals for all such funds, as summarized as follows:

Fund	Appropriation
General Fund	\$46,500,862
Street Fund	2,376,815
Code Abatement Fund	130,000
State Drug Enforcement Forfeiture Fund	18,243
Public Arts Fund	195,246
Federal Drug Enforcement Forfeiture Fund	13,000
Property Tax Equalization Fund	0
Federal Criminal Forfeiture Fund	0
Transportation Impact Fees Fund	221,400
Park Impact Fees Fund	50,000
Revenue Stabilization Fund	0
Unltd Tax GO Bond 2006	1,697,925
Limited Tax GO Bond 2009	1,661,417
Limited Tax GO Bond 2013	260,635
General Capital Fund	5,187,668

Fund	Appropriation
City Facility-Major Maintenance Fund	153,213
Roads Capital Fund	11,130,166
Surface Water Capital Fund	6,925,565
Wastewater Utility Fund	2,297,901
Vehicle Operations/Maintenance Fund	772,302
Equipment Replacement Fund	328,836
Unemployment Fund	17,500
Total Funds	\$79,938,694

Section 3. Repeal, Chapter 3.01. Shoreline Municipal Code Chapter 3.01 *Fee Schedule* is repealed in its entirety and replaced with a new Chapter 3.01 *Fee Schedule* is adopted as set forth in Exhibit A attached hereto.

Section 4. CIP Adoption. The *Capital Improvement Plan (2018-2023)* is adopted as set forth in Exhibit B attached hereto.

Section 5. Copies of Budget to be Filed. The City Clerk is directed to transmit a complete copy of the Final Budget as adopted by the City Council to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.33.075.

Section 6. 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 7. 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 9. 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 January 1, 2018.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 20, 2017.

Christopher Roberts, Mayor

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2017
Effective Date: January 1, 2018

2018 Budget Questions Matrix for November 6, 2017

Dept	Date of Request	Items	Response or Scheduled Follow Up																								
ASD	11/2	13. If City Hall is LEED Gold then how can we be blindsided by an added \$29k in electricity costs? (SALOMON)	<p>While the LEED certification does help to ensure that the City Hall building operates in an environmentally friendly manner, it does not eliminate the impact of increased demand for energy. It is important to remember that City Hall is an all electric building. The demand for electricity comes from heating, cooling, lighting, and powering various equipment. The 2017 electrical utility funding in the Facilities Budget totals \$83,403 predominately for City Hall. Expenditures to date total \$83,240. The 2017 Electrical year end projection was estimated at \$112,824. The year-end projection provided for an increase in electrical usage at City Hall (compared to the previous time periods) as shown below. Increases are due to a combination of factors including:</p> <ul style="list-style-type: none">• Maintaining the HVAC over certain weekend cold/hot periods to prevent sudden surges in demand on Monday mornings and provide comfortable temperatures.• Colder than normal winter months and warmer than normal summer months (La Nina).• Increased activities/meetings scheduled at City Hall outside of regular working hours.• Construction related work beginning and continuing throughout the year requiring additional heating and cooling and equipment - and less efficient HVAC operation during remodel of the 3rd floor. <table><tr><th>Period</th><th>12/13/2016 - 1/17-2017</th><th>2/15/17 - 3/17/2017</th><th>3/17/2017 - 2/15/2017</th><th>3/17/2017 - 4/14/2017</th><th>4/14/2017 - 5/15/2017</th><th>5/15/2017 - 6/14/2017</th><th>6/14/2017 - 7/14/2017</th></tr><tr><td>kWh Consumption</td><td>150,922</td><td>108,300</td><td>106,619</td><td>82,500</td><td>70,219</td><td>57,019</td><td>54,719</td></tr><tr><td>KWh Consumption (Same Period Last Year)</td><td>108,714</td><td>87,300</td><td>83,721</td><td>64,900</td><td>52,818</td><td>57,521</td><td>45,618</td></tr></table> <p>Facilities continues to use strategies to reduce electrical consumption. One good example includes to move to LED lighting. In 2017 all lobby lighting and 4th floor was converted to LED. The 2nd Floor will be converted in 2018. The 1st and 3rd floors will be converted as part of the Police Station at City Hall Project.</p>	Period	12/13/2016 - 1/17-2017	2/15/17 - 3/17/2017	3/17/2017 - 2/15/2017	3/17/2017 - 4/14/2017	4/14/2017 - 5/15/2017	5/15/2017 - 6/14/2017	6/14/2017 - 7/14/2017	kWh Consumption	150,922	108,300	106,619	82,500	70,219	57,019	54,719	KWh Consumption (Same Period Last Year)	108,714	87,300	83,721	64,900	52,818	57,521	45,618
Period	12/13/2016 - 1/17-2017	2/15/17 - 3/17/2017	3/17/2017 - 2/15/2017	3/17/2017 - 4/14/2017	4/14/2017 - 5/15/2017	5/15/2017 - 6/14/2017	6/14/2017 - 7/14/2017																				
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2018 Budget Questions Matrix for November 6, 2017

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PCD	10/25	12. I'm having trouble seeing how this is value added for us. We have staff that are concerned about making sure we do development right and we have to comply w npdes. What value would the requested \$80k salmon safe certification expenditure bring?	<p>Action Step #5 from the 2017-2018 Council goals directs the City to: Implement the 2016-2019 Priority Environmental Strategies, including adoption of incentives for environmentally sustainable buildings, exploration of district energy, update of the City's "forevergreen" website, and continued focus on effective storm-water management practices including restoration of salmon habitat.</p> <p>In addition to fulfilling a Council goal, the list below describes a variety of ways in which Salmon-Safe certification would create value for the City:</p> <ul style="list-style-type: none"> * Salmon-Safe certification can open significant funding opportunities through prioritizing City projects for funders. This was the case for Portland Parks in being able to fund projects through foundations that had long been identified for retrofit or restoration, but that under Salmon-Safe were linked to certification and therefore more competitive for a wider range of funding support. * Salmon-Safe provides expert third party environmental certification at a citywide level, at a cost comparable to taking a single City building through other leading certification programs. US Green Building Council (USGBC) and other leading green building certification programs recognize that Salmon-Safe is the expert with respect to watershed impacts and offer LEED innovation credits for Salmon-Safe projects; Built-Green has a similar approach. Potentially, citywide certification could benefit private and other public-sector projects seeking green building certification in Shoreline. * Salmon-Safe provides the City with public education opportunities linked to conservation of local waterways and provides important talking points for the City with respect to management practices related to pesticide use and other sensitive natural resource topics. These Best Management Practices are often more robust than existing stormwater or NPDES requirements. * Salmon-Safe certification can deliver cost reduction benefits for the City by transitioning to low input landscape practices and managing stormwater on site rather than more highly engineered approaches. * Salmon-Safe can provide important messaging and context for the City across its natural resource efforts, serving as a focal point for employees and residents in working to reduce downstream impacts of everyday decisions that impact the watershed.

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2018 Budget Questions Matrix for November 6, 2017

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			<p>* Salmon-Safe offers a comprehensive and peer-reviewed management standard that can be incorporated into the City's leasing and development contracts, providing a highly efficient and cost effective platform to ensure that best practices are followed by Shoreline's many contractors.</p> <p>* Salmon-Safe provides the ongoing services of the multi-disciplinary science team throughout the 5-year certification cycle, providing design guidance on construction projects, input regarding land management challenges, and other expert consulting at no additional charge.</p> <p>In Salmon-Safe's 15+ years of working with City of Portland, the City Council has voted multiple times on committing first to Salmon-Safe assessment, then certification for Portland Parks, and then transitioning citywide operations to Salmon-Safe standards. In every case, Salmon-Safe has received unanimous support from Mayors and Commissioners. Portland Commissioner Nick Fish, responsible for the City's water, environmental services, and stormwater systems, could provide further perspective on the ongoing value that Salmon-Safe certification delivers. Contact info here<https://www.portlandoregon.gov/fish/47686>.</p> <p>Attached, please find the PDX flyer for Salmon-Safe. This link to the Vancouver airport video also discusses benefits of Salmon-Safe certification: https://www.youtube.com/watch?v=2yZGcXZ-lqs</p> <p>Shoreline is becoming a regional (and therefore national) leader in sustainability and climate initiatives; one of the best ways to demonstration leadership is adopting a standard that you want other landowners to use.</p>
ASD	10/24	11. Can we obligate future drug seizure funds to pay back the general fund for the police station until the general fund is made whole? What are the seizure funds usually spent on?	The equitable share of State and Federal Drug Seizure monies the City has received are from cases where a Shoreline officer was participating with interagency teams. That program has ended so we don't anticipate any significant new funds coming from this source and we have already accounted for the City's equitable share already in the pipeline. RCW 64.50.505(10) governs the use of State Drug Seizure money and states, "Forfeited property and net proceeds not required to be paid to the state treasurer shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances related law enforcement activity. Money retained under this section may not be used to supplant

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			<p>preexisting funding sources." In the past we have utilized these monies for training and equipment purchases that are neither funded by the City's General Fund or the King County Sheriff's Office. We are using a small amount of Federal Drug Seizure monies in 2017 to obtain two electric motorcycles for police use on park trails and the Interurban Trail.</p> <p>The City's funding plan for the construction of the new Police Station at City Hall includes the use of State Drug Seizure, Federal Drug Seizure, and Treasury Seizure monies that is reasonably anticipated to be received by the City prior to completion of the project. The Shoreline Police Department's Special Emphasis Team (SET) is a plain clothes unit that is made up of one sergeant and four detectives. The unit primarily focuses their efforts on narcotics investigations and criminal activity in high crime areas that have a nexus to narcotics. To support the operation of the SET unit the new Police Station at City Hall will have a sergeant's office and work space for the SET detectives. Additionally the facility will have a secured evidence processing garage where seized vehicles can be securely stored while a search warrant is obtained. The bid and contract cost of the police portion of the project is calculated at approximately \$3.7 million. The estimated cost of the improvements to the law enforcement facility to support the SET operation and investigations is \$631,000, calculated as follows:</p> <ul style="list-style-type: none"> • SET Storage Garage: 805 sq. ft. @ \$191,000 • Police Station Cost : \$3.7 M divided by 42 staff total equals \$88,000 per police staff • 5 SET staff multiplied by \$88,000 equals \$440,000 • \$440,000 plus \$191,000 equals \$631,000 <p>The City of Shoreline intends to include up to \$631,000 of State Drug Seizure money as part of its funding plan for the Police Station at City Hall project.</p> <p>Again, RCW 64.50.505(10) is clear that money retained under that section may not be used to supplant preexisting funding sources.</p>
ASD	10/16	10. Councilmember McGlashan noted that the chart on slide 48 of the 10/16 presentation does not match the chart on p. 142 of the budget book. (MCGLASHAN)	There are some bugs that staff is working out with the shift to Office 365. On occasion PowerPoint will not properly update some charts imported from Excel. Nonetheless, the pie chart in question is accurate in the Proposed Budget Book and has been properly updated for the version of the presentation that will be posted on the City's website.

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ASD	10/15	9. What is the future of the radar program if we're not spending money on it this year? (SALOMON)	When the City was awarded the grant funding in late 2015, we amended the City budget to include the entire 3-year funding amount. We then proceeded to carryover the funds into the 2016 and 2017 budgets; and will do the same for the 2018 budget in early 2018. As for the continuation of the program past the grant funded 3 years; Shoreline Police will evaluate the opportunity to continue the program in subsequent years.
Police	10/15	8. Why do we need a canine unit? (SALOMON)	<p>Shoreline Police Department serves a population of 55,060 residents but does not have a K9 Unit. The City has not added a new police position since 2007. Since 2013, we have seen police response times for Priority X calls increase by 1.26 minutes and calls for service have increased by 21.0%. Data from prior to 2013 will show bigger increases. Currently, when a K9 is needed for tracking a suspect, building searches, narcotics detection, etc., it calls for a King County Sheriff's Office (KCSO) K9. There is usually a significant delay in the response from a KCSO K9 unit as they are typically responding from the Precinct-4 area (Burien) or Precinct-3 area (Maple Valley). Shoreline also uses K9 units from Edmonds PD and Lynwood PD when appropriate and available. The longer the response time, the more difficult it is to hold containment and make an arrest.</p> <p>A Shoreline K9 unit would add an FTE to the staffing of Shoreline PD, drive a marked Shoreline police vehicle and wear a Shoreline uniform. The officer would likely work a late dayshift, early swing-shift hours when activity is high and a timely response is beneficial. When not performing K9 duties the officer would handle typical calls for service adding capacity to patrol staffing levels. The addition of the K9 unit would increase the number of uniformed officers from 49 to 50 and bring us closer to our goal of one officer per 1,000 residents with a ratio of 1:1,101 (one per 1,101 residents).</p> <p>The K9 would be cross trained for tracking and narcotics detection. Ideally we will want to select a dog that is social and can be used to enhance public relations at certain events. The K9 unit would assist other cities under mutual aid; however, we would set parameters to keep the unit close and available to serve Shoreline.</p>
ASD	10/15	7. Why the increase in city attorney salary? Step increase? (SALOMON)	The increase in salaries for the City Attorney's Office is attributable to the 2.7% cost of living adjustment (COLA) and steps increases for two employees.
ASD	10/15	6. RE: CELLULAR BOOSTERS - \$24,475 one-time: This seems overpriced, please	The cellular booster devices that have been identified have a cost of approximately \$450 per unit. We will need one in each of our 37 vehicles due to the fixed nature of the installation and

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		explain/justify the cost (not the service necessarily, but the height cost). (SALOMON)	<p>mounting. Additionally, Fleet Services has received an estimate of approximately \$200 per install for the cellular boosters from the Mountlake Terrace Vehicle Shop.</p> <p>The intent of the implementation of this technology is to provide effective and reliable cellular service to our maintenance staff. Consumer-quality hardware is not built for this purpose. Cellular boosters appropriate for use in maintenance vehicles run from \$350 to over \$1,000. While less expensive units are available for consumer use, they are generally not effective. Use of these devices would result in less effective coverage and frequent failures. Furthermore, while a consumer-grade device would be inexpensive to replace, the installation costs would continue to be incurred if the models of the replacement devices change making it more expensive in the long run.</p> <p>Given that the City does not have direct experience in this technology, staff reached out to the City of Mountlake Terrace Vehicle Shop (MLTVS), our contract vehicle maintenance service provider. MLTVs installed cellular boosters in Mountlake Terrace maintenance vehicles recently. After wide testing, they identified the most effective cellular booster for installation on their maintenance vehicles. The City staff used the cost of this device as a basis for the budget request.</p>
CMO/ CS & ASD	10/9	5. Mayor Roberts asked about the workload/demand of our current Customer Response Team staff, what the threshold would be in order to add a CRT Representative, and what the cost would be to add a CRT Representative. (ROBERTS)	<p>The City's Customer Response Team (CRT) is composed of one supervisor, two representatives, and one administrative assistant. The supervisor and representatives each have primary responsibility for one third of the City. CRT's primary responsibilities include addressing infrastructure issues in the City, engaging in code enforcement, and supporting emergency operations, among other tasks. CRT staff also rotate the responsibility of managing the City's 24/7 on-call emergency response telephone line on a tri-weekly basis.</p> <p>Given existing tasks, workload and priorities, CRT is very busy and it can be a challenge to stay on top of the existing set of issues that CRT faces on a daily basis. With that said, the current level of staff resources within CRT provides for an adequate level of service, based on the currently focused priorities of reactive versus proactive enforcement efforts. Increasing the regulatory responsibilities that CRT manages or elevating certain issues as priorities without decreasing the priority level of other issues would likely mean that the timeliness of service delivery would suffer without the addition of resources.</p>

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			<p>Data trends, such as number of service requests, over the last few years have not shown a significant increase in calls, although 2017 activity seems to be indicating an increase in service requests. One of the challenges facing CRT has been that staff have undergone some significant changes with the retirement of the previous CRT Supervisor and replacement of a CRT Representative as a result of an internal promotion. CRT staff have also been engaged in a significant effort to help implement Track-It, the City’s new Permitting and Customer Service software, which is something staff is still working through. In evaluating CRT’s workload in the context of these two major contributing items, staff feels that as time progresses, there could be more staff resources available to conduct the core functions of the work group, including proactive work – it is difficult to fully know until the dust settles. Staff will also continue to monitor the number of service requests that CRT receives as the data that has been reported has not indicated that multi-year increases in service requests are likely. This is something that staff will continue to monitor and work to understand more fully.</p> <p>It should be noted that staff believes that the complexity of code enforcement cases has also increased, with some commanding a lot of time and focus to gain compliance. This is often driven by the condition of the properties and structures that are encountered and by the complexity of the issues presented by tenants and homeowners. Homelessness and non-sanctioned encampment issues have also become increasingly frequent calls for service and the required response often takes significant time and resource.</p> <p>While staff feel that the current service level is adequate for the community, a higher level of service or more service responsibilities will not be able to be achieved without additional resources. The cost of adding an additional CRT Representative is as follows:</p> <p>Ongoing costs Per year:</p> <table><tr><td>Salaries & Benefits</td><td>\$100,000</td></tr><tr><td>Vehicle Maint/Repl</td><td><u>\$7,000</u></td></tr><tr><td></td><td>\$107,000</td></tr></table> <p>One-Time costs- Vehicle: \$46,000</p>	Salaries & Benefits	\$100,000	Vehicle Maint/Repl	<u>\$7,000</u>		\$107,000
Salaries & Benefits	\$100,000								
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ASD	10/9	4. Mayor Roberts asked staff to prepare a memo regarding the imposition, use and impact of a lodging tax. (ROBERTS)	<p>Since the previous question and memo were drafted, staff received clarification from the Department of Revenue (DOR) regarding the potential to impose a "basic" and "special" lodging tax in Shoreline. King County currently imposes the 2% basic tax (the portion carved out of the state's 6.5% portion of the sales tax). The previously attached memo noted that if Shoreline were to impose this tax there would be a credit for the amount of the City's tax against the County's lodging tax so that two taxes are not levied on the same taxable event. Clarification from DOR revealed that King County has an agreement with cities whereby the County, not the cities, will receive the tax.</p> <p>With regard to the "special" tax, King County put in place a limit to where cities would be able to levy only 1% of the "special" tax. Since King County levies the Convention and Trade Center Tax on all hotels with more than 60 rooms, thereby pushing the total sales tax rate to the 12% cap (also discussed in the memo), the City would not be able to levy the 1% "special" tax on hotels with more than 60 rooms. Bottom line is Shoreline would only be able to levy the 1% "special" tax on hotels with less than 60 rooms.</p>
ASD	10/9	3. Councilmember Scully asked staff to calculate and present the amount of the regular property tax levy that a typical homeowner will pay to the City in 2018. (SCULLY)	<p>In 2017, a single-family residence with a median value of \$386,000 would pay \$537 to the City for the regular property tax levy at a rate of \$1.39 per \$1,000 of assessed valuation (AV). In 2018, the rate is estimated to drop to \$1.30689 per \$1,000 AV. That same home valued at \$386,000 in 2018 would pay \$504, which is \$32, or 6.0%, less than that paid in 2017.</p> <p>The amount a homeowner pays is based on a complex calculation set by RCW with factors including growth in the City's total AV, including the amount of new construction coming on the rolls, and the growth in the City's levy. Here are the factors that are working in this example:</p> <ul style="list-style-type: none"> • The City's total AV is expected to grow 10.3%, with AV of existing construction increasing 9.8% and new construction adding 0.5%. • The levy is expected to grow 3.7%, with the June-to-June percentage change in the CPI-U adding 2.99% and new construction and re-levy for prior year refunds adding 0.75%. <p>Here are three examples that illustrate these factors at work when the AV of the home,</p>

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			<p>depending on that determined by the King County Assessor's Office, grows the same as, less than, or more than the City's total AV:</p> <ul style="list-style-type: none"> • Growing 10.3% (the same as the City's total AV) to \$425,758, the homeowner would pay \$20, or 3.7%, more, which is the same growth as the City's levy. • Growing 5.0% (less than the City's total AV) to \$405,300, the homeowner would pay \$7, or 1.3%, less, which is less than the growth of the City's levy. • Growing 15.0% (more than the City's total AV) \$443,900, the homeowner would pay \$44, or 8.1%, more, which is more than the growth of the City's levy.
ASD	10/9	2. Councilmember Hall asked staff to provide information on the impact of the state education funding decision (McCleary). (HALL)	Staff spoke with the King County Assessor's Office (KCAO) and while the 2018 levy rates have not yet been established, KCAO staff expects the local school district rates to not be adversely impacted in a manner that would generate less direct property tax revenue for the school district due to the increase in the state school rate until 2019. The basic estimate provided by KCAO staff for a Shoreline property with a median value of \$386,000 will be an additional \$650 - \$700 in property tax paid in 2018. In 2019 the amount of property tax paid will depend on how much the local school district levy rate is decreased due to the increase in the state school levy rate.
PW	9/18	1. During the September 18 discussion of the 2018 Preliminary Budget, Councilmember Salomon stated that he does not believe the Transportation Impact Fee should remain flat when the change in the index indicates the fee should be decreased. (SALOMON)	This year is somewhat unique in that WSDOT changed the Construction Cost Index, therefore the numbers do not align with previous year's numbers. SMC 12.40.130, specifically requires use of a 3-year average, which creates the very small reduction of the TIF fees. While the change in the CCI was -0.4%, the reality is that the growth projects which are the basis for the TIF will continue to increase over time. With the change in the WSDOT CCI methodology and the addition of a Parks Impact Fee, staff will be reviewing the methodology for adjusting the TIF fees for the 2019 budget. Therefore, for 2018 staff recommends holding the TIF fee flat.

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CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 803 – Amendments to the Model Traffic Ordinance		
DEPARTMENT:	Public Works		
PRESENTED BY:	Kendra Dedinsky, City Traffic Engineer		
ACTION:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City of Shoreline, by Ordinance No. 27, adopted by reference the Washington Model Traffic Ordinance, chapter 308-330 WAC, thereby establishing non-criminal traffic infraction provisions. These provisions were subsequently codified as [Chapter 10.05](#) of the Shoreline Municipal Code (SMC) Model Traffic Ordinance. The existing Model Traffic Ordinance does not explicitly prohibit parking within dedicated bus, bike, or turn lanes nor does it specify the maximum allowable time that a vehicle can remain parked within City Right of Way before moving.

Proposed Ordinance No. 803 (Attachment A) amends the Model Traffic Ordinance, providing clarity and an additional enforcement tool for regulating parking by explicitly prohibiting parking within designated bike, bus, and/or turn lanes. In addition, the proposed amendment specifically defines the maximum amount of consecutive time a vehicle can remain parked within City Right of Way.

These proposed amendments to the Model Traffic Ordinance were discussed with Council on October 30th, 2017. During this discussion, Council requested further examination of a potential revision to the proposed amendment to exempt boats from the consecutive 72 hour restriction. In addition, Council expressed concerns about a current existing provision in the code which prohibits use of vehicles in the City Right of Way for human habitation. After additional research and consideration, staff does not recommend any changes to the proposed amendments other than as originally proposed by staff and recommends that the provision in the existing code that prohibits the use of vehicles in the Right of Way as a place of habitation be studied separately before making any changes to the provision.

RESOURCE/FINANCIAL IMPACT:

The proposed amendment by staff has no direct financial impact to the City.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 803 to amend the Model Traffic Ordinance as shown in Attachment A.

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

INTRODUCTION

The existing Model Traffic Ordinance, codified as Shoreline Municipal Code Chapter 10.05, does not explicitly prohibit parking within dedicated bus, bike, or turn lanes nor does it specify the maximum allowable time that a vehicle can remain parked within City Right of Way before moving.

Proposed Ordinance No. 803 (Attachment A) amends the Model Traffic Ordinance by explicitly prohibiting parking within designated bike, bus, and/or turn lanes. In addition, the proposed amendment specifically defines the maximum amount of consecutive time a vehicle can remain parked within City Right of Way. Staff recommends Council adoption of proposed Ordinance No. 803.

BACKGROUND

The City of Shoreline, by Ordinance No. 27, adopted by reference the Washington Model Traffic Ordinance, chapter 308-330 WAC, thereby establishing non-criminal traffic infraction provisions. These provisions were subsequently codified as [Chapter 10.05](#) of the Shoreline Municipal Code (SMC) Model Traffic Ordinance. The Washington Model Traffic Ordinance provides the framework for common parking restrictions, however cities can amend this model ordinance to address issues specific to their city.

The City's current Model Traffic Ordinance does not explicitly prohibit parking within dedicated bus, bike, or turn lanes. New dedicated bike lanes have recently been established on multiple roadways throughout the City as part of the Bike Plan Implementation Project. In addition, the Aurora Improvement Project established a continuous bus and turn lane along the Aurora Avenue corridor. The completion of these projects has highlighted the need for amendments to the Model Traffic Ordinance to support enforceability of necessary parking restrictions along these facilities.

The existing ordinance also lacks specific definition of the maximum consecutive allowable time that a vehicle can remain parked within City Right of Way. Staff recommends setting a consecutive 72 hour time limit for which vehicles can remain parked without moving. This time limit is consistent with most other jurisdictions in the region and will therefore maintain consistency with driver expectation. Some jurisdictions include in their regulations how far a vehicle must move in order to restart the 72 hour limit. At this time, staff is not recommending setting a specific distance that a vehicle must move.

These proposed amendments to the Model Traffic Ordinance were discussed with Council on October 30, 2017. During this discussion, Council discussed further examination of a potential revision to the proposed amendment to exempt boats from the 72 hour restriction. In addition, Council expressed concerns about an existing provision in the code, which was not proposed by staff for any amendment, which currently prohibits vehicles in the City Right of Way being used for human habitation.

ALTERNATIVES ANALYSIS

Boat Parking Exemption

During the October 30th Council discussion a request was made for staff to explore an exemption to the 72 hour rule for boats. In reviewing the code of other jurisdictions in the region, staff was unable to find an exemption for storage of boats or other recreational vehicles within the Right of Way, and in many cities, storage of boats within Right of Way is explicitly prohibited or time limited. Many cities in the region also prohibit parking boats or other recreational vehicles on private property in residentially zoned areas.

While the City, under its police authority has the ability to prohibit, restrict, or limit the parking of vehicles within City Right of Way, any such regulation should be applied fairly and not in a discriminatory manner based on reasonable facts and circumstances. Because there does not appear to be any distinction to allow boats to be stored in the Right of Way while not allowing other types of recreational or other motor vehicles to be stored, staff recommends against incorporating such an exemption.

Furthermore, if more residents could utilize the Right of Way for boat parking/storage, an increased number of complaints would be expected. This would impact Customer Response Team and Traffic staff resources as safety assessments for each complaint would likely be necessary in order to determine if the boat is able to safely remain in the Right of Way or not.

For these reasons, staff does not recommend an exemption for boats be adopted.

Human Habitation in Right of Way Prohibition

In the interest of addressing issues faced by those that are experiencing homelessness, Council also asked staff to consider potentially eliminating a current code provision which prohibits use of vehicles in the City Right of Way for human habitation.

To date in 2017, Customer Response Team staff have received a total of nine (9) complaints related to human habitation in the Right of Way. Staff confirmed that these complaints have all been addressed through contact and discussion and no citations were issued.

Removing this prohibition at this time would also create a conflict with other existing Shoreline Municipal Code sections including:

- SMC 15.05.010, which adopts the International Property Maintenance Code as amended, establishes minimum criteria for human habitation including connection to an approved sanitary disposal system and hot and cold running water.
- SMC 20.40.495 which restricts guests occupying RV's on private property to two 14-day periods in a calendar year, as long as the occupancy does not create a public health hazard or nuisance.

Because the City is not finding a need to cite for violations under the existing provision staff recommends that this item not be amended at this time, but instead be addressed and studied separately from the other proposed amendments to the model code in order to allow a more comprehensive study of the issue.

RESOURCE/FINANCIAL IMPACT

The proposed amendment by staff has no direct financial impact to the City.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 803 to amend the Model Traffic Ordinance as shown in Attachment A with no additional amendments.

ATTACHMENTS

Attachment A: Ordinance No. 803

ORDINANCE NO. 803

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SHORELINE MUNICIPAL CODE 10.05 MODEL TRAFFIC CODE TO PROHIBIT PARKING IN BICYCLE LANES, TRANSIT LANES, AND DEDICATED TURN LANES AND TO LIMIT THE PERIOD OF TIME A VEHICLE MAY BE PARKED ON A STREET OR MUNICIPAL PROPERTY.

WHEREAS, on July 10, 1995, the City of Shoreline, by Ordinance No. 27, adopted by reference Washington's Model Traffic Ordinance, chapter 308-330 WAC, thereby establishing non-criminal traffic infraction provisions; and

WHEREAS, these provisions were subsequently codified as chapter 10.05 SMC Model Traffic Ordinance; and

WHEREAS, SMC 10.05.030(B) amends WAC 308-330-462 which pertains to vehicle stopping, standing, and parking to reflect local preferences; and

WHEREAS, RCW 46.61.570(2), which is adopted by referenced in WAC 308-330-462, authorizes the City to impose a time limit or parking restrictions upon roadways under the City's jurisdiction; and

WHEREAS, given the addition of bicycle lanes, transit (bus) lanes, and dedicated turn lanes through public works projects that have altered existing parking along the public right-of-way, SMC 10.05.030(B) needs to be amended to prohibit parking within these areas; and

WHEREAS, the parking of vehicles in the public right-of-way or on municipal property for an extended period of time is contrary to the public interest as it can result in negative effects in the surrounding community and therefore SMC 10.05.030(B) needs to be amended to limit the total hours a vehicle may be consecutively parked in these areas;

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

Section 1. Amendment. Shoreline Municipal Code 10.05.030(B) is amended as follows:

B. WAC 308-330-462 is amended to read as follows:

WAC 308-330-462 RCW sections adopted – Stopping, standing, and parking. The following sections of the Revised Code of Washington (RCW) pertaining to vehicle stopping, standing, and parking as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.08.185, 46.61.560, 46.61.575, 46.61.581, 46.61.582, 46.61.583, 46.61.585, 46.61.587, and 46.61.590.

1. RCW 46.61.570 is adopted with the following amendments:

(1) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:

(a) Stop, stand, or park a vehicle:

(i) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;

(ii) On a sidewalk or street planting strip;

(iii) Within an intersection;

(iv) On a crosswalk;

(v) Between a safety zone and the adjacent curb or within thirty feet of points on the curb immediately opposite the ends of a safety zone, unless official signs or markings indicate a different no-parking area opposite the ends of a safety zone;

(vi) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;

(vii) Upon any bridge or other elevated structure upon a highway or within a highway tunnel;

(viii) On any railroad tracks;

(ix) In the area between roadways of a divided highway including crossovers;

(x) At any place where official signs prohibit stopping or parking;

(xi) On public right-of-way unless said vehicle displays current and valid registration tabs properly mounted in accordance with RCW 46.16.010(1);

(xii) Within the same block to avoid a time limit regulation specified in that particular area, except as provided in RCW 46.61.582 and 46.61.583;

(xiii) Park a commercial vehicle which is more than 80 inches wide overall on any arterial, street or alley in residentially zoned areas as defined in SMC 20.40, Subchapter 1 or on streets or arterials abutting residentially zoned areas between the hours of midnight and six a.m.;

(xiv) Directly adjacent to a curbside, next to clearly visible residential mail boxes between 10:00 a.m. and 3:00 p.m. on any day of scheduled mail delivery by the United States Postal Service; ~~and~~

(xv) In public locations under circumstances which constitute an unauthorized vehicle;

(xvi) Within a bicycle lane, which is that portion of the paved section of the roadway designated by official signs or markings by the city for the movement of bicycles on the roadway;

(xvii) Within a transit priority lane designated by official signs or markings by the city as a bus only lane except to execute a right turn or to yield to emergency vehicles;

(xviii) Within a dedicated turn lane, which is that portion of the paved section of the roadway designated by official signs or markings by the city for the purpose of making a right or left turn at an intersection or to a side road; and

(xiv) On any street or other municipal property for a period of time longer than seventy-two (72) consecutive hours, unless an official posted sign provides a shorter period of time, or unless otherwise provided by law.

(5) It shall be unlawful to use a vehicle for human habitation on or in any public right-of-way or parking area. "Human habitation" means the use of a vehicle for sleeping, setting up housekeeping or cooking.

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 NOVEMBER 13, 2017.

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication:

Effective Date:

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussing Ordinance No. 808 – Business and Occupation Tax
DEPARTMENT: Administrative Services
PRESENTED BY: Sara Lane, Administrative Services Director
 Rick Kirkwood, Budget Supervisor
ACTION: ___ Ordinance ___ Resolution ___ Motion
 ___ X Discussion ___ Public Hearing

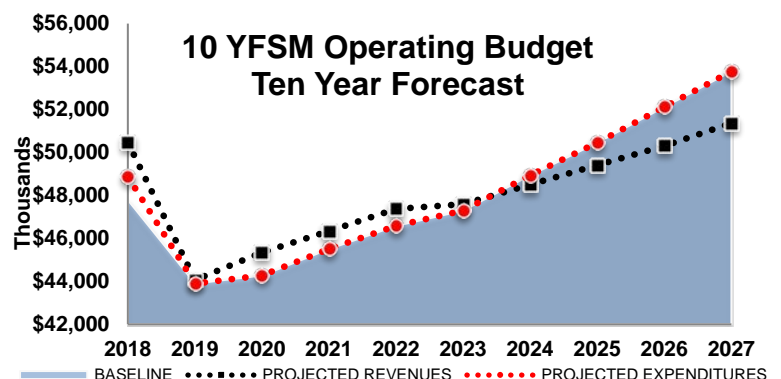
PROBLEM/ISSUE STATEMENT:

The 10 Year Financial Sustainability Plan (10 YFSP), accepted by the City Council on June 16, 2014, prioritized seven target strategies to reduce projected future revenue and expenditure gaps. Council Goal No. 1, Action Step No. 3 directs staff to continue to implement the 10 YFSP including Strategy 6 – engaging the business community in a discussion regarding the potential implementation of a Business and Occupation (B&O) Tax. On August 14, 2017, the City Council discussed the results of staff’s business engagement and directed staff to move to the next phase of implementation and bring back a draft B&O Tax Ordinance. Proposed Ordinance No. 808 would provide for this B&O Tax in the City of Shoreline, by creating two new Chapters in the Shoreline Municipal Code: Chapter 3.22, Business & Occupation Tax and Chapter 3.23, Tax Administrative Code. Tonight, Council is scheduled to discuss proposed Ordinance No. 808 (Attachment A). Adoption of proposed Ordinance No. 808 is scheduled for the December 4, 2017 City Council meeting.

RESOURCE/FINANCIAL IMPACT:

Assuming no new revenues or changes in service levels, the operating budget 10-year forecast projects potential gaps between revenues and expenses to occur beginning in 2022 with a cumulative gap totaling \$5.696 million over the 10-year forecast. These potential budget gaps will be addressed as the City of Shoreline is required to pass a balanced budget and does so each year within the following policies:

- Current revenues will be sufficient to support current expenditures.
- Resources (fund balance) greater than budget estimates in any fund shall be considered “One-time” and shall not be used to fund ongoing service delivery.



As noted above, the 10-year forecast assumes no changes in service levels, and does not address currently un- or underfunded operating needs such as Public Safety, facility staffing, landscape maintenance in the right of way, janitorial services in parks, code enforcement, tree maintenance, business relationship development, human and senior services. Additionally, the 10-year forecast does not include any capital costs, a category that is also significantly underfunded.

There is no immediate financial impact associated with tonight's discussion. However, the implementation of a B&O Tax has been identified as a potential revenue source to narrow the gap throughout the 10-year forecast, bringing in an estimated \$1.033 million annually. One-time and ongoing costs associated with the implementation of the tax are estimated at \$315,000 and \$245,000 per year respectively.

As discussed with the City Council previously, no single strategy in the 10 YSFP will solve the forecasts potential budget gaps. It will take a combination of all seven strategies to provide financial sustainability of the City's existing services and create capacity to begin to address currently un- or underfunded needs. The ongoing unreliability of state-shared revenues further supports the need for a stable City revenue source.

RECOMMENDATION

No action is required by the City Council. This will be an opportunity for the City Council to ask specific questions and provide staff direction about proposed Ordinance No. 808. Adoption of proposed Ordinance No. 808 is scheduled for the December 4, 2017 City Council meeting.

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

INTRODUCTION

In 2014, the City Council formed a subcommittee to develop a 10 Year Financial Sustainability Plan (10 YFSP). The purpose of the 10 YFSP is to strengthen Shoreline's economic base by identifying seven strategies for the City to maintain financial resiliency and financially sustain existing services. The 10 YFSP was accepted by the City Council on June 16, 2014 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2014/staffreport061614-8a.pdf>).

The City has successfully implemented, and continues to utilize, five of the seven strategies since acceptance of the 10 YFSP, with two strategies remaining to be implemented: Strategy 5 – replacing the General Fund contribution to the Roads Capital Fund with another dedicated funding source and Strategy 6 – engaging the business community in a discussion regarding the possible future implementation of a Business and Occupation (B&O) Tax.

Since inception, it was understood that long term financial sustainability required implementation of all seven of the identified strategies. Thus, even with the implementation of these strategies, the 10-year forecast for the City's operating budget projects that, assuming no new revenues or changes in service levels, expenditures will exceed revenues beginning in 2022. The 10-year forecast assumption does not consider currently un- or underfunded operating needs, such as:

- **Public Safety** –The City's target has been to have f police staffing at one police officer per 1,000 residents. Even with the addition of one police officer (K9 Unit) in 2018, Shoreline's staffing will be slightly under the goal. It will take an additional two uniformed officers to meet meet this target.
- **Fleet & Facility Staffing** – with the expansion of the City's Police Department and the addition of vehicles and facilities with the transition of Wastewater operations, Fleet and Facilities staff have identified the need for an additional 0.5 full time equivalent (FTE) staff person. This request was not included in the 2018 proposed budget.
- **Tree Maintenance and Implementation of the Urban Forest Strategic Plan** – The City's publicly owned trees in parks and in the rights-of-way are assets that need ongoing maintenance to stay healthy and safe. The City fell behind in addressing hazardous trees and was not able to do any regular maintenance on right-of-way trees. In 2016 one-time funding was allocated to catch up with hazardous tree backlog and in 2017 funding was transferred from irrigation in parks to keep up with hazardous tree removal and begin a small maintenance program for right-of-way trees. This funding is not adequate to keep up with the maintenance needs of trees and has resulted in a reduction in the level of service for maintaining the City's grass areas in parks.
- **Landscape Maintenance in the Right of Way** – Significant cost increases in Landscape Maintenance bids in 2016 resulted in adjustments to maintenance tasks, and schedules in order to minimize the budgetary impact. The completion of the final segment of Aurora Avenue and maturation of the installed landscaping will continue to put upward price pressure on this service, as will the

rehabilitation and replacement of streetscape infrastructure installed in the earlier Aurora Avenue phases.

- **Janitorial Services in Parks** – Janitorial services are currently performed daily in Shorelines parks. During the summer busy season, this level of service is inadequate to ensure that supplies are available for patrons and the facilities are safe and sanitary. While some one-time savings have been allocated to increase the service to two times per day in Richmond Beach Saltwater Park during the 2018 summer season, the rest of Shoreline’s parks will continue to be serviced just once daily and an ongoing funding source for increased service at Saltwater Park hasn’t been identified.
- **Council Priority Areas for Increased Focus -**
 - Code enforcement – increasing staffing to improve enforcement efforts.
 - Business relationship development – additional staffing to build stronger relationships with Shoreline’s business community.
 - Human and Senior Services - Council and residents consistently support increased funding for both Human and Senior services in Shoreline. Current funding is being incrementally increased to achieve a target of 1% of ongoing general revenues.
 - Maintenance of the City’s street and signage assets is underfunded given the stagnant fuel tax collections and need to allocate general revenues to fill the gap.

Additionally the 10-year forecast does not include any capital costs, a category that is also significantly underfunded and includes the following unfunded projects:

- Parks, Recreation and Open Space (PROS) Plan Identified Projects:
 - Property acquisition and development
 - Maintenance of newly added park property
 - Development and operation of a community and aquatics center
- Sidewalks (Maintenance, repair and construction of new facilities)
- Americans with Disability Act (ADA) Transition Plan
- City Maintenance Facility
-
- Transportation Projects:
 - Westminster Way and N 155th Street
 - N. 185th Street Corridor
 - N. 160th Street and Greenwood Avenue N.
 - Trail along the Rail
 - N. 148th Street Non-motorized bridge
 - Ballinger Way – NEW project
 - Linden and 185th Intersection
 - Traffic Signal Rehabilitation

BACKGROUND

RCW 35A.82.020 (<http://app.leg.wa.gov/rcw/default.aspx?cite=35A.82.020>) provides cities the authority to impose a B&O Tax on businesses that operate in their cities. Cities may impose a B&O Tax primarily measured on gross proceeds of sales or gross income. For purposes of calculating the B&O Tax, businesses may be divided into

several classifications (e.g., retailing, manufacturing, services, or wholesale) and those conducting multiple activities will report in more than one classification. The implementation of a B&O Tax, up to a rate of 0.002 does not require a public vote; however, the ordinance imposing the tax must include a provision for a referendum procedure.

During the City Council's 2017 Strategic Planning Workshop held earlier this year, the Council reviewed the plan to support implementation of the remaining 10 YFSP strategies and directed staff to provide an update of Strategy 6 in the summer. Since that time staff procured the support of BERK, a local consulting firm, to engage the business community in a discussion about the potential implementation of a B&O Tax in Shoreline. The outreach was conducted via online survey, workshops, targeted outreach, and interviews. The results of this outreach were shared with the City Council at Council's August 14, 2017 meeting. The staff report for this discussion is available at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport081417-8d.pdf>). Answers to Council questions that were not answered during the discussion are included at Attachment C to this staff report.

At this discussion, the Council directed staff to move to the next phase of implementation and bring back a draft B&O Tax ordinance. The purpose of tonight's discussion is to provide the Council an opportunity to ask specific questions and provide staff direction about proposed Ordinance No. 808, which would establish the B&O Tax. The proposed ordinance aligns with the State mandated Model B&O Tax Ordinance.

DISCUSSION

Proposed Ordinance No. 808 creates two new chapters in the Shoreline Municipal Code (SMC): Chapter 3.22, Business and Occupation Tax and Chapter 3.23, Tax Administrative Code. Both chapters are based on the Association of Washington Cities' 2012 B&O Tax Model Ordinance (Attachment B) with some modifications. These include the City Council's guidance provided during the Council's August 14, 2017 discussion. Table 1 below summarizes the sections in SMC Chapter 3.22, Business and Occupation Tax as proposed in Ordinance No. 808:

Table 1 - SMC Chapter 3.22 Business and Occupation Tax:

<u>SECTION</u>	<u>TOPIC(S)</u>	<u>COMMENTS</u>
3.22.010	Purpose	
3.22.020	Exercise of revenue license power	
3.22.023	Chapter following model ordinance	Model ordinance from Association of Washington Cities
3.22.025	Adoption by reference	Adopt RCWs as they exist as of the adoption of the ordinance or as they may hereafter be amended.
3.22.028	Administrative Provisions	Delegates authority to administer the collection of the tax to the City Manager or delegate in accordance with the AWC's Model B&O Tax Administration Provisions

3.22.030	Definitions	Definitions as they apply to the chapter as defined by the Model Ordinance.
3.22.040	Agency – Sales and services by agent, consignee, bailee, factor or auctioneer	
3.22.050	Imposition of the tax – tax or fee levied	Subsection 1 sets rate at .001 for all classifications except services, and at a rate of .002 for services. Subsection 2 sets exemption at \$200,000 per year or \$50,000 per quarter.
3.22.070	Multiple activities credit when activities take place in one or more cities with eligible gross receipt taxes	Required to prevent “double” taxation on the same revenue within the same classification.
3.22.075	Deductions to prevent multiple taxation of manufacturing activities and transactions involving more than one city with an eligible gross receipts tax	Required to prevent “double” taxation on the same revenue within two different classifications.
3.22.076	Assignment of gross income derived from intangibles	Clarifies which jurisdiction is entitled to tax gross income.
3.22.077	Allocation and apportionment of income when activities take place in more than one jurisdiction	Clarifies which jurisdiction is entitled to tax the gross income.
3.22.078	Allocation and apportionment of printing and publishing income when activities take place in more than one jurisdiction.	Clarifies which jurisdiction is entitled to tax the gross income.
3.22.080	Reserved	
3.22.090	Exemptions	Includes all mandatory and standard deductions from the Model Ordinance and exemption for Non-Profit - 501(c) (3), (4), (7) (except for retail sales by Non-Profits) & revenue subject to other City gross receipts taxes. More detail is provided on page 8 of this report.
3.22.100	Deductions	Includes all mandatory and standard deductions from the model ordinance. More detail is provides on page 9 of this report.
3.22.120	Tax part of overhead	Clarifies that the tax is a tax on the business and considered a cost of doing business.
3.22.130	Severability Clause	Clarifies that if any section is found invalid, that other sections are not affected.

Basis and Rate of the Tax

Gross Receipts: Single Rate vs. Varying Rates per Classification

The City can set a single rate for all tax classifications or a varying rate at its discretion. A flat rate provides consistency and simplicity while a varying rate provides some recognition that certain business classifications tend to have higher or lower overhead. It also can provide the opportunity to accomplish certain economic development goals by setting rates lower for tax classifications that the City may be interested in attracting. Currently, 44 cities in Washington State impose a B&O Tax and 16 of those have set at least one varying rate. The State has varying rates for each classification. Cities with varying rates charge services at a higher rate than retail at a factor ranging from 125%

to 364%, with a mean of 200%. For the three King County cities (Issaquah, Kent, and Seattle) that have varying rates between services and retail, the factor range is 125-33%. Attachment D to this staff report provides information on the rates charged by the 44 cities in the State of Washington.

Staff recommends that the City set the service rate two times the retail rate. This maintains simplicity but does recognize that the profit margin for service revenue is generally higher than for other categories, a concern that was mentioned frequently in the survey and interviews. The primary source of data available for staff's evaluation was received from the State and relates to sales tax. Based upon that information, all businesses reporting service revenue would appear to fall under a \$200,000, exemption threshold, making it difficult to reliably estimate the revenue related to a higher service rate at this time.

Gross Receipt Rate Setting

As part of the 10 YFSP, a rate of .001 was used for modeling the impact of this revenue source to support current service levels. The City Council could set the rate at a higher level of up to .002 to generate additional revenue to meet other unfunded needs discussed earlier in this report. Assuming an exemption threshold of \$200,000, each additional .0005 increase in rate (i.e. going from a rate of .001 to .0015) will generate approximately \$500,000 in additional revenue.

Proposed Ordinance No. 808 is drafted to implement the B&O Tax at a minimum rate of .001 for all classifications other than services and .002 for services to support current service levels in the 10 YFSP and consider what additional City Council priorities could be addressed by a higher services rate.

Use of Other Factors such as Number of Employees and Square Footage

Some cities will use multiple factors to determine the total tax due. While these other factors are considered a license for revenue they can be collected in combination with the gross receipts tax. Generally, additional factors are utilized to help ensure that the tax is more equitable for businesses that may have a business location in the City but for varying reasons a significant portion of gross receipts would not be taxable by the City. This is especially prevalent in warehousing where the gross receipts would be reported to the location where goods are delivered to, not from where they are delivered from. This type of option adds a significant amount of complexity both for the businesses filing the tax and for the City collecting the tax.

Proposed Ordinance No. 808 is drafted to rely solely on gross receipts as the basis for its B&O Tax due to the complexity that is created for businesses to accurately calculate tax based on multiple factors.

Exemption Threshold

The State's Model Ordinance for a B&O Tax requires cities to adopt an exemption threshold of at least \$20,000, where a business grossing less than the threshold would not be subject to the tax. The City is able to set the exemption thresholds at any level. As noted earlier, Attachment D includes a list of all Washington cities with a B&O Tax with their rates and exemption thresholds. The exemption thresholds vary from the

minimum of \$20,000 up to a high of \$1.5 million. The value of the exemption threshold is to exempt small business from the tax and ease the administrative burden associated with collecting smaller tax due amounts. The following table provides the exemption thresholds for the King County cities that have a B&O Tax:

City	Exemption Threshold
Kenmore	\$20,000.00
Lake Forest Park	\$20,000.00
North Bend	\$20,000.00
Pacific	\$20,000.00
Des Moines	\$50,000.00
Issaquah	\$100,000.00
Seattle	\$100,000.00
Mercer Island	\$150,000.00
Bellevue	\$160,000.00
Burien	\$200,000.00
Kent	\$250,000.00
Renton*	\$1,500,000.00

*The City of Renton also imposes a per employee business license fee on businesses that are not subject to the gross receipts tax. They are considering reducing their exemption threshold to \$500,000 and eliminating the per employee fee.

The following table reflects the estimated number of businesses that would be exempt from the tax in Shoreline based on an analysis of information on Shoreline businesses and business that currently remit sales tax to the City. This table also provides the associated revenue estimated to be collected at each exemption threshold level assuming a tax rate of .001 for all classifications:

Exemption Threshold	# of Businesses Exempted	Estimated B&O Gross Revenue* (\$ in '000's)	Estimated Revenue Impact (\$ in '000's)
All Businesses	2,033	\$1,058	
< \$20,000	737	\$1,055	-\$3
< \$50,000	1,000	\$1,050	-\$8
< \$100,000	1,222	\$1,043	-\$15
< \$150,000	1,343	\$1,037	-\$21
< \$200,000	1,429	\$1,033	-\$25
< \$300,000	1,549	\$1,017	-\$41
< \$500,000	1,675	\$991	-\$67
< \$1,000,000	1,812	\$953	-\$105

**Not adjusted for administrative costs*

Proposed Ordinance No. 808 sets the exemption threshold at \$200,000 to minimize impact to small business and the administrative burden of collecting a small tax from a larger number of businesses.

Council has received a suggestion from a business owner suggesting that the \$200,000 exemption threshold was too arbitrary, and not large enough to protect small businesses, particularly restaurants, that already operate on a very small profit margin. Council could choose to set the exemption threshold at a higher or lower level, as long as it is at least \$20,000 per year as required by the model ordinance.

Tax Exemptions and Deductions

Exemptions

Section .090 of proposed Ordinance No. 808 identifies the following mandatory and standard exemptions from B&O Tax:

1. Public utilities where a Utility Tax is imposed.
2. Investments - dividends from subsidiary corporations.
3. Insurance business.
4. Employees.
5. Amounts derived from sale of real estate.
6. Mortgage brokers' third-party provider services trust accounts.
7. Amounts derived from manufacturing, selling or distributing motor vehicle fuel (Mandatory).
8. Amounts derived from liquor, and the sale or distribution of liquor (Mandatory).
9. Casual and isolated sales.
10. Accommodation sales.
11. Taxes collected as trust funds.

The City is required to include the mandatory exemptions and encouraged to include the standard exemptions to provide consistency for businesses that need to comply with multiple local tax codes.

While the City has the authority to identify additional exemptions to help address unique situations and accomplish operational objectives, staff recommend, and proposed Ordinance No. 808 includes, only the mandatory and standard exemptions identified in the Model Ordinance and two common exemptions:

- Revenue subject to another gross receipts tax imposed by the City. For example, the City currently levies gross receipt taxes on utility revenue at 6%, card room revenue at 10%, and pull tab revenue at 5%. The intent would be to exempt these revenues from the B&O Tax; however other types of revenue generated by those businesses (like service or retail) would still be subject to the City's B&O Tax.
- Non-Profit (501(C)(3)) business revenue. As drafted, proposed Ordinance No. 808 exempts all revenue generated by a Non-Profit (501(C)(3), (4), (7)), except for retail sales.

Deductions, Credits, and Allocation

Section .070-.078 of proposed Ordinance No. 808 conforms with the Model Ordinance to provide a system of deductions, credits and allocation methodology that ensures that businesses are not taxed on the same revenue by multiple jurisdictions.

Section .100 of proposed Ordinance No. 808 defines some additional mandatory and standard deductions from the model ordinance:

1. Receipts from tangible personal property delivered outside the State (Mandatory).
2. Cash discount taken by purchaser.
3. Credit losses of accrual basis taxpayers.
4. Constitutional prohibitions (Mandatory).
5. Receipts from the sale of tangible personal property and retail services delivered outside the City but within Washington.
6. Professional employer services.
7. Interest on investments or loans secured by mortgages or deeds of trust.

While some cities have retained unique deductions, outside the standard and mandatory deductions, most would be better addressed as an exemption. Therefore, as drafted, proposed Ordinance No. 808 limits the deductions to mandatory and standard deductions from the Model Ordinance.

Council has received a request from the Washington Healthcare Association on behalf of residential care facilities in Shoreline. The WHCA is recommending two changes. First that Residential Care Facilities be provided a unique reporting classification that would be taxed at the lower .001 rate, and a deduction for State Medicaid Revenue. WHCA has noted that facilities that accept State Medicaid residents are of the lowest income level and that the Medicaid rate paid by the State is already lower than the cost of providing services to these clients. While, we were not able to find any other cities that currently allow this deduction, the State does provide for this deduction and has also moved to taxing these facilities at a lower rate.

Following discussions between staff and WHCA, staff recommends that an exemption be included in the ordinance for State Medicaid payments, given that these are pass-through payments from the State. It is our understanding that if such an exemption is not provided that the facilities spread this cost to other payers of facility services to close the “revenue” gap. Additionally, in discussions with WHCA, this exemption seemed to be the highest priority concern. This exemption would apply to all facilities that receive such payments which primarily includes residential care facilities and adult family homes.

At this time, staff is not recommending that residential care facilities be taxed at a lower rate of 0.001.

Licensing and Tax Administration

The Model Ordinance provides specific guidance on many aspects of tax administration. These provisions are included in proposed Ordinance No. 808 through the creation of SMC Chapter 3.23. The following table provides a summary of each section of this proposed code. The only deviation from the Model Administrative Provisions is the creation of an Active Nonreporting filing status. This approach will allow the City to limit tax filing for small businesses that are likely under the tax threshold. It does not alleviate the requirement for them to file should they exceed the threshold. All other provisions are included in the Model Provisions.

Table 2 – SMC Chapter 3.23 Tax Administrative Code:

SECTION	TOPIC(S)	COMMENTS
3.23.010	Purpose	
3.23.015	Application of chapter stated	The provisions of this chapter apply to taxes imposed in chapter 3.22 and other chapters to the extent indicated in that chapter. Currently no other reference to this section exists in SMC.
3.23.020	Definitions	Provides that definitions contained in chapter 3.22 apply to this chapter and adds several definitions from the administrative provision model
3.23.021	Definitions references to Chapter 82.32 RCS	Clarifies definitions where references to RCW exists.
3.23.025	Registratio/license requirements	Confirms that business licensing adn registration is required in accordance with SMC 5.05.
3.23.030	Registration/license certificates	Provides that the license/certificate issued under SMC 5.05 serves as the registration for tax purposes.
3.23.040	When due and payable - Reporting periods - Monthly, quarterly, and annual returns - Threshold provisions or Relief from filing requirements - Computing time periods - Failure to file returns.	Defines reporting periods, frequencies, and requirement to file. Provides Director authority to place businesses into monthly, quarterly, annual or active non-reporter status depending on the amount of expected to be due.
3.23.050	Payment methods - Mailing returns or remittances - Time extension - Deposits - Recording payments - Payment must accompany return - NSF checks.	Provides requirments for paying taxes
3.23.060	Records to be preserved - Examination - Estoppel to question assessment.	Required to maintain records for 5 years after filing a tax return
3.23.070	Accounting methods	Requires that taxpayer files tax return based upon the same method of accounting used by the business.
3.23.080	Public work contracts- Payment of fee and tax before final payment for work.	Provides that the director may require payment of all taxes due before issuing final payment to a contractor of a public work project for the City.
3.23.090	Underpayment of tax, interest or penalty - Interest	Provides that interest is applied only to the tax portion of any underpayment. Provides that interest rate is calculated in accordance with RCW 82.32.050 – currently 3%.
3.23.095	Time in which assessment may be made	Limits the ability to assess additional tax to 4 years plus the current year, except for unregistered businesses or those those did not file a tax return, committed fraud or waived their right who would then be subject to assessment for 10 years plus the current year.
3.23.100	Over payment of tax, penalty, or interest – Credit or refund – Interest rate – Statute of Limitations	Provides that refund requests are limited to 4 years plus the current year. Interest is calculated in accordance

		with RCW 82.32.060 (also at 3% for 2017)
3.22.110	Late payment – Disregard of written instructions – Evasion – Penalties	Provides that penalties will be assessed in accordance with RCW 82.32.090 (1) – currently: 1 day-1 month overdue 9% Over 1 month – 2 months 19% Over 2 months – 29% with a \$5 minimum at each level
3.23.110	Late Payment – Disregard of written instruction – Evasion – Penalties	
3.23.120	Cancellation of Penalties	Provides guidelines for a one-time cancellation of penalties for unregistered businesses that were unregistered and unaware of the requirement provided they register within 30 days of notification of requirement to register.
3.23.130	Taxpayer Quitting business – Liability of successor	Clarifies the liability of a person quitting business or the successor to that business.
3.23.140	Administrative Appeal	Appeal procedures
3.23.150	Judicial Review of Director's Determination	Taxpayers may seek judicial review of determination.
3.23.160	Director to make rules	Director has the authority to adopt, publish, and enforce rules consistent with this chapter.
3.23.170	Ancillary allocation authority of Director	Provides authority to enter into agreements with other jurisdictions for joint audit and allocate revenue in a fair manner that ensures that revenue is taxed once.
3.23.180	Mailing of Notices	Failure to receive notice does not release the taxpayer from tax obligations or extend the filing period.
3.23.190	Tax declared additional	License fee and tax is additional to any other tax
3.23.200	Public Disclosure – Confidentiality – Information Sharing	Provides the situation where tax information could be disclosed.
3.23.210	Tax Constitutes Debt	Allows that tax is a debt that can be collected in the same manner as any other debt.
3.23.220	Unlawful actions – Violation - Penalties	Clarifies unlawful actions and sets penalties (imprisonment up to one year or fine up to \$5,000) for violation.
3.23.230	Suspension or Revocation of business registration (license)	Provides the process for suspending or revoking a business registration.
3.23.240	Closing agreement provisions	Provides authority to enter into a binding closing agreement with a taxpayer.
3.23.250	Charge-off of uncollectable taxes	Provides the Director authority to write off uncollectable tax up to \$5,000. Council approval required for items over \$5,000 – consistent with general writeoff policy.
3.23.260	Severability	Clarifies that if any section is found invalid, that other sections are not affected.

As part of the implementation of a B&O Tax, there are several practical considerations and options for tax administration, particularly relating to business licensing and collection of the tax. If proposed Ordinance No. 808 is adopted, staff will analyze costs and benefits of each option as part of the implementation process. At a high level staff anticipate the implementation and ongoing administration needs with associated costs as follows:

System of Record

The City would need to maintain all filing history, accounts receivables, delinquencies, and audit information for each taxpayer account. Generally, the City's financial system is not able to fulfill the requirements for tax administration so a separate tax administration system would need to be procured, implemented and integrated to the licensing and collection systems.

Tax Collection

The City will need provision for collecting taxes. While most cities offer an online filing option, either independently or through FileLocal, no City currently mandates online filing. Therefore the City would likely need to plan for costs associated with online filing via FileLocal as well as a printing, mailing, and lockbox service, similar to wastewater utility payments.

Staffing for Implementation/Administration/Audit

In order to implement and administer the collection, maintenance, and auditing of the tax, ongoing staffing in the City's Administrative Services Department (1.00 FTE Financial/Tax Analyst would need to be added). During implementation, some additional consulting and/or limited term staffing will also be necessary to assist with outreach, education and system implementation. Additionally, in order to ensure the tax is being correctly collected, the City will need to develop an audit program. This would likely be performed by hiring independent auditors.

One-time and ongoing costs for each component are estimated as follows:

	One-Time	Ongoing	2018 Total
System of Record	\$ 200,000	\$ 50,000	\$ 250,000
Tax Collection:			
FileLocal	\$ 35,000	\$ 15,000	\$ 50,000
Retail Lockbox/ Printing	\$ 30,000	\$ 25,000	\$ 55,000
Staffing:	\$ 50,000	\$ 155,000	\$ 205,000
Total	\$ 315,000	\$ 245,000	\$ 560,000

If proposed Ordinance No.808 is adopted by the City Council on December 4, 2017, staff will bring a budget amendment to the 2018 Budget in early 2018 for the expenses associated with the administrative costs and the addition of the 1.00 FTE Financial/Tax Analyst.

Implementation Steps

The following are the major steps that would need to be completed in order to implement a B&O Tax in Shoreline:

1. City Council discussion and policy direction on proposed Ordinance No. 808 – November 13, 2017 (tonight)
2. Adopt proposed Ordinance No. 808 (subject to referendum) – scheduled for December 4, 2017
3. Develop an administration plan, evaluating options including:
 - a. Contract with the State for administration
 - b. Implement a system and partner with *FileLocal* to provide joint filing
 - c. Communication Plan
4. Budget amendment for implementation costs – early 2018
5. Implement administration plan, including staff training – 2nd - 3rd Quarter 2018
6. Business communication and education – 2018 and ongoing

As drafted, proposed Ordinance No. 808 has an effective date of January 1, 2019. This date provides staff with adequate time to implement systems and processes necessary to collect the tax and provide adequate business education and outreach. Alternatively, Council could choose to make the tax effective January 1, 2018. In this scenario, staff would assign all taxpayers an annual filing status, with first returns being due 1/31/2019 to provide time for communication and system and process implementation.

Councilmember Scully also suggested considering an effective date based on timing of a projected budget gap. Staff would not recommend this option given the unpredictability to both businesses and the City, and the associated costs and time necessary to implement processes and systems and educate taxpayers to collect the tax.

While staff will be continually tracking implementation of the B&O Tax, a review of the program is planned for 2020, which will include a full year of tax collection and administration based on qualifying businesses' 2019 filings. The review will include a look at collecting on a quarterly versus an annual basis depending on business size. Any changes from the review in 2020 will be incorporated in the following budget cycle.

SUMMARY

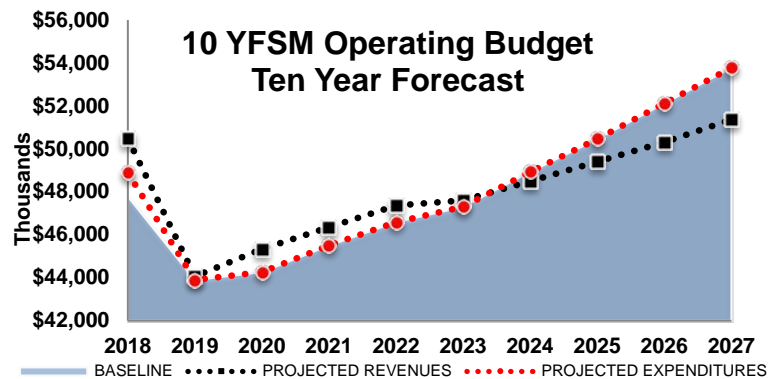
The 10 YFSP, which was accepted by the City Council on June 16, 2014, prioritized seven target strategies to reduce projected future revenue and expenditure gaps. Council Goal No. 1 directs staff to continue to implement the 10 YFSP including Strategy 6 – engaging the business community in a discussion regarding the potential implementation of a B&O Tax. The City continues to face a structural imbalance in operating revenues where, even with diligent care and effort, costs are growing faster than revenues. Attachment E highlights the historic vulnerability of State Shared Revenues. The City has limited revenue options for stable revenue sources to address this structural challenge. A B&O Tax is one of those few options.

COUNCIL GOALS ADDRESSED

This item addresses Council Goal 1, “Strengthen Shoreline's economic base to maintain the public services that the community expects”, and specifically, Action Step #3 of that Goal: “Continue to implement the 10-year Financial Sustainability Plan to achieve sufficient fiscal capacity to fund and maintain priority public services, facilities, and infrastructure”, with a specific focus on Strategy 1 – encouraging a greater level of economic development, Strategy 5 seeking to replace the General Fund support of the Roads Capital Fund with another dedicated funding source, and Strategy 6 – engaging the business community in a discussion regarding the potential implementation of a Business & Occupation (B&O) tax.

RESOURCE/FINANCIAL IMPACT

Assuming no new revenues or changes in service levels, the operating budget 10-year forecast projects potential gaps between revenues and expenses to occur beginning in 2022 with a cumulative gap totaling \$5.696 million over the 10-year forecast. These potential budget gaps will be addressed as the City of Shoreline is required to pass a balanced budget and does so each year within the following policies:



- Current revenues will be sufficient to support current expenditures.
- Resources (fund balance) greater than budget estimates in any fund shall be considered “One-time” and shall not be used to fund ongoing service delivery.

As noted above, the 10-year forecast assumes no changes in service levels, and does not address currently un- or underfunded operating needs such as Public Safety, facility staffing, landscape maintenance in the right of way, janitorial services in parks, code enforcement, tree maintenance, business relationship development, human and senior services. Additionally, the 10-year forecast does not include any capital costs, a category that is also significantly underfunded.

There is no immediate financial impact associated with tonight’s discussion. However, the implementation of a B&O Tax has been identified as a potential revenue source to narrow the gap throughout the 10-year forecast, bringing in estimated \$1.033 million annually. One-time and ongoing costs associated with the implementation of the tax are estimated at \$295,000 and \$225,000 per year respectively.

As discussed with the City Council previously, no single strategy in the 10 YSFP will solve the forecast potential gaps. It will take a combination of all seven strategies to provide financial sustainability of the City’s existing services and create some capacity to begin to address currently un- or underfunded needs. The ongoing unreliability of state-shared revenues further supports the need for a stable City revenue source.

RECOMMENDATION

No action is required by the City Council. This will be an opportunity for the City Council to ask specific questions and provide staff direction about proposed Ordinance No. 808. Adoption of proposed Ordinance No. 808 is scheduled for the December 4, 2017 City Council meeting.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 808
Attachment A, Exhibit A: SMC Chapter 3.22 – Business and Occupation Tax
Attachment A, Exhibit B: SMC Chapter 3.23 – Tax Administrative Code
Attachment B: Model B&O Tax Ordinance
Attachment C: Council Questions from August 14, 2017 Council Discussion
Attachment D: AWC Local Business (B&O) Tax Rates
Attachment E: State Shared Revenues Summary

ORDINANCE NO. 808

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING SHORELINE MUNICIPAL CODE TITLE 3, REVENUE AND FINANCE, BY ADDING A NEW CHAPTER 3.22, BUSINESS AND OCCUPATION TAX, AND A NEW CHAPTER 3.23, TAX ADMINISTRATIVE CODE; PROVIDING FOR A REFERENDUM PROCESS; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, Washington Constitution Article XI, Section 12 and RCW 35A.82.020 and 35A.11.020 grants the City the authority to license for revenue and to define taxation categories in order to respond to the unique concerns and responsibilities of the City; and

WHEREAS, these provisions of the law grant the City authority to impose a business and occupation tax on businesses operating within the City; and

WHEREAS, in order to preserve the City's financial sustainability, the need for additional revenue sources has been considered and the City Council has included the potential imposition of a business and occupation tax for revenue purposes in its Strategic Plans and in the City's 10 Year Financial Sustainability Plan; and

WHEREAS, to involve the community in the decision process, the City convened a Long-Range Financial Planning Citizens Advisory Committee and also engaged the business community through a variety of methods to receive input about various options available to the City for implementing a business and occupation tax; 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 August 14, 2017 and November 13, 2017; and

WHEREAS, RCW 35.102.040 requires the City utilize the mandatory provisions of the model ordinances developed by Washington cities when imposing a business and occupation tax and adopting administrative provisions related to the imposition and collection of such a tax, but also allows for flexibility to customize the ordinances based on local goals and policies; and

WHEREAS, the model ordinance gives the City the ability to set a single, flat tax rate for all businesses or a varying rate based on a business's classification; and

WHEREAS, the City Council has determined that establishing two classifications – service and retail – will maintain significant simplicity while recognizing varying profit margins; and

WHEREAS, RCW 35.21.710 authorizes the City to set the business and occupation tax rate at no more than .002 based on solely on annual gross receipts or in combination with other factors; and

WHEREAS, the City Council has determined that the business and occupation tax rate should be based only on annual gross receipts and be set at .001 for all classifications except services, which should have a rate of .002; and

WHEREAS, the model ordinance provides mandatory and standard exemptions for potential inclusion but also gives the City the ability to create a certain exemptions from business and occupation tax including an annual gross receipts exemption threshold for small businesses to meet the City's own objections, exemptions to set economic policy, and exemptions to maintain local control; and

WHEREAS, the City Council has determined that adoption all of the mandatory and standard exemptions is within the City's interest and that setting an annual gross receipt exemption threshold of \$200,000 would minimize impact on small business as well as reducing the administrative burden of collecting a small tax from a large number of businesses; exempting all revenue subject to another gross receipts tax imposed by the City on business so as not to overburden these businesses; and exempting 501(C)(3) non-profit business revenue given their non-profit status; and

WHEREAS, the model ordinance provides mandatory and standard deductions for potential inclusion that ensures businesses are not taxed on the same revenue by multiple jurisdictions; and

WHEREAS, the City Council has determined that all mandatory and standard deductions identified in the model ordinance should be adopted; and

WHEREAS, the City Council has determined that imposition of a business and occupation tax (B&O Tax) and providing for uniform administration of the City's tax codes will be in the best interest of the public health, safety, and welfare;

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

Section 1. Amendment to Title 3 Revenue and Finance. A new chapter, Chapter 3.22 *Business and Occupation Tax*, is added to Title 3 as set forth in Exhibit A to this Ordinance.

Section 2. Amendment to Title 3 Revenue and Finance. A new chapter, Chapter 3.23 *Tax Administrative Code*, is added to Title 3 as set forth in Exhibit B to this Ordinance.

Section 3. Referendum. This ordinance is subject to referendum as set for in RCW 35.21.706. A referendum petition to repeal this ordinance may be filed with the City Clerk within seven (7) days of adoption of this ordinance. Within ten (10) days of such filing, the City Clerk shall confer with the petition concerning form and style of the petition, issue the petition and identifications number, and secure and accurate, concise, and positive ballot title from the

City Attorney. The petitioner shall then have thirty (30) days in which to secure the signatures of not less than fifteen (15) percent of the City's registered voters as of the last municipal general election upon petition forms which contain the ballot title and the full text of the measures to be referred. The City Clerk shall verify the sufficiency of the signatures on the petition and, if sufficient valid signatures are properly submitted, shall certify the referendum measure to the next election ballot within the City or at a special election ballot as providing pursuant to RCW 35.17.260(2).

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. 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 6. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. In the event that no referendum petition is filed, this Ordinance shall take effect at 12:01 am on January 1, 2019.

PASSED BY THE CITY COUNCIL ON DECEMBER 4, 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

**ORDINANCE NO. 808
EXHIBIT A**

**Shoreline Municipal Code
CHAPTER 3.22 Business and Occupation Tax**

SMC 3.22.010 Purpose. The purpose of this chapter is to provide for the City’s authority to license for revenue as authorized by the Washington State Constitution, Article XI, Section 12, and RCW 35A.11.020 and RCW 35A.82.020.

SMC 3.22.020 Exercise of revenue license power. The provisions of this chapter shall be deemed an exercise of the power of the City to license for revenue. The provisions of this chapter are subject to periodic statutory or administrative rule changes or judicial interpretations of the ordinances or rules. The responsibility rests with the licensee or taxpayer to reconfirm tax computation procedures and remain in compliance with the Shoreline Municipal Code.

SMC 3.22.025 Adoption by reference. Where provisions of the Revised Code of Washington (RCW) are adopted or incorporated by reference in this chapter, the adoption or incorporation shall be deemed to refer to the provision as it now exists or as it may be hereafter amended.

SMC 3.22.028 Administrative Provisions. The administrative provisions contained in chapter 3.23 shall be fully applicable to the provisions of this chapter except as expressly stated to the contrary herein.

SMC 3.22.030 Definitions. In construing the provisions of this chapter, the following definitions shall be applied. Words in the singular number shall include the plural, and the plural shall include the singular.

A. “A” Definitions

1. Advance – Reimbursement.

- a. “Advance” means money or credits received by a taxpayer from a customer or client with which the taxpayer is to pay costs or fees on behalf of the customer or client.
- b. “Reimbursement” means money or credits received from a customer or client to repay the taxpayer for money or credits expended by the taxpayer in payment of costs or fees of the customer or client.

2. Agricultural Product – Farmer.

- a. “Agricultural product” means any product of plant cultivation or animal husbandry including, but not limited to, a product of horticulture, grain cultivation, vermiculture, viticulture, or aquaculture as defined in RCW 15.85.020; plantation Christmas trees; turf; or any animal including but not limited to an animal that is a private sector cultured aquatic product as defined in RCW 15.85.020, or a bird, or insect, or the substances obtained from such an animal. For the limited purposes of this chapter, “agricultural

product” does not include animals intended to be pets or marijuana, useable marijuana, marijuana concentrates, marijuana-infused products, or any other marijuana product included in RCW 69.50.101 as now enacted or hereafter amended.

b. “Farmer” means any person engaged in the business of growing or producing, upon the person’s own lands or upon the lands in which the person has a present right of possession, any agricultural product whatsoever for sale. “Farmer” shall not include a person using such products as ingredients in a manufacturing process, or a person growing or producing such products for the person’s own consumption. “Farmer” shall not include a person selling any animal or substance obtained therefrom in connection with the person’s business of operating a stockyard or a slaughter or packing house. “Farmer” shall not include any person in respect to the business of taking, cultivating, or raising timber. For the limited purposes of this chapter, “farmer” shall not include any person engaged in the business of growing or producing marijuana as defined by RCW 69.50.101(t) as now enacted or hereafter amended.

B. “B” Definitions

1. "Business" includes all activities engaged in with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly.
2. “Business and occupation tax” means a tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business.

C. “C” Definitions

1. “Chapter” means Chapter 3.22 SMC, as it may be amended or replaced from time to time.
2. “City” means the City of Shoreline.
3. “Competitive telephone service” means the providing by any person of telecommunications equipment or apparatus, or service related to that equipment or apparatus such as repair or maintenance service, if the equipment or apparatus is of a type which can be provided by persons that are not subject to regulation as telephone companies under RCW Title 80 and for which a separate charge is made.
4. "Commercial or industrial use" means the following uses of products, including by-products, by the extractor or manufacturer thereof:
 - a. Any use as a consumer; and
 - b. The manufacturing of articles, substances or commodities.
5. “Consumer” means the following:
 - a. Any person who purchases, acquires, owns, holds, or uses any tangible or intangible personal property irrespective of the nature of the person’s business and including,

among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for a consumer other than for the purpose of:

- i. Resale as tangible or intangible personal property in the regular course of business;
 - ii. Incorporating such property as an ingredient or component of real or personal property when installing, repairing, cleaning, altering, imprinting, improving, constructing, or decorating such real or personal property of or for consumers;
 - iii. Incorporating such property as an ingredient or component of a new product or as a chemical used in processing a new product when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new product; or
 - iv. Consuming the property in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon;
- b. Any person engaged in any business activity taxable under SMC 3.22.050(A)(7);
- c. Any person who purchases, acquires, or uses any competitive telephone service as herein defined, other than for resale in the regular course of business;
- d. Any person who purchases, acquires, or uses any personal, business, or professional service defined as a retail sale or retail service in this subsection other than for resale in the regular course of business;
- e. Any person who is an end user of software;
- f. Any person engaged in the business of “public road construction” in respect to tangible personal property when that person incorporates the tangible personal property as an ingredient or component of a publicly owned street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle by installing, placing or spreading the property in or upon the right-of-way of a publicly owned street, place, road, highway, easement, bridge, tunnel, or trestle or in or upon the site of a publicly owned mass public transportation terminal or parking facility;
- g. Any person who is an owner, lessee or has the right of possession to or an easement in real property which is being constructed, repaired, decorated, improved, or otherwise altered by a person engaged in business;
- h. Any person who is an owner, lessee, or has the right of possession to personal property which is being constructed, repaired, improved, cleaned, imprinted, or otherwise altered by a person engaged in business;

- i. Any person engaged in “government contracting.” Any such person shall be a consumer within the meaning of this subsection in respect to tangible personal property incorporated into, installed in, or attached to such building or other structure by such person.

Nothing contained in this or any other subsection of this section shall be construed to modify any other definition of “consumer.”

D. “D” Definitions

1. “Day” means, unless otherwise provided, a calendar day.
2. “Director” means the finance director of the City or any officer, agent or employee of the City designated to act on the director’s behalf. The finance director is also known as the Administrative Services Director.
3. “Delivery” means the transfer of possession of tangible personal property between the seller and the buyer or the buyer's representative. Delivery to an employee of a buyer is considered delivery to the buyer. Transfer of possession of tangible personal property occurs when the buyer or the buyer's representative first takes physical control of the property or exercises dominion and control over the property. Dominion and control means the buyer has the ability to put the property to the buyer's own purposes. It means the buyer or the buyer’s representative has made the final decision to accept or reject the property, and the seller has no further right to possession of the property and the buyer has no right to return the property to the seller, other than under a warranty contract. A buyer does not exercise dominion and control over tangible personal property merely by arranging for shipment of the property from the seller to itself. A buyer's representative is a person, other than an employee of the buyer, who is authorized in writing by the buyer to receive tangible personal property and take dominion and control by making the final decision to accept or reject the property. Neither a shipping company nor a seller can serve as a buyer's representative. It is immaterial where the contract of sale is negotiated or where the buyer obtains title to the property. Delivery terms and other provisions of the Uniform Commercial Code (Title 62A RCW) do not determine when or where delivery of tangible personal property occurs for purposes of taxation.
4. "Digital automated service," "digital code," and "digital goods" have the same meaning as in RCW 82.04.192.
5. "Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.040.050(2)(g) and 82.04.050(6)(b).

E. “E” Definitions

1. "Eligible gross receipts tax" means a tax which:
 - a. Is imposed on the act or privilege of engaging in business activities within SMC 3.22.050; and

- b. Is measured by the gross volume of business, in terms of gross receipts and is not an income tax or value added tax; and
 - c. Is not, pursuant to law or custom, separately stated from the sales price; and
 - d. Is not a sales or use tax, business license fee, franchise fee, royalty or severance tax measured by volume or weight, or concession charge, or payment for the use and enjoyment of property, property right or a privilege; and
 - e. Is a tax imposed by a local jurisdiction, whether within or without the State of Washington, and not by a Country, State, Province, or any other non-local jurisdiction above the County level.
2. "Engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- a. The City expressly intends that "engaging in business" include any activity sufficient to establish nexus for purposes of applying the tax under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.
 - b. This subsection sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to register and obtain a business license pursuant to SMC Title 5 or pay City business and occupation taxes. The activities listed in this subsection are illustrative only and are not intended to narrow the definition of "engaging in business" in this subsection. If an activity is not listed, whether it constitutes "engaging in business" in the City shall be determined by considering all the facts and circumstances and applicable law.
 - c. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes "engaging in business" and requires a person to register and obtain a business license pursuant to SMC Title 5:
 - i. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City;
 - ii. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City;
 - iii. Soliciting sales;
 - iv. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance;
 - v. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf;

- vi. Installing, constructing, or supervising installation or construction of, real or tangible personal property;
 - vii. Soliciting, negotiating, or approving franchise, license, or other similar agreements;
 - viii. Collecting current or delinquent accounts;
 - ix. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials;
 - x. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property;
 - xi. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians;
 - xii. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings;
 - xiii. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers;
 - xiv. Investigating, resolving, or otherwise assisting in resolving customer complaints;
 - xv. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place;
 - xvi. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf; or
 - xvii. Accepting or executing a contract with the City, irrespective of whether goods or services are delivered within or without the City, or whether the person's office or place of business is within or without the City.
- d. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license pursuant to SMC Title and pay tax. Activities which shall not constitute "engaging in business" include:
- i. Meeting with suppliers of goods and services as a customer;
 - ii. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions;
 - iii. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting;

- iv. Renting tangible or intangible property as a customer when the property is not used in the City;
 - v. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances;
 - vi. Conducting advertising through the mail; or
 - vii. Soliciting sales by phone from a location outside the City.
 - e. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license pursuant to SMC Title 5, provided that it engages in no other business activities in the City. Such activities do not include those in SMC 3.22.030(E)(d).
3. "Extracting" is the activity engaged in by an extractor and is reportable under the extracting classification.
4. "Extractor" means every person who from the person's own land or from the land of another under a right or license granted by lease or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or for commercial or industrial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product; or fells, cuts or takes timber, Christmas trees, other than plantation Christmas trees, or other natural products; or takes fish, shellfish, or other sea or inland water foods or products. "Extractor" shall not include persons performing under contract the necessary labor or mechanical services for others; or persons meeting the definition of farmer.
5. "Extractor for Hire" means a person who performs under contract necessary labor or mechanical services for an extractor.

F. "F" Definitions (Reserved)

G. "G" Definitions

1. "Government contracting" means a contract for the provision of labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to chapter 35.82 RCW, including the installing, or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation.
2. "Gross income of the business" means the value proceeding or accruing by reason of the transaction of the business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidences of indebtedness, interest, discount, rents, royalties, fees,

commissions, dividends, and other emoluments however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.

3. "Gross proceeds of sales" means the value proceeding or accruing from the sale of tangible personal property, digital goods, digital codes, digital automated services or for other services rendered, without any deduction on account of the cost of property sold, the cost of materials used, labor costs, interest, discount paid, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.
4. "Gross receipts tax" - see Business & Occupation Tax

H. "H" Definitions (Reserved)

I. "I" Definitions

1. "In the [this] city" or "within the [this] city" includes areas within the corporate city limits of the city of Shoreline.

J. "J" Definitions (Reserved)

K. "K" Definitions (Reserved)

L. "L" Definitions (Reserved)

M. "M" Definitions

1. "Manufacturing" means the activity conducted by a manufacturer and is reported under the manufacturing classification.
2. "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or for commercial or industrial use from the person's own materials or ingredients any products. When the owner of equipment or facilities furnishes, or sells to the customer prior to manufacture, materials or ingredients equal to less than twenty percent (20%) of the total value of all materials or ingredients that become a part of the finished product, the owner of the equipment or facilities will be deemed to be a processor for hire, and not a manufacturer. A business not located in the city that is the owner of materials or ingredients processed for it in the city by a processor for hire shall be deemed to be engaged in business as a manufacturer in the city
3. "Manufacture" means all activities of a commercial or industrial nature wherein labor or skill is applied, by hand or machinery, to materials or ingredients so that as a result thereof a new, different or useful product is produced for sale or commercial or industrial use, and shall include:

- a. The production of special made or custom made articles;
- b. The production of dental appliances, devices, restorations, substitutes, or other dental laboratory products by a dental laboratory or dental technician;
- c. Crushing and/or blending of rock, sand, stone, gravel, or ore; or
- d. The producing of articles for sale, or for commercial or industrial use from raw materials or prepared materials by giving such materials, articles, and substances of trade or commerce new forms, qualities, properties or combinations including, but not limited to, such activities as making, fabricating, processing, refining, mixing, slaughtering, packing, aging, curing, mild curing, preserving, canning, and the preparing and freezing of fresh fruits and vegetables.

“To manufacture” shall not include the production of digital goods or the production of computer software if the computer software is delivered from the seller to the purchaser by means other than tangible storage media, including the delivery by use of a tangible storage media where the tangible storage media is not physically transferred to the purchaser.

N. “N” Definitions

1. Newspaper – Magazine – Periodical.
 - a. “Newspaper” means a publication offered for sale regularly at stated intervals at least once a week and printed on newsprint in tabloid or broadsheet format folded loosely together without stapling, glue, or any other binding of any kind.
 - b. “Magazine” or “periodical” means any printed publication, other than a newspaper, issued and offered for sale regularly at stated intervals at least once every three months, including any supplement or special edition of the publication. Any publication meeting this definition qualifies regardless of its content.
2. “Nonprofit organization” means an organization exempt from federal income tax under Section 501(c)(3), (4), or (7) of the Internal Revenue Code, or as hereafter amended.

O. “O” Definitions

1. “Office” or “place of business” means a fixed location or permanent facility where the regular business of the person is conducted and which is either owned by the person or over which the person exercises legal dominion and control. The regular business of the person is presumed conducted at a location:
 - a. Whose address the person uses as its business mailing address; and
 - b. Where the place of primary use is shown on a telephone billing or a location containing a telephone line listed in a public telephone directory or other similar publication under the business name; and
 - c. Where the person holds itself out to the general public as conducting its regular business through signage or other means; and

- d. Where the person is required to obtain any appropriate state and local business license or registration unless they are exempted by law from such requirement.

A vehicle such as a pick-up, van, truck, boat or other motor vehicle is not an office or place of business. A post office box is not an office or place of business. If a person has an office or place of business, the person's home is not an office or place of business unless it meets the criteria for office or place of business above. If a person has no office or place of business, the person's home or apartment within the city will be deemed the place of business.

P. "P" Definitions

1. "Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the State of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, non-profit, or otherwise and the United States or any instrumentality thereof.
2. "Processing for hire" means the performance of labor and mechanical services upon materials or ingredients belonging to others so that as a result a new, different or useful product is produced for sale, or commercial or industrial use. A processor for hire is any person who would be a manufacturer if that person were performing the labor and mechanical services upon that person's own materials or ingredients. If a person furnishes, or sells to the customer prior to manufacture, materials or ingredients equal to 20 percent or more of the total value of all materials or ingredients that become a part of the finished product the person will be deemed to be a manufacturer and not a processor for hire.
3. "Product – Byproduct."
 - a. "Product" means tangible personal property, including articles, substances, or commodities created, brought forth, extracted, or manufactured by human or mechanical effort.
 - b. "Byproduct" means any additional product, other than the principal or intended product, which results from extracting or manufacturing activities and which has a market value, without regard to whether or not such additional product was an expected or intended result of the extracting or manufacturing activities.

Q. "Q" Definitions (Reserved)

R. "R" Definitions

1. "Retailing" means the activity of engaging in making sales at retail and is reported under the retailing classification.

2. "Retail Service" means the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated, received by persons engaging in the following business activities:

- a. Amusement and recreation services including but not limited to golf, pool, billiards, skating, bowling, swimming, bungee jumping, ski lifts and tows, basketball, racquet ball, handball, squash, tennis, batting cages, day trips for sightseeing purposes, and others, when provided to consumers. "Amusement and recreation services" also include the provision of related facilities such as basketball courts, tennis courts, handball courts, swimming pools, and charges made for providing the opportunity to dance. The term "amusement and recreation services" shall not include instructional lessons to learn a particular activity such as tennis lessons, swimming lessons, or archery lessons;
 - b. Abstract, title insurance, and escrow services;
 - c. Credit bureau services;
 - d. Automobile parking and storage garage services;
 - e. Landscape maintenance and horticultural services but excluding (i) horticultural services provided to farmers and (ii) pruning, trimming, repairing, removing, and clearing of trees and brush near electric transmission or distribution lines or equipment, if performed by or at the direction of an electric utility;
 - f. Service charges associated with tickets to professional sporting events;
 - g. The following personal services: Physical fitness services, tanning salon services, tattoo parlor services, steam bath services, turkish bath services, escort services, and dating services; or
 - h. The renting or leasing of tangible personal property to consumers and the rental of equipment with an operator.
3. "Royalties" means compensation for the use of intangible property, such as copyrights, patents, licenses, franchises, trademarks, tradenames, and similar items.

S. "S" Definitions

1. "Sale," "casual or isolated sale."
 - a. "Sale" means any transfer of the ownership of, title to, or possession of, property for a valuable consideration and includes any activity classified as a "sale at retail," "retail sale," or "retail service." It includes renting or leasing, conditional sale contracts, leases with option to purchase, and any contract under which possession of the property is given to the purchaser but title is retained by the vendor as security for the payment of the purchase price. It also includes the furnishing of food, drink, or meals for compensation whether consumed upon the premises or not.
 - b. "Casual or isolated sale" means a sale made by a person who is not engaged in the business of selling the type of property involved on a routine or continuous basis.
2. "Sale at retail," "Retail sale."

- a. “Sale at retail” or “Retail Sale” means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:
- i. Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
 - ii. Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or
 - iii. Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or
 - iv. Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon; or
 - v. Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065. The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a "sale at retail" or "retail sale" even though such property is resold or utilized as provided in (i) through (v) this subsection, SMC 3.22.030(S)(2)(a), following such use.
 - vi. Purchases for the purpose of satisfying the person's obligations under an extended warranty as defined in SMC 3.22.030(S)(2)(b)(vi) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.
- b. “Sale at retail” or “retail sale” also means:
- i. Every sale of tangible personal property to persons engaged in any business activity which is taxable under SMC 3.22.050(A)(7).
 - ii. The sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:
 - 1) The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made

for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;

- 2) The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;
- 3) The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the property is then reconveyed by title, possession, or any other means to the original owner;
- 4) The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term "janitorial services" shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term "janitorial services" shall not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;
- 5) The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under chapter 82.16 RCW;
- 6) The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;

- 7) The installing, repairing, altering, or improving of digital goods for consumers; or
- 8) The sale of or charge made for tangible personal property, labor and services to persons taxable under SMC 3.22.030(S)(2)(b)(ii)(1) through (b)(ii)(7) of this subsection when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a "sale at retail" or "retail sale" even though such property, labor and services may be resold after such use or consumption.

Nothing contained in this subsection shall be construed to modify subsection SMC 3.22.030(S)(2)(a) of this section and nothing contained subsection SMC 3.22.030(S)(2)(a) of this section shall be construed to modify this subsection.

- iii. The provision of competitive telephone service to consumers.
- iv. The sale of prewritten software other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user. For purposes of subsection SMC 3.22.030(S)(2)(c), the sale of the 'sale of prewritten computer software' includes the sale of or charge made for a key or an enabling or activation code, where the key or code is required to activate prewritten computer software and put the software into use. There is no separate sale of the key or code from the prewritten computer software, regardless of how the sale may be characterized by the vendor or by the purchaser.

The term also includes the charge made to consumers for the right to access and use prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis.

The service described in this subsection includes the right to access and use prewritten software to perform data processing. For purposes of this subsection, "data processing" means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to usable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing, and similar activities.

The term "sale at retail" or "retail sale" shall not include the sale of or charge made for:

- 1) Custom software; or
- 2) The customization of prewritten software.

- v. The sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right of way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the State of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind. ("Public road construction")
- vi. The sale of or charge made for an extended warranty to a consumer. For purposes of this subsection, "extended warranty" means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the replacement or repair of tangible personal property, based on the occurrence of specified events. The term "extended warranty" shall not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.
- vii. The sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to chapter 35.82 RCW, including the installing, or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation ("government contracting").
- viii. The following sales to consumers of digital goods, digital codes, and digital automated services:
 - 1) Sales in which the seller has granted the purchaser the right of permanent use;
 - 2) Sales in which the seller has granted the purchaser a right of use that is less than permanent;
 - 3) Sales in which the purchaser is not obligated to make continued payment as a condition of the sale; and
 - 4) Sales in which the purchaser is obligated to make continued payment as a condition of the sale.

A retail sale of digital goods, digital codes, or digital automated services under this subsection includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services. For purposes of this subsection, "permanent" means perpetual or for an indefinite or unspecified length of time. A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or

- the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.
- ix. The installing, repairing, altering, or improving of digital goods for consumers.
 - x. “Sale at retail” or “Retail Sale” shall not include:
 - 1) The sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development.
 - 2) The sale of or charge made for labor and services rendered for environmental remedial action.
- c. "Sale at wholesale," "wholesale sale" means any sale of tangible personal property, digital goods, digital codes, digital automated services, prewritten computer software, or services described in subsection SMC 3.22.030(S)(2)(b)(iv) which is not a retail sale, and any charge made for labor and services rendered for persons who are not consumers, in respect to real or personal property and retail services, if such charge is expressly defined as a retail sale or retail service when rendered to or for consumers. Sale at wholesale also includes the sale of telephone business to another telecommunications company as defined in RCW 80.04.010 for the purpose of resale, as contemplated by RCW 35.21.715.
- d. “Services” means professional or personal services and refers generally to the activity of rendering services as distinct from making sales of tangible personal property or of services which have been defined in RCW 82.04.040 and 82.04.050 and WAC 458-20-138.
- i. Services include, but are not limited to: accountants, aerial surveyors, agents, ambulances, appraisers, architects, assayers, attorneys, automobile brokers, barbers, baseball clubs, beauty shop operators, brokers, chemists, chiropractors, collection agents, community television antenna owners, court reporters, dentists, detectives, doctors, employment agents, engineers, financiers, funeral directors, refuse collectors, hospital owners, janitors, kennel operators, laboratory operators, landscape architects, lawyers, loan agents, map makers, music teachers, oculists, orchestra or band leaders contracting to provide musical services, osteopathic physicians, physicians, public accountants, public stenographers, real estate agents, school bus operators, school operators, sewer services other than collection, warehouse operators who are not subject to other specific statutory tax classifications, teachers, theater operators, undertakers and veterinarians, and other persons engaging in the business of serving persons.

- ii. Persons performing “services” do not include persons engaged in the business of cleaning, repairing, improving, etc., the personal property of others, such as automobile, house, jewelry, radio, refrigerator and machinery repairmen, laundry or dry cleaners. Also not included are certain personal and professional services specifically included within the definition of the term “sale at retail” in this section.
 - iii. Not included are persons who render services to others in the capacity of employees as distinguished from independent contractors. Persons engaged in the business of rendering services to others are taxable under the sales of retail services classification upon the gross income of such business under Section 3.22.050(A)(7). There must be included within gross amounts reported for tax all fees for services rendered and all charges recovered for expenses incurred in connection therewith, such as transportation costs, hotel, restaurant, telephone, copy, printing, computer time and other expenses charged in providing the services.
- e. Software – Prewritten Software – Custom Software – Customization of Canned Software – Master Copies – Retained Rights.
- i. “Prewritten software” or “canned software” means computer software, including prewritten upgrades, which is not designed and developed by the author or other creator to the specifications of a specific purchaser. The combining of two or more prewritten computer software programs or prewritten portions thereof does not cause the combination to be other than prewritten computer software. Prewritten computer software includes software designed and developed by the author or other creator to the specifications of a specific purchaser when it is sold to a person other than such purchaser. Where a person modifies or enhances computer software of which such person is not the author or creator, the person shall be deemed to be the author or creator only of the person’s modifications or enhancements. Prewritten computer software or a prewritten portion thereof that is modified or enhanced to any degree, where such modification or enhancement is designed and developed to the specifications of a specific purchaser, remains prewritten computer software; however where there is a reasonable, separately stated charge or an invoice or other statement of the price given to the purchaser for the modification or enhancement, the modification or enhancement shall not constitute prewritten computer software.
 - ii. “Custom software” means software created for a single person.
 - iii. “Customization of canned software” means any alteration, modification, or development of applications using or incorporating canned software to specific individualized requirements of a single person. Customization of canned software includes individualized configuration of software to work with other software and computer hardware but does not include routine installation. Customization of canned software does not change the underlying character or taxability of the original canned software.
 - iv. “Master copies” of software means copies of software from which a software developer, author, inventor, publisher, licensor, sublicensor, or distributor

makes copies for sale or license. The software encoded on a master copy and the media upon which the software resides are both ingredients of the master copy.

- v. “Retained rights” means any and all rights, including intellectual property rights such as those rights arising from copyrights, patents, and trade secret laws, that are owned or are held under contract or license by a software developer, author, inventor, publisher, licensor, sublicensor, or distributor.

“Software” means any information, program, or routine, or any set of one or more programs, routines, or collections of information used, or intended for use, to convey information that causes one or more computers or pieces of computer-related peripheral equipment, or any combination thereof, to perform a task or set of tasks. “Software” includes the associated documentation, materials, or ingredients regardless of the media upon which that documentation is provided, that describes the code and its use, operation, and maintenance and that typically is delivered with the code to the consumer. All software is classified as either canned or custom.

- 3. “SMC” means Shoreline Municipal Code.

T. “T” Definitions

- 1. “Tax” - see Business & Occupation Tax.
- 2. “Taxpayer” means any “person”, as herein defined, required to have a business license pursuant to SMC Title 5 or liable for the collection of any tax or fee under this chapter, or who engages in any business or who performs any act for which a tax or fee is imposed by this chapter.
- 3. “Tuition fee” includes library, laboratory, health service and other special fees, and amounts charged for room and board by an educational institution when the property or service for which such charges are made is furnished exclusively to the students or faculty of such institution. “Educational institution,” as used in this section, means only those institutions created or generally accredited as such by the state and includes educational programs that such educational institution cosponsors with a nonprofit organization, as defined by the Internal Revenue Code Section 501(c)(3), as hereafter amended, if such educational institution grants college credit for coursework successfully completed through the educational program, or an approved branch campus of a foreign degree-granting institution in compliance with Chapter 28B.90 RCW, and in accordance with RCW 82.04.4332 or defined as a degree-granting institution under RCW 28B.85.010(3) and accredited by an accrediting association recognized by the United States Secretary of Education, and offering to students an educational program of a general academic nature or those institutions which are not operated for profit and which are privately endowed under a deed of trust to offer instruction in trade, industry, and agriculture, but not including specialty schools, business colleges, other trade schools, or similar institutions.

U. “U” Definitions (Reserved)

V. "V" Definitions

1. "Value proceeding or accruing" means the consideration, whether money, credits, rights, or other property expressed in terms of money, a person is entitled to receive or which is actually received or accrued. The term shall be applied, in each case, on a cash receipts or accrual basis according to which method of accounting is regularly employed in keeping the books of the taxpayer.
2. "Value of products."
 - a. The value of products, including by-products, extracted or manufactured, shall be determined by the gross proceeds derived from the sale thereof whether such sale is at wholesale or at retail, to which shall be added all subsidies and bonuses received from the purchaser or from any other person with respect to the extraction, manufacture, or sale of such products or by-products by the seller.
 - b. Where such products, including by-products, are extracted or manufactured for commercial or industrial use; and where such products, including by-products, are shipped, transported or transferred out of the City, or to another person, without prior sale or are sold under circumstances such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale; the value shall correspond as nearly as possible to the gross proceeds from sales in this state of similar products of like quality and character, and in similar quantities by other taxpayers, plus the amount of subsidies or bonuses ordinarily payable by the purchaser or by any third person with respect to the extraction, manufacture, or sale of such products. In the absence of sales of similar products as a guide to value, such value may be determined upon a cost basis. In such cases, there shall be included every item of cost attributable to the particular article or article extracted or manufactured, including direct and indirect overhead costs. The Director may prescribe rules for the purpose of ascertaining such values.
 - c. Notwithstanding subsection (b) above, the value of a product manufactured or produced for purposes of serving as a prototype for the development of a new or improved product shall correspond to;
 - i. the retail selling price of such new or improved product when first offered for sale; or
 - ii. the value of materials incorporated into the prototype in cases in which the new or improved product is not offered for sale.

W. "W" Definitions

1. "Wholesaling" means engaging in the activity of making sales at wholesale, and is reported under the wholesaling classification.

X. "X, Y, and Z" Definitions (Reserved)

SMC 3.22.040 Agency – Sales and services by agent, consignee, bailee, factor or auctioneer.

A. Sales in Own Name – Sales or Purchases as Agent. Every person, including agents, consignees, bailees, factors or auctioneers having either actual or constructive possession of tangible personal property or having possession of the documents of title thereto, with power to sell such tangible personal property in the person's own name and actually so selling shall be deemed the seller of such tangible personal property within the meaning of this chapter.

The burden shall be upon the taxpayer in every case to establish the fact that such taxpayer is not engaged in the business of selling tangible personal property but is acting merely as broker or agent in promoting sales or making purchases for a principal. Such claim will be recognized only when the contract or agreement between such persons clearly establishes the relationship of principal and agent and when the following conditions are complied with:

1. The books and records of the broker or agent show the transactions were made in the name and for the account of the principal, and show the name of the actual owner of the property for whom the sale was made, or the actual buyer for whom the purchase was made.
2. The books and records show the amount of the principal's gross sales, the amount of commissions and any other incidental income derived by the broker or agent from such sales. The principal's gross sales must not be reflected as the agent's income on any of the agent's books and records. Commissions must be computed according to a set percentage or amount, which is agreed upon in the agency agreement.
3. No ownership rights may be conferred to the agent unless the principal refuses to pay, or refuses to abide by the agency agreement. Sales or purchases of any goods by a person who has any ownership rights in such goods shall be taxed as retail or wholesale sales.
4. Bulk goods sold or purchased on behalf of a principal must not be co-mingled with goods belonging to another principal or lose their identity as belonging to the particular principal. Sales or purchases of any goods which have been co-mingled or lost their identity as belonging to the principal shall be taxed as retail or wholesale sales.

B. If the above requirements are not met the consignor, bailor, principal or other shall be deemed a seller of such property to the agent, consignee, bailee, factor or auctioneer.

C. Services in Own Name – Procuring Services as Agent. For purposes of this subsection, an agent is a person who acts under the direction and control of the principal in procuring services on behalf of the principal that the person could not itself render or supply. Amounts received by an agent for the account of its principal as advances or reimbursements are exempted from the measure of the tax only when the agent is not primarily or secondarily liable to pay for the services procured.

Any person who claims to be acting merely as agent in obtaining services for a principal will have such claim recognized only when the contract or agreement between such persons clearly establishes the relationship of principal and agent and when the following conditions are complied with:

1. The books and records of the agent show that the services were obtained in the name and for the account of the principal, and show the actual principal for whom the purchase was made.
2. The books and records show the amount of the service that was obtained for the principal, the amount of commissions and any other income derived by the agent for acting as such. Amounts received from the principal as advances and reimbursements must not be reflected as the agent's income on any of the agent's books and records. Commissions must be computed according to a set percentage or amount, which is agreed upon in the agency agreement.

SMC 3.22.050 Imposition of the tax - tax or fee levied.

- A. Except as provided in subsection (B) of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the City, whether the person's office or place of business be within or without the City. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as follows:
 1. Upon every person engaging within the City in business as an extractor; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the City for sale or for commercial or industrial use, multiplied by the rate of .1 of one percent (.001). The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the City.
 2. Upon every person engaging within the City in business as a manufacturer, as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the City, multiplied by the rate of .1 of one percent (.001). The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the City.
 3. Upon every person engaging within the City in the business of making sales at wholesale, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of .1 of one percent (.001).
 4. Upon every person engaging within the City in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate .1 of one percent (.001)

5. Upon every person engaging within the City in the business of (i) printing, (ii) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (iii) publishing newspapers, magazines and periodicals, (iv) extracting for hire, and (v) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of .1 of one percent (.001).
6. Upon every person engaging within the City in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of .1 of one percent (.001).
7. Upon every other person engaging within the City in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of .2 of one percent (.002).

This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing, or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which shall not constitute a sale at retail, a sale at wholesale, or a retail service.

- B. The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the City during any calendar year is equal to or less than US\$200,000, or is equal to or less than US\$50,000 during any quarter if on a quarterly reporting basis.

SMC 3.22.070 Multiple activities credit when activities take place in one or more cities with eligible gross receipt taxes.

- A. Persons who engage in business activities that are within the purview of two (2) or more subsections of SMC 3.22.050(A) shall be taxable under each applicable subsection.
- B. Notwithstanding anything to the contrary herein, if imposition of the City's Business and Occupation Tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the City's Tax, and still apply the City's Tax to as much of the taxpayer's activities as may be subject to the City's taxing authority.
- C. To take the credit authorized by this section, a taxpayer must be able to document that the amount of tax sought to be credited was paid upon the same gross receipts used in computing the tax against which the credit is applied.

- D. Credit for persons that sell in the City products that they extract or manufacture. Persons taxable under the retailing or wholesaling classification with respect to selling products in the City shall be allowed a credit against those taxes for any eligible gross receipts taxes paid:

1. With respect to the manufacturing of the products sold in the City, and
2. With respect to the extracting of the products, or the ingredients used in the products, sold in the City.

The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

- E. Credit for persons that manufacture products in the City using ingredients they extract. Persons taxable under the manufacturing classification with respect to manufacturing products in the City shall be allowed a credit against those taxes for any eligible gross receipts tax paid with respect to extracting the ingredients of the products manufactured in the City. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the manufacturing of those products.

- F. Credit for persons that sell within the City products that they print, or publish and print. Persons taxable under the retailing or wholesaling classification with respect to selling products in the City shall be allowed a credit against those taxes for any eligible gross receipts taxes paid with respect to the printing, or the printing and publishing, of the products sold within the City. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

SMC 3.22.075 Deductions to prevent multiple taxation of manufacturing activities. A person manufacturing products within the City using products manufactured by the same person outside the City may deduct from the measure of the manufacturing tax the value of products manufactured outside the City and included in the measure of an eligible gross receipts tax paid to the other jurisdiction with respect to manufacturing such products

SMC 3.22.076 Assignment of gross income derived from intangibles.

Gross income derived from the sale of intangibles such as royalties, trademarks, patents, or goodwill shall be assigned to the jurisdiction where the person is domiciled. Domiciled shall mean the location of a person's headquarters.

SMC 3.22.077 Allocation and apportionment of income when activities take place in more than one jurisdiction.

Gross income, other than persons subject to the provisions of chapter 82.14A RCW, shall be allocated and apportioned as follows:

- A. Gross income derived from all activities other than those taxed as service or royalties under SMC 3.22.050(A)(7) shall be allocated to the location where the activity takes place.
- B. In the case of sales of tangible personal property, the activity takes place where delivery to the buyer occurs.

- C. In the case of sales of digital products, the activity takes place where delivery to the buyer occurs. The delivery of digital products will be deemed to occur at:
1. The seller's place of business if the purchaser receives the digital product at the seller's place of business;
 2. If not received at the seller's place of business, the location where the purchaser or the purchaser's donee, designated as such by the purchaser, receives the digital product, including the location indicated by instructions for delivery to the purchaser or donee, known to the seller;
 3. If the location where the purchaser or the purchaser's donee receives the digital product is not known, the purchaser's address maintained in the ordinary course of the seller's business when use of this address does not constitute bad faith;
 4. If no address for the purchaser is maintained in the ordinary course of the seller's business, the purchaser's address obtained during the consummation of the sale, including the address of a purchaser's payment instrument, if no other address is available, when use of this address does not constitute bad faith; and
 5. If no address for the purchaser is obtained during the consummation of the sale, the address where the digital good or digital code is first made available for transmission by the seller or the address from which the digital automated service or service described in RCW 82.04.050(2)(g) or 82.04.050(6)(b) was provided, disregarding for these purposes any location that merely provided the digital transfer of the product sold.
- D. If none of the methods in subsection C of this section for determining where the delivery of digital products occurs are available after a good faith effort by the taxpayer to apply the methods provided in subsections SMC 3.22.077(C)(1) through .077(C)(5) of this section, then the City and the taxpayer may mutually agree to employ any other method to effectuate an equitable allocation of income from the sale of digital products. The taxpayer will be responsible for petitioning the City to use an alternative method under this subsection, SMC 3.22.077(D). The City may employ an alternative method for allocating the income from the sale of digital products if the methods provided in subsections SMC 3.22.077(C)(1) through .077(C)(5) are not available and the taxpayer and the City are unable to mutually agree on an alternative method to effectuate an equitable allocation of income from the sale of digital products.
- E. For purposes of subsections SMC 3.22.077(C)(1) through .077(C)(5), "Receive" has the same meaning as in RCW 82.32.730.
- F. Gross income derived from activities taxed as services and other activities taxed under SMC 3.22.050(A)(7) shall be apportioned to the City by multiplying apportionable income by a fraction, the numerator of which is the payroll factor plus the service-income factor and the denominator of which is two.
1. The payroll factor is a fraction, the numerator of which is the total amount paid in the City during the tax period by the taxpayer for compensation and the

denominator of which is the total compensation paid everywhere during the tax period. Compensation is paid in the City if:

- a. The individual is primarily assigned within the City;
 - b. The individual is not primarily assigned to any place of business for the tax period and the employee performs fifty percent or more of his or her service for the tax period in the City; or
 - c. The individual is not primarily assigned to any place of business for the tax period, the individual does not perform fifty percent or more of his or her service in any City and the employee resides in the City.
2. The service income factor is a fraction, the numerator of which is the total service income of the taxpayer in the City during the tax period, and the denominator of which is the total service income of the taxpayer everywhere during the tax period. Service income is in the City if:
 - a. The customer location is in the City; or
 - b. The income-producing activity is performed in more than one location and a greater proportion of the service-income-producing activity is performed in the City than in any other location, based on costs of performance, and the taxpayer is not taxable at the customer location; or
 - c. The service-income-producing activity is performed within the City, and the taxpayer is not taxable in the customer location.
3. If the allocation and apportionment provisions of this subsection do not fairly represent the extent of the taxpayer's business activity in the City or cities in which the taxpayer does business, the taxpayer may petition for or the tax administrators may jointly require, in respect to all or any part of the taxpayer's business activity, that one of the following methods be used jointly by the cities to allocate or apportion gross income, if reasonable:
 - a. Separate accounting;
 - b. The use of a single factor;
 - c. The inclusion of one or more additional factors that will fairly represent the taxpayer's business activity in the City; or
 - d. The employment of any other method to effectuate an equitable allocation and apportionment of the taxpayer's income.

G. The definitions in this subsection apply throughout this section:

1. "Apportionable income" means the gross income of the business taxable under the service classifications of a City's gross receipts tax, including income received from activities outside the City if the income would be taxable under the service classification if received from activities within the City, less any exemptions or deductions available.

2. "Compensation" means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual's gross income under the federal internal revenue code.
 3. "Customer location" means the city or unincorporated area of a county where the majority of the contacts between the taxpayer and the customer take place.
 4. "Individual" means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.
 5. "Primarily assigned" means the business location of the taxpayer where the individual performs his or her duties.
 6. "Service-taxable income" or "service income" means gross income of the business subject to tax under either the service or royalty classification.
 7. "Tax period" means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar year and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.
 8. "Taxable in the customer location" means either that a taxpayer is subject to a gross receipts tax in the customer location for the privilege of doing business, or that the government where the customer is located has the authority to subject the taxpayer to gross receipts tax regardless of whether, in fact, the government does so.
- H. Assignment or apportionment of revenue under this Section shall be made in accordance with and in full compliance with the provisions of the interstate commerce clause of the United States Constitution where applicable.

SMC 3.22.078 Allocation and apportionment of printing and publishing income when activities take place in more than one jurisdiction.

Notwithstanding RCW 35.102.130, gross income from the activities of printing, and of publishing newspapers, periodicals, or magazines, shall be allocated to the principal place in this state from which the taxpayer's business is directed or managed. As used in this section, the activities of printing, and of publishing newspapers, periodicals, or magazines, have the same meanings as attributed to those terms in RCW 82.04.280(1) by the department of revenue.

SMC 3.22.080 Reserved

SMC 3.22.090 Exemptions.

- A. Tax Exemption Thresholds. This chapter shall not apply to any person engaged in any one or more business activities which are otherwise taxable pursuant to SMC 3.22.050, when the value of products, gross proceeds of sale, or gross income of business, less applicable deductions and exemptions, is less than or equal to US\$200,000 for an annual reporting period, regardless of assigned reporting frequency. The annual exemption amount may be divided by the assigned filing frequency and applied to each return due and payable during the year. It is the taxpayer's responsibility to reconcile the exemption taken during the year to the allowable annual deduction. The administrative provisions in

SMC 3.23.090 and 3.23.100 apply to any underpayment or overpayment of tax resulting from such reconciliation.

- B. City Taxes. This chapter shall not apply to any person in respect to a business activity with respect to which tax liability is specifically imposed under the provisions of:
 - 1. SMC Chapter 3.32 Utility Tax
 - 2. SMC Chapter 3.30 Gambling Tax
- C. Investments - dividends from subsidiary corporations. This chapter shall not apply to amounts derived by persons, other than those engaging in banking, loan, security, or other financial businesses, from investments or the use of money as such, and also amounts derived as dividends by a parent from its subsidiary corporations.
- D. Insurance business. This chapter shall not apply to amounts received by any person who is an insurer or their appointed insurance producer upon which a tax based on gross premiums is paid to the state pursuant to RCW 48.14.020, and provided further, that the provisions of this subsection shall not exempt any bonding company from tax with respect to gross income derived from the completion of any contract as to which it is a surety, or as to any liability as successor to the liability of the defaulting contractor.
- E. Employees.
 - 1. This chapter shall not apply to any person in respect to the person's employment in the capacity as an employee or servant as distinguished from that of an independent contractor. For the purposes of this subsection, the definition of employee shall include those persons that are defined in the Internal Revenue Code, as hereafter amended.
 - 2. A booth renter is an independent contractor for purposes of this chapter.
- F. Amounts derived from sale of real estate. This chapter shall not apply to gross proceeds derived from the sale of real estate. This, however, shall not be construed to allow an exemption of amounts received as commissions from the sale of real estate, nor as fees, handling charges, discounts, interest or similar financial charges resulting from, or relating to, real estate transactions. This chapter shall also not apply to amounts received for the rental of real estate if the rental income is derived from a contract to rent for a continuous period of thirty (30) calendar days or longer.
- G. Mortgage brokers' third-party provider services trust accounts. This chapter shall not apply to amounts received from trust accounts to mortgage brokers for the payment of third-party costs if the accounts are operated in a manner consistent with RCW 19.146.050 and any rules adopted by the director of financial institutions.
- H. Amounts derived from manufacturing, selling or distributing motor vehicle fuel. This chapter shall not apply to the manufacturing, selling, or distributing motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW 82.36.010 and exempt under RCW

82.36.440, provided that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.

- I. Amounts derived from liquor, and the sale or distribution of liquor. This chapter shall not apply to liquor as defined in RCW 66.04.010 and exempt in RCW 66.08.120.
- J. Casual and isolated sales. This chapter shall not apply to the gross proceeds derived from casual or isolated sales.
- K. Accommodation sales. This chapter shall not apply to sales for resale by persons regularly engaged in the business of making retail sales of the type of property so sold to other persons similarly engaged in the business of selling such property where:
 - 1. The amount paid by the buyer shall not exceed the amount paid by the seller to the vendor in the acquisition of the article, and
 - 2. The sale is made as an accommodation to the buyer to enable the buyer to fill a bona fide existing order of a customer or is made within fourteen (14) calendar days to reimburse in kind a previous accommodation sale by the buyer to the seller.
- L. Taxes collected as trust funds. This chapter shall not apply to amounts collected by the taxpayer from third parties to satisfy third party obligations to pay taxes such as the retail sales tax, use tax, and admission tax.
- M. Nonprofit Corporations or Nonprofit Organizations. This chapter shall not apply to nonprofit organizations exempt from federal income tax under Section 501(c)(3), (4), or (7) of the Internal Revenue Code, as hereafter amended, except with respect to retail sales of such persons.
- N. City of Shoreline. The city of Shoreline is exempt from the tax levied by this chapter

SMC 3.22.100 Deductions. In computing the license fee or tax, there may be deducted from the measure of tax the following items:

- A. Receipts from tangible personal property delivered outside the State. In computing tax, there may be deducted from the measure of tax under retailing or wholesaling amounts derived from the sale of tangible personal property that is delivered by the seller to the buyer or the buyer's representative at a location outside the State of Washington.
- B. Cash discount taken by purchaser. In computing tax, there may be deducted from the measure of tax the cash discount amounts actually taken by the purchaser. This deduction is not allowed in arriving at the taxable amount under the extracting or manufacturing classifications with respect to articles produced or manufactured, the reported values of which, for the purposes of this tax, have been computed according to the "value of product" provisions.

- C. Credit losses of accrual basis taxpayers. In computing tax, there may be deducted from the measure of tax the amount of credit losses actually sustained by taxpayers whose regular books of account are kept upon an accrual basis.
- D. Constitutional prohibitions. In computing tax, there may be deducted from the measure of the tax amounts derived from business which the City is prohibited from taxing under the Constitution of the State of Washington or the Constitution of the United States.
- E. Receipts From the Sale of Tangible Personal Property and Retail Services Delivered Outside the City but Within Washington. Amounts included in the gross receipts reported on the tax return derived from the sale of tangible personal property delivered to the buyer or the buyer's representative outside the City but within the State of Washington may be deducted from the measure of tax under the retailing, retail services, or wholesaling classification.
- F. Professional employer services. In computing the tax, a professional employer organization may deduct from the calculation of gross income the gross income of the business derived from performing professional employer services that is equal to the portion of the fee charged to a client that represents the actual cost of wages and salaries, benefits, workers' compensation, payroll taxes, withholding, or other assessments paid to or on behalf of a covered employee by the professional employer organization under a professional employer agreement.
- G. Interest on investments or loans secured by mortgages or deeds of trust. In computing tax, to the extent permitted by Chapter 82.14A RCW, there may be deducted from the measure of tax by those engaged in banking, loan, security or other financial businesses, amounts derived from interest received on investments or loans primarily secured by first mortgages or trust deeds on non-transient residential properties.

SMC 3.22.120 Tax part of overhead.

It is not the intention of this chapter that the taxes or fees herein levied upon persons engaging in business be construed as taxes or fees upon the purchasers or customer, but that such taxes or fees shall be levied upon, and collectible from, the person engaging in the business activities herein designated and that such taxes or fees shall constitute a part of the cost of doing business of such persons.

3.22.130 Severability Clause.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**Ordinance No. 808
Exhibit B**

Chapter 3.23 Tax Administrative Code

SMC 3.23.010 Purpose. The purpose of this chapter is to provide administrative guidelines and provisions to implement, administer, and enforce taxes imposed by the City of Shoreline.

SMC 3.23.015 Application of chapter stated. The provisions of this chapter shall apply with respect to the taxes imposed under chapter 3.22 SMC Business and Occupation Tax, chapter 3.30 SMC Gambling Tax; chapter 3.32 Utility Tax; and to such other chapters and sections of the Shoreline Municipal Code in such manner and to such extent as expressly indicated in each such chapter or section.

SMC 3.23.020 Definitions.

- A. For purposes of this chapter, the definitions contained in chapter 3.22 SMC shall apply equally to the provisions of this chapter unless the term is defined otherwise in this chapter. In addition, the following definitions will apply.
1. "Active nonreporter" means a person who has been assigned a status by the Director that permits the person not to file a Return unless the person's gross receipts exceed the exemption threshold establish in chapter 3.22 SMC.
 2. "Day" means, unless otherwise provided, a calendar day.
 3. "Department" means, unless otherwise provided, the Administrative Services Department of the City of Shoreline. Where provisions of Chapter 82.32 RCW are incorporated in SMC 3.23.090 of this chapter, "Department" as used in the RCW shall refer to the "Director."
 4. "Director" means the finance director of the City of Shoreline or any officer, agent or employee of the City designated to act on the director's behalf. The finance director is also known as the Administrative Services Director.
 5. "Reporting period" means:
 - a. A one-month period beginning the first day of each calendar month (monthly); or
 - b. A three-month period beginning the first day of January, April, July or October of each year (quarterly); or
 - c. A twelve-month period beginning the first day of January of each year (annual).
 6. "Return" means any document a person is required by the City to file to satisfy or establish a tax or fee obligation that is administered or collected by the City and that has a statutorily defined due date.
 7. "Successor" means any person to whom a taxpayer quitting, selling out, exchanging, or disposing of a business sells or otherwise conveys, directly or indirectly, in bulk and not in the ordinary course of the taxpayer's business, any part of the materials, supplies, merchandise, inventory, fixtures, or equipment of the taxpayer. Any person obligated to fulfill the terms of a contract shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is a surety or guarantor.
 8. "Tax year," "taxable year" " means the calendar year.

- B. Where provisions of Chapter 82.32 RCW are incorporated in SMC 3.23.090 of this chapter, "warrant" as used in the RCW shall mean "citation or criminal complaint."

SMC 3.23.030 Registration certificate requirements.

- A. Any person who engages in any business or performs any act that is subject to the provisions of SMC Title 5 and any other applicable chapters or sections of the SMC, even if that person is not subject to any tax imposed pursuant to the SMC, shall apply obtain a license from the City pursuant to SMC Title 5.
- B. No person shall engage in any business without first having obtained a license pursuant to SMC Title 5.
- C. The City business license shall serve as the certificate for this chapter.

SMC 3.23.040 When due and payable - Reporting periods - Monthly, quarterly, and annual returns - Threshold provisions or Relief from filing requirements - Computing time periods - Failure to file returns.

- A. Other than any annual license fee pursuant to SMC Title 5, the tax imposed by chapters 3.22 SMC, 3.30 SMC, and 3.32 SMC, and any other applicable chapters or sections, shall be due and payable in quarterly installments. At the Director's discretion, businesses may be assigned to a monthly, annual, or active nonreporter reporting period depending on the tax amount owing or type of tax. Tax payments are due on or before the last day of the next month following the end of the assigned reporting period covered by the return.
- B. Taxes shall be paid as provided in this chapter and accompanied by a return on forms as prescribed by the Director. The return shall be signed by the taxpayer personally or by a responsible officer or agent of the taxpayer. The individual signing the return shall swear or affirm that the information in the return is complete and true.
- C. Tax returns must be filed and returned by the due date whether or not any tax is owed.
- D. For purposes of the tax imposed by chapters 3.22 SMC, any person, not placed on an active nonreporter status by the Director, whose value of products, gross proceeds of sales, or gross income of the business, subject to tax after all allowable deductions, is equal to or less than Two Hundred Thousand Dollars (US\$200,000) in the current calendar year shall file a return, declare no tax due on their return, and submit the return to the Director. The gross receipts and deduction amounts shall be entered on the tax return even though no tax may be due.
- E. A taxpayer that commences to engage in business activity shall file a return and pay the tax or fee for the portion of the reporting period during which the taxpayer is engaged in business activity.
- F. Except as otherwise specifically provided by any other provision of this chapter, in computing any period of days prescribed by this chapter the day of the act or event from which the designated period of time runs shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday, or City or Federal legal holiday, in which case the last day of such period shall be the next succeeding day which is neither a Saturday, Sunday, or City or Federal legal holiday.
- G. If any taxpayer fails, neglects or refuses to make a return as and when required in this chapter, the Director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the Director's estimate of the tax or fees due. Such assessment shall be deemed prima facie correct and shall be the amount of tax owed to the City by the taxpayer. The Director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

SMC 3.23.050 Payment methods - Mailing returns or remittances - Time extension - Deposits - Recording payments - Payment must accompany return - NSF checks.

- A. Taxes shall be paid to the City of Shoreline in United States currency by bank draft, certified check, cashier's check, personal check, money order, cash, or by wire transfer or electronic payment if such wire transfer or electronic payment is authorized by the Director. If payment so received is not paid by

Attachment A - Exhibit B

the bank on which it is drawn, the taxpayer, by whom such payment is tendered, shall remain liable for payment of the tax and for all legal penalties, the same as if such payment had not been tendered. Acceptance of any sum by the Director shall not discharge the tax or fee due unless the amount paid is the full amount due.

- B. A return or remittance that is transmitted to the City by United States mail shall be deemed filed or received on the date shown by the cancellation mark stamped by the U.S. Post Office upon the envelope containing it. The Director may allow electronic filing of returns or remittances from any taxpayer. A return or remittance which is transmitted to the City electronically shall be deemed filed or received according to procedures set forth by the Director.
- C. If a written request is received prior to the due date, the Director, for good cause, may grant, in writing, additional time within which to make and file returns.
- D. The Director shall keep full and accurate records of all funds received or refunded. The Director shall apply payments first against all penalties and interest owing, and then upon the tax, without regard to any direction of the taxpayer.
- E. For any return not accompanied by a remittance of the tax shown to be due thereon, the taxpayer shall be deemed to have failed or refused to file a return and shall be subject to the penalties and interest provided in this chapter.
- F. Any payment made that is returned for lack of sufficient funds or for any other reason will not be considered received until payment by certified check, money order, or cash of the original amount due, plus a "non-sufficient funds" (NSF) charge of twenty dollars (US\$20.00) is received by the Director. Any license issued upon payment with a NSF check will be considered void, and shall be returned to the Director. No license shall be reissued until payment (including the twenty dollars (US\$20.00) NSF fee) is received.
- G. The Director is authorized, but not required, to mail tax return forms to taxpayers, but failure of the taxpayer to receive any such forms shall not excuse the taxpayer from filing returns and making payment of the taxes or fees, when and as due under this chapter.

SMC 3.23.060 Records to be preserved - Examination - Estoppel to question assessment.

- A. Every person liable for any fee or tax imposed by the applicable chapters of the SMC shall keep and preserve, for a period of five (5) years after filing a tax return, such records as may be necessary to determine the amount of any fee or tax for which the person may be liable; which records shall include copies of all federal income tax and state tax returns and reports made by the person. All books, records, papers, invoices, vendor lists, inventories, stocks of merchandise, and other data including federal income tax and state tax returns and reports shall be open for examination at any time by the Director or its duly authorized agent. Every person's business premises shall be open for inspection or examination by the Director or a duly authorized agent.
- B. If a person does not keep the necessary books and records within the City, it shall be sufficient if such person:
 - 1. Produces within the City such books and records as may be required by the Director, or
 - 2. Bears the cost of examination by the Director's agent at the place where such books and records are kept; provided that the person electing to bear such cost shall pay in advance to the Director the estimated amount thereof including round-trip fare, lodging, meals and incidental expenses, subject to adjustment upon completion of the examination.
 - 3. Any person who fails, or refuses a request by the Department or the Director, to provide or make available records, or to allow inspection or examination of the business premises, shall be forever barred from questioning in any court action, the correctness of any assessment of taxes made by the City for any period for which such records have not been provided, made available or kept and preserved, or in respect of which inspection or examination of the business premises has been denied. The Director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the estimate of the tax or fees due. Such fee

Attachment A - Exhibit B

or tax assessment shall be deemed prima facie correct and shall be the amount of tax owing the City by the taxpayer. The Director shall notify the taxpayer by mail the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

SMC 3.23.070 Accounting methods.

- A. A taxpayer may file tax returns in each reporting period with amounts based upon cash receipts only if the taxpayer's books of account are kept on a cash receipts basis. A taxpayer that does not regularly keep books of account on a cash receipts basis must file returns with amounts based on the accrual method.
- B. The taxes imposed and the returns required hereunder shall be upon a calendar year basis.

SMC 3.23.080 Public work contracts - Payment of fee and tax before final payment for work.

The Director may, before issuing any final payment to any person performing any public work contract for the City, require such person to pay in full all license fees or taxes due under the applicable chapters of the SMC from such person on account of such contract or otherwise, and may require such taxpayer to file with the Director a verified list of all subcontractors supplying labor and/or materials to the person in connection with said public work.

SMC 3.23.090 Underpayment of tax, interest, or penalty – Interest.

- A. If, upon examination of any returns, or from other information obtained by the Director, it appears that a tax or penalty less than that properly due has been paid, the Director shall assess the additional amount found to be due and shall add thereto interest on the tax only. The Director shall notify the person by mail of the additional amount, which shall become due and shall be paid within thirty (30) days from the date of the notice, or within such time as the Director may provide in writing.
- B. The Director shall compute interest in accordance with RCW 82.32.050 as it now exists or as it may be amended. If this provision is held to be invalid, then the provisions of RCW 82.32.050 existing at the effective date of this ordinance shall apply.

SMC 3.23.095 Time in which assessment may be made.

The Director shall not assess, or correct an assessment for, additional taxes, penalties, or interest due more than four (4) years after the close of the calendar year in which they were incurred, except that the Director may issue an assessment:

- A. Against a person who is not currently registered or licensed or has not filed a tax return as required by this chapter for taxes due within the period commencing 10 years prior to the close of the calendar year in which the person was contacted in writing by the Director;
- B. Against a person that has committed fraud or who misrepresented a material fact; or
- C. Against a person that has executed a written waiver of such limitations.

SMC 3.23.100 Over payment of tax, penalty, or interest - Credit or refund - Interest rate - Statute of limitations.

- A. If, upon receipt of an application for a refund, or during an audit or examination of the taxpayer's records and tax returns, the Director determines that the amount of tax, penalty, or interest paid is in excess of that properly due, the excess amount shall be credited to the taxpayer's account or shall be refunded to the taxpayer. Except as provided in subsection (B) of this section, no refund or credit shall be made for taxes, penalties, or interest paid more than four (4) years prior to the beginning of the calendar year in which the refund application is made or examination of records is completed.
- B. The execution of a written waiver shall extend the time for applying for, or making a refund or credit of any taxes paid during, or attributable to, the years covered by the waiver if, prior to the expiration of the waiver period, an application for refund of such taxes is made by the taxpayer or the Director discovers that a refund or credit is due.

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- C. Refunds shall be made by means of vouchers approved by the Director and by the issuance of a City check or warrants drawn upon and payable from such funds as the City may provide.
- D. Any final judgment for which a recovery is granted by any court of competent jurisdiction for tax, penalties, interest, or costs paid by any person shall be paid in the same manner, as provided in subsection (C) of this section, upon the filing with the Director a certified copy of the order or judgment of the court.
- E. The Director shall compute interest on refunds or credits of amounts paid or other recovery allowed a taxpayer in accordance with RCW 82.32.060 as it now exists or as it may be amended. If this provision is held to be invalid, then the provisions of RCW 82.32.060 existing at the effective date of this ordinance shall apply

SMC 3.23.110 Late payment - Disregard of written instructions - Evasion - Penalties.

- A. If payment of any tax due on a return to be filed by a taxpayer is not received by the Director by the due date, the Director shall add a penalty in accordance with RCW 82.32.090(1), as it now exists or as it may be amended.
- B. If the Director determines that any tax has been substantially underpaid as defined in RCW 82.32.090(2), there shall be added a penalty in accordance with RCW 82.32.090(2), as it now exists or as it may be amended.
- C. If a citation or criminal complaint is issued by the Director for the collection of taxes, fees, assessments, interest or penalties, there shall be added thereto a penalty in accordance with RCW 82.32.090(3), as it now exists or as it may be amended.
- D. If the Director finds that a person has engaged in any business or performed any act upon which a tax is imposed under this title and that person has not obtained from the Director a license as required by Title SMC 5, the Director shall impose a penalty in accordance with RCW 82.32.090(4), as it now exists or as it may be Amended. No penalty shall be imposed under this provision if the person who has engaged in business without a license obtains a license prior to being notified by the Director of the need to be licensed.
- E. If the Director determines that all or any part of a deficiency resulted from the taxpayer's failure to follow specific written tax reporting instructions, there shall be assessed a penalty in accordance with RCW 82.32.090(5), as it now exists or as it may be amended
- F. If the Director finds that all or any part of the deficiency resulted from an intent to evade the tax payable, the Director shall assess a penalty in accordance with RCW 82.32.090(6), as it now exists or as it may be amended.
- G. The penalties imposed under subsections (A) through (E) above of this section can each be imposed on the same tax found to be due. This provision does not prohibit or restrict the application of other penalties authorized by law.
- H. The Director shall not impose both the evasion penalty and the penalty for disregarding specific written instructions on the same tax found to be due.
- I. For the purposes of this section, "return" means any document a person is required by the City of Shoreline to file to satisfy or establish a tax or fee obligation that is administered or collected by the City, and that has a statutorily defined due date.
- J. If incorporation into the City of Shoreline Municipal Code of future changes to RCW 82.32.090 is deemed invalid, then the provisions of RCW 82.32.090 existing at the time this ordinance is effective shall apply.

SMC 3.23.120 Cancellation of penalties.

- A. The Director may cancel any penalties imposed under SMC 3.23.110(A) if the taxpayer shows that its failure to timely file or pay the tax was due to reasonable cause and not willful neglect. Willful neglect is presumed unless the taxpayer shows that it exercised ordinary business care and prudence in making arrangements to file the return and pay the tax but was, nevertheless, due to circumstances beyond the

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taxpayer's control, unable to file or pay by the due date. The Director has no authority to cancel any other penalties or to cancel penalties for any other reason except as provided in subsection (C) of this section.

- B. A request for cancellation of penalties must be received by the Director within thirty (30) calendar days after the date the Department mails the notice that the penalties are due. The request must be in writing and contain competent proof of all pertinent facts supporting a reasonable cause determination. In all cases the burden of proving the facts rests upon the taxpayer.
- C. The Director may cancel the penalties imposed under SMC 3.23.110(A) one time if a person:
 - 1. Is not currently licensed and filing returns,
 - 2. Was unaware of its responsibility to file and pay tax, and
 - 3. Obtained business licenses and filed past due tax returns within thirty (30) calendar days after being notified by the Department.
- D. The Director shall not cancel any interest charged upon amounts due.

SMC 3.23.130 Taxpayer quitting business - Liability of successor.

- A. Whenever any taxpayer quits business, sells out, exchanges, or otherwise disposes of his business or his stock of goods, any tax payable hereunder shall become immediately due and payable. Such taxpayer shall, within ten (10) calendar days thereafter, make a return and pay the tax due.
- B. Any person who becomes a successor shall become liable for the full amount of any tax owing. The successor shall withhold from the purchase price a sum sufficient to pay any tax due to the city from the taxpayer until such time as:
 - 1. The taxpayer shall produce a receipt from the City showing payment in full of any tax due or a certificate that no tax is due, or
 - 2. More than six (6) months has passed since the successor notified the Director of the acquisition and the Director has not issued and notified the successor of an assessment.
- A. Payment of the tax by the successor shall, to the extent thereof, be deemed a payment upon the purchase price. If such payment is greater in amount than the purchase price, the amount of the difference shall become a debt due such successor from the taxpayer.
- B. Notwithstanding the above, if a successor gives written notice to the Director of the acquisition, and the Department does not within six (6) months of the date it received the notice issue an assessment against the taxpayer and mail a copy of that assessment to the successor, the successor shall not be liable for the tax.

SMC 3.23.140 Administrative Appeal.

- A. Any person, except one who has failed to comply with SMC 3.23.060, having been issued a notice of additional taxes, delinquent taxes, interest, or penalties assessed by the Director may, within thirty (30) calendar days after the issuance of such notice or within the period covered by any extension of the due date granted by the Director, request a correction of the amount of the assessment and a conference with the Director for review of the assessment. Interest and penalties assessed shall continue to accrue during the Director's review of a request for a correction, except and to the extent that the Director later determines that a tax assessment was too high or the delay in issuing a determination is due to unreasonable delays caused by the Director. The Director shall make a final determination regarding the assessment and shall notify the taxpayer of the Director's determination within sixty (60) calendar days after the conference, unless otherwise notified in writing by the Director. Such determination shall be subject to appeal pursuant to subsection (B) of this section. If no request for correction is filed within the time period provided herein, the assessment covered by such notice shall become final and immediately due and payable, and no appeal to the hearing examiner shall be allowed.

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B. Any person aggrieved by the amount of any fee, tax, interest or penalty determined by the Department to be due under the provisions of this chapter, Chapter 3.22 SMC, Business and Occupation Tax; Chapter 3.32 SMC, Utility Tax; or Chapter 3.30 SMC, Gambling Tax, may appeal such determination pursuant to the following procedures:

1. *Form of appeal.* It must be in writing and must contain the following:
 - a. The name and address of the taxpayer;
 - b. A statement identifying the determination of the Director from which the appeal is taken;
 - c. A statement setting forth the grounds upon which the appeal is taken and identifying specific errors the Director is alleged to have made in making the determination; and
 - d. A statement identifying the requested relief from the determination being appealed.
2. *Time and place to appeal.* Any appeal shall be filed with the office of the city clerk with a copy to the Director no later than thirty (30) calendar days following the date on which the determination of the Director was mailed to the taxpayer. A US\$500 filing fee shall be submitted with the appeal, which filing fee is required to process the appeal. If no appeal is filed within the time period provided herein, the assessment covered by such notice shall become final and immediately due and payable. No refund request may be made for the audit period covered in that assessment. Failure to follow the appeal procedures in this section shall preclude the taxpayer's right to appeal.
3. *Appeal hearing.* The city's hearing examiner shall, as soon as practical, fix a time and place for the hearing of such appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the parties. The hearing examiner shall conduct the appeal hearing in accordance with this chapter and procedures developed by the hearing examiner, at which time the appellant taxpayer and the Director shall have the opportunity to be heard and to introduce evidence relevant to the subject of the appeal
4. *Burden of proof.* The appellant taxpayer shall have the burden of proving by a preponderance of the evidence that the determination of the Director is erroneous.
5. *Hearing record.* The hearing examiner shall make an electronic sound recording of each appeal unless the hearing is conducted solely in writing. The hearing examiner may, by subpoena, require the attendance of any person at the hearing, and may also require him or her to produce pertinent books and records. Any person served with such a subpoena shall appear at the time and place therein stated and produce the books and records required, if any, and shall testify truthfully under oath administered by the hearing examiner as to any matter required of him or her pertinent to the appeal; and it shall be unlawful for him or her to fail or refuse to do so. The city attorney shall seek enforcement of a hearing examiner subpoena in an appropriate court.
6. *Decision of the hearing examiner.* Following the hearing, the hearing examiner shall enter a written decision on the appeal, supported by findings and conclusions in support thereof, within fourteen (14) working days of the hearing. A copy of the findings, conclusions, and decision shall be mailed to the appellant taxpayer and to the Director. The written decision shall state the correct amount of the fee, tax, interest or penalty owing.
7. *Interest accrual or payment.* Interest and/or penalties shall continue to accrue on all unpaid amounts, in accordance with SMC 3.23.090 and SMC 3.23.110, notwithstanding the fact that an appeal has been filed. If the hearing examiner determines that the taxpayer is owed a refund, such refund amount shall be paid to the taxpayer in accordance with SMC 3.23.100.

SMC 3.23.150 Judicial Review of Director's Determination.

Any person, except one who has failed to comply with SMC 3.23.060, having paid any tax as required and feeling aggrieved by the amount of the tax assessed, and after first exhausting the right of administrative appeal set forth in this chapter, may seek judicial review in the King County Superior Court within twenty-one (21) calendar days of the date of the decision of the Hearing Examiner. The taxpayer shall set forth the amount of the tax imposed upon the taxpayer that the taxpayer concedes to be the correct amount of tax and the reason why the tax imposed should be reduced or abated. The trial in the Superior Court shall be de novo in accordance with the laws of the State of Washington. The burden shall rest upon the taxpayer to prove that the tax paid by the taxpayer is incorrect, either in whole or in part, and to establish the correct amount of the tax.

SMC 3.23.160 Director to make rules.

The Director shall have the power, from time to time, to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with law for the purpose of carrying out the provisions of this chapter and it shall be unlawful to violate or fail to comply with, any such rule or regulation.

SMC 3.23.170 Ancillary allocation authority of Director.

The Director is authorized to enter into agreements with other Washington cities which impose an "eligible gross receipts tax":

- A. To conduct an audit or joint audit of a taxpayer by using an auditor employed by the City of Shoreline, another city, or a contract auditor, provided, that such contract auditor's pay is not in any way based upon the amount of tax assessed;
- B. To allocate or apportion in a manner that fairly reflects the gross receipts earned from activities conducted within the respective cities the gross proceeds of sales, gross receipts, or gross income of the business, or taxes due from any person that is required to pay an eligible gross receipts tax to more than one Washington city; and
- C. To apply the City's tax prospectively where a taxpayer has no office or place of business within the City and has paid tax on all gross income to another Washington city where the taxpayer is located; provided that the other city maintains an eligible gross receipts tax, and the income was not derived from contracts with the City.

SMC 3.23.180 Mailing of Notices.

Any notice required by this chapter to be mailed to any taxpayer or licensee shall be sent by ordinary U.S. mail, addressed to the address of the taxpayer or licensee as shown by the records of the City. Failure of the taxpayer or licensee to receive any such mailed notice shall not release the taxpayer or licensee from any tax, fee, interest, or any penalties thereon, nor shall such failure operate to extend any time limit set by the provisions of this chapter. It is the responsibility of the taxpayer to inform the Director in writing about a change in the taxpayer's address.

SMC 3.23.190 Tax declared additional.

The license fee and tax herein levied shall be additional to any license fee or tax imposed or levied under any law or any other ordinance of the City of Shoreline except as herein otherwise expressly provided.

SMC 3.23.200 Public disclosure - Confidentiality - Information sharing.

- A. For purposes of this section, in addition to the following, defined terms shall be as set forth in SMC 1.05.050, SMC 3.22.030, and SMC 3.23.020:

- 1. "Disclose" means to make known to any person in any manner whatever a return or tax information.

2. "Tax information" means:
 - a. A taxpayer's identity;
 - b. The nature, source, or amount of the taxpayer's income, payments, receipts, deductions, exemption, credits, assets, liability, net worth, tax liability deficiencies, over assessments, or tax payments, whether taken from the taxpayer's books and records or any other source;
 - c. Whether the taxpayer's return was, is being, or will be examined or subject to other investigation or processing; or
 - d. Other data received by, recorded by, prepared by, or provided to the City with respect to the determination or the existence, or possible existence, of liability, or the amount thereof, of a person under Chapter 3.22 SMC for a tax, penalty, interest, fine, forfeiture, or other imposition, or offense. However, data, material, or documents that do not disclose information related to a specific or identifiable taxpayer do not constitute tax information under this section. Nothing in this chapter requires any person possessing data, material, or documents made confidential and privileged by this section to delete information from such data, material or documents so as to permit its disclosure.
 3. "City agency" means every city office, Department, division, bureau, board, commission, or other city agency.
 4. "Taxpayer identity" means the taxpayer's name, address, telephone number, registration number, or any combination thereof, or any other information disclosing the identity of the taxpayer.
- B. Returns and tax information are confidential and privileged, and except as authorized by this section, neither the Director nor any other person may disclose any return or tax information.
- C. This section does not prohibit the Director from:
1. Disclosing such return or tax information in a civil or criminal judicial proceeding or an administrative proceeding:
 - a. In respect of any tax imposed under any applicable chapter of the SMC if the taxpayer or its officer or other person liable under this title is a party in the proceeding; or
 - b. In which the taxpayer about whom such return or tax information is sought and another state agency are adverse parties in the proceeding.
 2. Disclosing, subject to such requirements and conditions as the Director prescribes by rules adopted pursuant to SMC 3.23.160, such return or tax information regarding a taxpayer to such taxpayer or to such person or persons as that taxpayer may designate in a request for, or consent to, such disclosure, or to any other person, at the taxpayer's request, to the extent necessary to comply with a request for information or assistance made by the taxpayer to such other person. However, tax information not received from the taxpayer must not be so disclosed if the Director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the taxpayer or another person, or that such disclosure would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the Department that provides for the reciprocal exchange of information with other government agencies which agreement requires

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confidentiality with respect to such information unless such information is required to be disclosed to the taxpayer by the order of any court;

3. Publishing statistics so classified as to prevent the identification of particular returns or reports or items thereof;
4. Disclosing such return or tax information, for official purposes only, to the mayor or city attorney, or to any City agency, or to any member of the city council or their authorized designees dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions;
5. Permitting the City's records to be audited and examined by the proper state officer, his or her agents and employees;
6. Disclosing any such return or tax information to a peace officer as defined in RCW 9A.04.110 or county prosecuting attorney, for official purposes. The disclosure may be made only in response to a search warrant, subpoena, or other court order, unless the disclosure is for the purpose of criminal tax enforcement. A peace officer or county prosecuting attorney who receives the return or tax information may disclose that return or tax information only for use in the investigation and a related court proceeding, or in the court proceeding for which the return or tax information originally was sought or where otherwise allowed to be disclosed under this section;
7. Disclosing any such return or tax information to the proper officer of the internal revenue service of the United States, the Canadian government or provincial governments of Canada, or to the proper officer of the tax Department of any state or city or town or county, for official purposes, but only if the statutes of the United States, Canada or its provincial governments, or of such other state or city or town or county, as the case may be, grants substantially similar privileges to the proper officers of the City;
8. Disclosing any such return or tax information to the United States Department of justice, including the bureau of alcohol, tobacco, firearms and explosives, the Department of defense, the immigration and customs enforcement and the customs and border protection agencies of the United States Department of homeland security, the United States coast guard, the alcohol and tobacco tax and trade bureau of the United States Department of treasury, and the United States Department of transportation, or any authorized representative of these federal agencies or their successors, for official purposes;
9. Publishing or otherwise disclosing the text of a written determination designated by the Director as a precedent pursuant to RCW 82.32.410;
10. Disclosing, in a manner that is not associated with other tax information, the taxpayer name, entity type, business address, mailing address, revenue tax registration numbers and the active/closed status of such registrations, state or local business license registration identification and the active/closed status and effective dates of such licenses, reseller permit numbers and the expiration date and status of such permits, North American industry classification system or standard industrial classification code of a taxpayer, and the dates of opening and closing of business. Except that this subsection may not be construed as giving authority to the City or any recipient to give, sell, or provide access to any list of taxpayers for any commercial purpose;

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11. Disclosing such return or tax information that is also maintained by another Washington state or local governmental agency as a public record available for inspection and copying under the provisions of chapter 42.56 RCW, the Public Records Act, or is a document maintained by a court of record and is not otherwise prohibited from disclosure;
 12. Disclosing such return or tax information to the United States Department of agriculture, or successor Department or agency, for the limited purpose of investigating food stamp fraud by retailers;
 13. Disclosing to a financial institution, escrow company, or title company, in connection with specific real property that is the subject of a real estate transaction, current amounts due the City for a filed tax warrant, judgment, or lien against the real property;
 14. Disclosing to a person against whom the Department has asserted liability as a successor under SMC 3.23.130 return or tax information pertaining to the specific business of the taxpayer to which the person has succeeded;
 15. Disclosing real estate excise tax affidavit forms filed under Chapter 3.20 SMC in the possession of the City, including real estate excise tax affidavit forms for transactions exempt or otherwise not subject to tax;
 16. Disclosing such return or tax information to the court or hearing examiner in respect to the City's application for a subpoena if there is probable cause to believe that the records in possession of a third party will aid the Director in connection with its official duties under this title or a civil or criminal investigation.
- D. The Director may disclose return or taxpayer information to a person under investigation or during any court or administrative proceeding against a person under investigation as provided in this subsection.
1. The disclosure must be in connection with the Department's official duties under SMC Title 3, or a civil or criminal investigation. The disclosure may occur only when the person under investigation and the person in possession of data, materials, or documents are parties to the return or tax information to be disclosed. The Department may disclose return or tax information such as invoices, contracts, bills, statements, resale or exemption certificates, or checks. However, the Department may not disclose general ledgers, sales or cash receipt journals, check registers, accounts receivable/payable ledgers, general journals, financial statements, expert's workpapers, income tax returns, state tax returns, tax return workpapers, or other similar data, materials, or documents.
 2. Before disclosure of any tax return or tax information under this subsection, the Director must, through written correspondence, inform the person in possession of the data, materials, or documents to be disclosed. The correspondence must clearly identify the data, materials, or documents to be disclosed. The Director may not disclose any tax return or tax information under this subsection until the time period allowed in subsection (D)(3) of this section has expired or until the court has ruled on any challenge brought under subsection (D)(3) of this section.
 3. The person in possession of the data, materials, or documents to be disclosed by the Department has twenty (20) calendars days from the receipt of the written request required under subsection (D)(2) of this section to petition the superior court of the county in which the petitioner resides

for injunctive relief. The court must limit or deny the request of the Director if the court determines that:

- a. The data, materials, or documents sought for disclosure are cumulative or duplicative, or are obtainable from some other source that is more convenient, less burdensome, or less expensive;
 - b. The production of the data, materials, or documents sought would be unduly burdensome or expensive, taking into account the needs of the Department, the amount in controversy, limitations on the petitioner's resources, and the importance of the issues at stake; or
 - c. The data, materials, or documents sought for disclosure contain trade secret information that, if disclosed, could harm the petitioner.
4. The Director must reimburse reasonable expenses for the production of data, materials, or documents incurred by the person in possession of the data, materials, or documents to be disclosed.
 5. Requesting information under subsection (D)(3) of this section that may indicate that a taxpayer is under investigation does not constitute a disclosure of tax return or tax information under this section.
- E. Service of a subpoena issued by the court or by the hearing examiner pursuant to SMC 3.23.140 or other related authority does not constitute a disclosure of return or tax information under this section. Notwithstanding anything else to the contrary in this section, a person served with a subpoena issued by the court or the hearing examiner may disclose the existence or content of the subpoena to that person's legal counsel.
- F. Any person acquiring knowledge of any return or tax information in the course of his or her employment with the City and any person acquiring knowledge of any return or tax information as provided under subsections (C)(4) through (C)(8) and subsection (C)(11) of this section, who discloses any such return or tax information to another person not entitled to knowledge of such return or tax information under the provisions of this section, is guilty of a misdemeanor. If the person guilty of such violation is an officer or employee of the city, such person must forfeit such office or employment and is incapable of holding any public office or employment in this city for a period of two (2) years thereafter.

SMC 3.23.210 Tax constitutes debt.

Any applicable fee or tax due and unpaid under this chapter, and all interest and penalties thereon, shall constitute a debt to the City of Shoreline and may be collected in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies.

SMC 3.23.220 Unlawful actions - Violation - Penalties.

- A. It shall be unlawful for any person liable for fees under this chapter; Chapter 3.22 SMC, Business and Occupation Tax; Chapter 3.32 SMC, Utility Tax; Chapter 3.30 SMC, Gambling Tax; or SMC Title 5 Business Licenses:
1. To violate or fail to comply with any of the provisions of this chapter or SMC Chapters 3.22, 3.32, 3.30, or SMC Title 5, or any lawful rule or regulation adopted by the Director;
 2. To make any false statement on any license application or tax return;
 3. To aid or abet any person in any attempt to evade payment of a license fee or tax;

4. To fail to appear or testify in response to a subpoena;
 5. To testify falsely in any investigation, audit, or proceeding conducted pursuant to this Chapter.
- B. Violation of any of the provisions of this chapter is a gross misdemeanor. Any person convicted of a violation of this chapter may be punished by a fine not to exceed US\$1,000, imprisonment not to exceed one year, or both fine and imprisonment. Penalties or punishments provided in this chapter shall be in addition to all other penalties provided by law.
- C. Any person, or officer of a corporation, convicted of continuing to engage in business after the revocation of a license shall be guilty of a gross misdemeanor and may be punished by a fine not to exceed US\$5,000, or imprisonment not to exceed one year, or both fine and imprisonment.

SMC 3.23.230 Suspension or Revocation of Business License.

- A. The Director, or designee, shall have the power and authority to suspend or revoke any license issued under the provisions of SMC Title 5 Business and to such other chapters and sections of the Shoreline Municipal Code in such manner and to such extent as expressly indicated in each such chapter or section for failure to pay an applicable tax. The Director, or designee, shall notify such licensee/registrant in writing by certified mail of the intended suspension or revocation of his or her license and the grounds therefor. Any license issued under this chapter may be suspended or revoked based on one or more of the following grounds:
1. The license was procured by fraud or false representation of fact.
 2. The licensee has failed to comply with any provisions of SMC Title 3.
 3. The licensee has failed to comply with any provisions of the Shoreline Municipal Code.
 4. The licensee is in default in any payment of any license fee or tax under SMC Title 3.
 5. The licensee or employee has been convicted of a crime involving the business.
- B. Any licensee may, within thirty (30) calendar days from the date that the suspension or revocation notice was mailed to the licensee, appeal from such suspension or revocation by filing a written notice of appeal (“petition”) setting forth the grounds therefor with the hearing examiner. A copy of the petition must be provided by the licensee to the Director and the city attorney on or before the date the petition is filed with the hearing examiner. The hearing examiner shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the hearing examiner shall, after appropriate findings of fact, and conclusions of law, affirm, modify, or overrule the suspension or revocation and reinstate the license, and may impose any terms upon the continuance of the license.
- C. No suspension or revocation of a license issued pursuant to the provisions of this subchapter shall take effect until thirty (30) calendar days after the mailing of the notice thereof by the Director, and if appeal is taken as herein prescribed the suspension or revocation shall be stayed pending final action by the hearing examiner. All licenses which are suspended or revoked shall be surrendered to the city on the effective date of such suspension or revocation.
- D. The decision of the hearing examiner shall be final. The licensee and/or the Director may seek review of the decision by the superior court of Washington in and for King County within thirty (30) calendar days from the date of the decision. If review is sought as herein prescribed the suspension or revocation shall be stayed pending final action by the superior court.
- E. Upon revocation of any license as provided in this section no portion of the license fee shall be returned to the licensee.

SMC 3.23.240 Closing agreement provisions.

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The Director may enter into an agreement in writing with any person relating to the liability of such person in respect of any tax imposed by any of the chapters within this title and administered by this chapter for any taxable period(s). Upon approval of such agreement, evidenced by execution thereof by the Director and the person so agreeing, the agreement shall be final and conclusive as to the tax liability or tax immunity covered thereby, and, except upon a showing of fraud or malfeasance, or misrepresentation of a material fact:

- A. The case shall not be reopened as to the matters agreed upon, or the agreement modified, by the Director or the taxpayer, and
- B. In any suit, action or proceeding, such agreement, or any determination, assessment, collection, payment, abatement, refund, or credit made in accordance therewith, shall not be annulled, modified, set aside, or disregarded.

SMC 3.23.250 Charge-off of uncollectible taxes.

The Director may charge off any tax, penalty, or interest that is owed by a taxpayer, if the Director reasonably ascertains that the cost of collecting such amounts would be greater than the total amount that is owed or likely to be collected from the taxpayer and otherwise within the Director's authority. Charge-offs in excess of \$5,000 require City Council approval.

SMC 3.23.260 Collection of tax.

Nothing in this chapter precludes the City from pursuing the collection of any fee, tax, interest or penalty due and unpaid to the fullest extent and in any manner authorized by law, including but not limited to the filing of a civil action against the taxpayer for the payment of such debt or the use by the city of a collection agency for such purposes.

SMC 3.23.270 Severability. If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

Model Ordinance

Final revised version of the City model ordinance for business license tax. Dated October 2012.

The legislative intent information contained in the boxes indicates the intent of the ordinance and provide guidance for courts and administrators in the uniform interpretation of the ordinance. They should not be adopted as part of the ordinance, but as a supporting document to the ordinance.

While the tax provisions of this chapter are intended to provide a uniform methodology for levying a gross receipts tax on business entities, nothing in this chapter should be construed as limiting a city's ability to levy and collect a business privilege tax on any other basis; such as a tax on square footage, a tax on annualized full-time equivalents [head tax], graduated annual license tax, or any other tax calculated on a basis other than a gross receipts tax [gross income of the business, gross proceeds of sales, or value of products multiplied by rates.]

MODEL ORDINANCE CHAPTER ____.

.010 Purpose. [CITY MAY ENACT A "PURPOSE PROVISION" IN THIS SECTION.]

.020 Exercise of revenue license power. The provisions of this chapter shall be deemed an exercise of the power of the City to license for revenue. The provisions of this chapter are subject to periodic statutory or administrative rule changes or judicial interpretations of the ordinances or rules. The responsibility rests with the licensee or taxpayer to reconfirm tax computation procedures and remain in compliance with the City code.

Legislative intent information

This section implements Washington Constitution Article XI, Sec. 12 and RCW 35A.82.020 and 35A.11.020 (code cities); 35.22.280(32) (first class cities); RCW 35.23.440(8) (second class cities); 35.27.370(9) (fourth class cities and towns), which give municipalities the authority to license for revenue. In the absence of a legal or constitutional prohibition, municipalities have the power to define taxation categories as they see fit in order to respond to the unique concerns and responsibilities of local government. See Enterprise Leasing v. City of Tacoma, 139 Wn.2d 546 (1999). It is intended that this model ordinance be uniform among the various municipalities adopting it.

.028 Administrative Provisions. The administrative provisions contained in chapter _____ shall be fully applicable to the provisions of this chapter except as expressly stated to the contrary herein.

.030 Definitions. In construing the provisions of this chapter, the following definitions shall be applied. Words in the singular number shall include the plural, and the plural shall include the singular.

"Business." "Business" includes all activities engaged in with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly. **(Mandatory)**

"Business and occupation tax." "Business and occupation tax" or "gross receipts tax" means a tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business. **(Mandatory)**

"Commercial or industrial use." "Commercial or industrial use" means the following uses of products, including by-products, by the extractor or manufacturer thereof:

(1) Any use as a consumer; and

(2) The manufacturing of articles, substances or commodities;

"Delivery" means the transfer of possession of tangible personal property between the seller and the buyer or the buyer's representative. Delivery to an employee of a buyer is considered delivery to the buyer. Transfer of possession of tangible personal property occurs when the buyer or the buyer's representative first takes physical control of the property or exercises dominion and control over the property. Dominion and control means the buyer has the ability to put the property to the buyer's own purposes. It means the buyer or the buyer's representative has made the final decision to accept or reject the property, and the seller has no further right to possession of the property and the buyer has no right to return the property to the seller, other than

under a warranty contract. A buyer does not exercise dominion and control over tangible personal property merely by arranging for shipment of the property from the seller to itself. A buyer's representative is a person, other than an employee of the buyer, who is authorized in writing by the buyer to receive tangible personal property and take dominion and control by making the final decision to accept or reject the property. Neither a shipping company nor a seller can serve as a buyer's representative. It is immaterial where the contract of sale is negotiated or where the buyer obtains title to the property. Delivery terms and other provisions of the Uniform Commercial Code (Title 62A RCW) do not determine when or where delivery of tangible personal property occurs for purposes of taxation. **(Mandatory)**

"Digital automated service," "digital code," and "digital goods" have the same meaning as in RCW 82.04.192. (Mandatory)

"Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(b). (Mandatory)

"Eligible gross receipts tax." The term "eligible gross receipts tax" means a tax which:

- (1) Is imposed on the act or privilege of engaging in business activities within section .050; and
- (2) Is measured by the gross volume of business, in terms of gross receipts and is not an income tax or value added tax; and
- (3) Is not, pursuant to law or custom, separately stated from the sales price; and
- (4) Is not a sales or use tax, business license fee, franchise fee, royalty or severance tax measured by volume or weight, or concession charge, or payment for the use and enjoyment of property, property right or a privilege; and
- (5) Is a tax imposed by a local jurisdiction, whether within or without the State of Washington, and not by a Country, State, Province, or any other non-local jurisdiction above the County level. **(Mandatory)**

[Comment: This definition is worded slightly different from the state's definition (RCW 82.04.440) in that it goes into more detail in describing what constitutes an eligible gross receipts tax. In addition, it makes it very clear that an eligible gross receipts tax for which a credit can be calculated must be imposed at the local level.]

"Engaging in business" - (1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to register and obtain a business license or pay City business and occupation taxes. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

- (a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.
- (b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
- (c) Soliciting sales.
- (d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- (e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- (f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.
- (g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- (h) Collecting current or delinquent accounts.
- (i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

- (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 - (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 - (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
 - (q) Accepting or executing a contract with the City, irrespective of whether goods or services are delivered within or without the City, or whether the person's office or place of business is within or without the City.
- (4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license and pay tax.
- (a) Meeting with suppliers of goods and services as a customer.
 - (b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - (c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - (d) Renting tangible or intangible property as a customer when the property is not used in the City.
 - (e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 - (f) Conducting advertising through the mail.
 - (g) Soliciting sales by phone from a location outside the City.
- (5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the tax under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts. **(Mandatory)** [Comment: Section (2) has been added to the State's definition of engaging in business to give guidelines and parameters to businesses in order for them to better ascertain whether or not they need to license and pay tax to the cities.]

"Extracting." "Extracting" is the activity engaged in by an extractor and is reportable under the extracting classification. [Comment: This definition is not contained in state law; however, RCW 35.102.120 requires that the model ordinance include this definition.]

"Extractor." "Extractor" means every person who from the person's own land or from the land of another under a right or license granted by lease or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or for commercial or industrial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product; or fells, cuts or takes timber, Christmas trees, other than plantation Christmas trees, or other natural products; or takes fish, shellfish, or other sea or inland water foods or products. "Extractor" does not include persons performing under contract the necessary labor or mechanical services for others; or persons meeting the definition of farmer.

"Extractor for Hire" "Extractor for hire" means a person who performs under contract necessary labor or mechanical services for an extractor.

"Gross income of the business." "Gross income of the business" means the value proceeding or accruing by reason of the transaction of the business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidences of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends, and other emoluments however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses. **(Mandatory)**

"Gross proceeds of sales." "Gross proceeds of sales" means the value proceeding or accruing from the sale of tangible personal property, digital goods, digital codes, digital automated services or for other services rendered, without any deduction on account of the cost of property sold, the cost of materials used, labor costs, interest, discount paid, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses. **(Mandatory)**

"Manufacturing." "Manufacturing" means the activity conducted by a manufacturer and is reported under the manufacturing classification. **(Mandatory unless you don't tax manufacturing activities)** [Comment: This definition is not contained in state law, however RCW 35.102.120 requires that the model ordinance include this definition.]

"Manufacturer," "to manufacture." (1) "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or for commercial or industrial use from the person's own materials or ingredients any products. When the owner of equipment or facilities furnishes, or sells to the customer prior to manufacture, materials or ingredients equal to less than twenty percent (20%) of the total value of all materials or ingredients that become a part of the finished product, the owner of the equipment or facilities will be deemed to be a processor for hire, and not a manufacturer. **(Mandatory)** (A business not located in this City that is the owner of materials or ingredients processed for it in this City by a processor for hire shall be deemed to be engaged in business as a manufacturer in this City.) **(Optional)** [Comment: This definition differs from that found in RCW 82.04.110. The manufacturing vs. processing for hire language has been included within this definition rather than covered by rule as provided in RCW 82.04.110. The optional portion of this definition is different from the RCW in that the RCW allows for the owner of materials that are processed in Washington to be excluded as a manufacturer. It is presumed that the RCW was written in this way to encourage material owners to bring their materials into Washington to be processed by Washington processors for hire. The State chooses to forego the tax that the owner would pay on the value of the materials under the manufacturing classification. The aluminum and nuclear fuel assembly provisions were excluded since no B & O city contains these types of activities.]

(2) "To manufacture" means all activities of a commercial or industrial nature wherein labor or skill is applied, by hand or machinery, to materials or ingredients so that as a result thereof a new, different or useful product is produced for sale or commercial or industrial use, and shall include:

- (a) The production of special made or custom made articles;
- (b) The production of dental appliances, devices, restorations, substitutes, or other dental laboratory products by a dental laboratory or dental technician;
- (c) Crushing and/or blending of rock, sand, stone, gravel, or ore; and
- (d) The producing of articles for sale, or for commercial or industrial use from raw materials or prepared materials by giving such materials, articles, and substances of trade or commerce new forms, qualities, properties or combinations including, but not limited to, such activities as making, fabricating, processing, refining, mixing, slaughtering, packing, aging, curing, mild curing, preserving, canning, and the preparing and freezing of fresh fruits and vegetables.

"To manufacture" shall not include the production of digital goods or the production of computer software if the computer software is delivered from the seller to the purchaser by means other than tangible storage media, including the delivery by use of a tangible storage media where the tangible storage media is not physically transferred to the purchaser. **(Mandatory)** [Comment: This definition is different from RCW 82.04.120. The cutting, delimbing, and measuring of felled, cut, or taken trees does not usually take place within cities so that was deleted. The RCW also states that some activities which are covered in other special taxing classifications at the State level are not manufacturing. Although some of these activities normally do not take place in cities we included them into manufacturing since they fall within the definition. Manufacturing activities covered in other tax classifications at the State level such as slaughtering, curing, preserving, or canning were included in this definition since the Cities do not have the other classifications.]

"Person." "Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the State of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, non-profit, or otherwise and the United States or any instrumentality thereof. **(Mandatory)**

"Retailing." "Retailing" means the activity of engaging in making sales at retail and is reported under the retailing classification. **(Mandatory)** [Comment: This definition is not contained in state law, however RCW 35.102.120 requires that the model ordinance include this definition.]

"Retail Service." "Retail service" shall include the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated, received by persons engaging in the following business activities:

- (1) Amusement and recreation services including but not limited to golf, pool, billiards, skating, bowling, swimming, bungee jumping, ski lifts and tows, basketball, racquet ball, handball, squash, tennis, batting cages, day trips for sightseeing purposes, and others, when provided to consumers. "Amusement and recreation services" also include the provision of related facilities such as basketball courts, tennis courts, handball courts, swimming pools, and charges made for providing the opportunity to dance. The term "amusement and recreation services" does not include instructional lessons to learn a particular activity such as tennis lessons, swimming lessons, or archery lessons.
- (2) Abstract, title insurance, and escrow services;
- (3) Credit bureau services;
- (4) Automobile parking and storage garage services;
- (5) Landscape maintenance and horticultural services but excluding (i) horticultural services provided to farmers and (ii) pruning, trimming, repairing, removing, and clearing of trees and brush near electric transmission or distribution lines or equipment, if performed by or at the direction of an electric utility;
- (6) Service charges associated with tickets to professional sporting events; and
- (7) The following personal services: Physical fitness services, tanning salon services, tattoo parlor services, steam bath services, turkish bath services, escort services, and dating services.
- (8) The term shall also include the renting or leasing of tangible personal property to consumers and the rental of equipment with an operator. **(Mandatory)**

[Comment: This definition has been removed and separated from the definition of "sale at retail" since many cities have kept these activities taxable at a rate different from their "retailing" rate. The State changed these activities to retail from service a few decades ago. This separation of definitions enables those cities that have historically taxed retail sales and retail services at a different rate to continue to do so. The definition includes more examples under the amusement and recreation subsection than States definition and these examples originated from the State's rule on amusement and recreation.]

"Sale," "casual or isolated sale." (1) "Sale" means any transfer of the ownership of, title to, or possession of, property for a valuable consideration and includes any activity classified as a "sale at retail," "retail sale," or "retail service." It includes renting or leasing, conditional sale contracts, leases with option to purchase, and any contract under which possession of the property is given to the purchaser but title is retained by the vendor as security for the payment of the purchase price. It also includes the furnishing of food, drink, or meals for compensation whether consumed upon the premises or not.

(2) "Casual or isolated sale" means a sale made by a person who is not engaged in the business of selling the type of property involved on a routine or continuous basis. [Comment: the term "routine or continuous" comes from WAC 458-20-106.]

"Sale at retail," "retail sale." (1) "Sale at retail" or "retail sale" means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:

- (a) Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
- (b) Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or

(c) Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or

(d) Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon; or

(e) Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065. The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a "sale at retail" or "retail sale" even though such property is resold or utilized as provided in (a), (b), (c), (d), or (e) of this subsection following such use.

(f) Purchases for the purpose of satisfying the person's obligations under an extended warranty as defined in subsection (7) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.

(2) "Sale at retail" or "retail sale" also means every sale of tangible personal property to persons engaged in any business activity which is taxable under .050(1)(g).

(3) "Sale at retail" or "retail sale" shall include the sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:

(a) The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;

(b) The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;

(c) The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the property is then reconveyed by title, possession, or any other means to the original owner;

(d) The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term "janitorial services" shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term "janitorial services" does not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;

(e) The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under chapter 82.16 RCW;

(f) The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for

the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;

(g) The installing, repairing, altering, or improving of digital goods for consumers;

~~((g))~~ (h) The sale of or charge made for tangible personal property, labor and services to persons taxable under (a), (b), (c), (d), (e), ~~((and))~~ (f), and (g) of this subsection when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a "sale at retail" or "retail sale" even though such property, labor and services may be resold after such use or consumption. Nothing contained in this subsection shall be construed to modify subsection (1) of this section and nothing contained in subsection (1) of this section shall be construed to modify this subsection.

(4) "Sale at retail" or "retail sale" shall also include the providing of competitive telephone service to consumers. [Comment: Cities can only include "competitive telephone service" since telephone business is taxed under the utility tax.]

(5) (a) "Sale at retail" or "retail sale" shall also include the sale of ~~((canned))~~ prewritten software other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user~~((, but shall))~~ . For purposes of this subsection (5)(a) the sale of the sale of prewritten computer software includes the sale of or charge made for a key or an enabling or activation code, where the key or code is required to activate prewritten computer software and put the software into use. There is no separate sale of the key or code from the prewritten computer software, regardless of how the sale may be characterized by the vendor or by the purchaser.

The term "sale at retail" or "retail sale" does not include the sale of or charge made for:

(i) Custom ~~((custom))~~ software; or

(ii) The ~~((the))~~ customization of prewritten ~~((canned))~~ software.

(b)(i) The term also includes the charge made to consumers for the right to access and use prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis.

(ii)(A) The service described in (b)(i) of this subsection 5 includes the right to access and use prewritten software to perform data processing.

(B) For purposes of this subsection (b)(ii) "data processing" means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to usable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing, and similar activities.

(6) "Sale at retail" or "retail sale" shall also include the sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right of way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the State of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind.

(Public road construction)

(7) "Sale at retail" or "retail sale" shall also include the sale of or charge made for an extended warranty to a consumer. For purposes of this subsection, "extended warranty" means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the replacement or repair of tangible personal property, based on the occurrence of specified events. The term "extended warranty" does not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.

(8) "Sale at retail" or "retail sale" shall also include the sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to chapter 35.82 RCW, including the installing, or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation (government contracting).

(9) "Sale at retail" or "retail sale" shall not include the sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development. [This should be reported under the service and other classification.]

(10) "Sale at retail" or "retail sale" shall not include the sale of or charge made for labor and services rendered for environmental remedial action. [This should be reported under the service and other classification.]

(11) "Sale at retail" or "retail sale" shall also include the following sales to consumers of digital goods, digital codes, and digital automated services:

(a) Sales in which the seller has granted the purchaser the right of permanent use;

(b) Sales in which the seller has granted the purchaser a right of use that is less than permanent;

(c) Sales in which the purchaser is not obligated to make continued payment as a condition of the sale; and

(d) Sales in which the purchaser is obligated to make continued payment as a condition of the sale.

A retail sale of digital goods, digital codes, or digital automated services under this subsection [insert reference to section 5(11)] includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services.

For purposes of this subsection, "permanent" means perpetual or for an indefinite or unspecified length of time.

A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.

(12) "Sale at retail" or "retail sale" shall also include the installing, repairing, altering, or improving of digital goods for consumers.

(Mandatory) [Comment: This definition is different than RCW 82.04.050. Retail services have been given their own definition. Public road construction and government contracting has been included into this definition since the Cities do not have special tax classifications for those two activities. Environmental or nuclear waste clean up are assigned to the service and other classification. And the sales to farmers will remain under the retailing classification. The reference to "telephone business and cable service" in subsection (3)(f) has been included to clarify to hotels and motels that such telephone services and cable services are taxable under the utility tax.]

"Sale at wholesale," "wholesale sale." "Sale at wholesale" or "wholesale sale" means any sale of tangible personal property, digital goods, digital codes, digital automated services, prewritten computer software, or services described in [insert reference to "sale at retail" section 5(b)(i)], which is not a retail sale, and any charge made for labor and services rendered for persons who are not consumers, in respect to real or personal property and retail services, if such charge is expressly defined as a retail sale or retail service when rendered to or for consumers. Sale at wholesale also includes the sale of telephone business to another telecommunications company as defined in RCW 80.04.010 for the purpose of resale, as contemplated by RCW 35.21.715. **(Mandatory)** [The last sentence must be included since telephone business would normally be taxed under the utility tax. The wholesale treatment of telephone business to another telecommunications company is dictated by State law.]

"Services." [Comment: RCW 35.102.120 requires that the model ordinance include this definition. However, no explicit definition will be included in this Model Ordinance until the RCW contains a definition of "service". In the absence of a definition of "service" in state law, the Cities generally use this term and classification to include those activities that do not fall within one of the other tax classifications used by a city.]

"Taxpayer." "Taxpayer" means any "person", as herein defined, required to have a business license under this chapter or liable for the collection of any tax or fee under this chapter, or who engages in any business or who performs any act for which a tax or fee is imposed by this chapter.

"Value proceeding or accruing." "Value proceeding or accruing" means the consideration, whether money, credits, rights, or other property expressed in terms of money, a person is entitled to receive or which is actually received or accrued. The term shall be applied, in each case, on a cash receipts or accrual basis according to which method of accounting is regularly employed in keeping the books of the taxpayer.

(Mandatory if you have a manufacturing tax)

"Value of products." (1) The value of products, including by-products, extracted or manufactured, shall be determined by the gross proceeds derived from the sale thereof whether such sale is at wholesale or at retail, to which shall be added all subsidies and bonuses received from the purchaser or from any other person with respect to the extraction, manufacture, or sale of such products or by-products by the seller.

(2) Where such products, including by-products, are extracted or manufactured for commercial or industrial use; and where such products, including by-products, are shipped, transported or transferred out of the City, or to another person, without prior sale or are sold under circumstances such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale; the value shall correspond as nearly as possible to the gross proceeds from sales in this state of similar products of like quality and character, and in similar quantities by other taxpayers, plus the amount of subsidies or bonuses ordinarily payable by the purchaser or by any third person with respect to the extraction, manufacture, or sale of such products. In the absence of sales of similar products as a guide to value, such value may be determined upon a cost basis. In such cases, there shall be included every item of cost attributable to the particular article or article extracted or manufactured, including direct and indirect overhead costs. The Director may prescribe rules for the purpose of ascertaining such values. (3) Notwithstanding subsection (2) above, the value of a product manufactured or produced for purposes of serving as a prototype for the development of a new or improved product shall correspond to (a) the retail selling price of such new or improved product when first offered for sale; or (2) the value of materials incorporated into the prototype in cases in which the new or improved product is not offered for sale. [Comment: This definition is slightly different than that contained in RCW 82.04.450. The meaning is intended to be the same, and the only difference is in grammatical construction. The model also adds a sentence, taken from WAC 458-20-112, at the end of subsection (2) explaining the use of costs to ascertain the value of the products.]

(Mandatory if you have manufacturing or extracting tax)

“Wholesaling.” “Wholesaling” means engaging in the activity of making sales at wholesale, and is reported under the wholesaling classification. **(Mandatory)** [Comment: This definition is not contained in state law, however RCW 35.102.120 requires that the model ordinance include this definition.]

.050 Imposition of the tax - tax or fee levied. (1) Except as provided in subsection (2) of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the City, whether the person’s office or place of business be within or without the City. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as follows:

(a) Upon every person engaging within the City in business as an extractor; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of _____ of one percent (_____). The measure of the tax is the value of the products, including by-products, so

extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the City.

(b) Upon every person engaging within the City in business as a manufacturer, as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of _____ of one percent (_____). The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the City.

(c) Upon every person engaging within the City in the business of making sales at wholesale, except persons taxable under subsection ____ of this section; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of _____ of one percent (_____).

(d) Upon every person engaging within the City in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of _____ of one percent (_____).

(e) Upon every person engaging within the City in the business of (i) printing, (ii) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (iii) publishing newspapers, magazines and periodicals, (iv) extracting for hire, and (v) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of _____ of one percent (_____).

(f) Upon every person engaging within the City in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of _____ of one percent (_____).

(g) Upon every other person engaging within the City in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of _____ of one percent (_____). This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing, or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service. [Comment: Most cities do not use all of the classifications listed above, so they need only adopt those that are imposed within their jurisdictions.] (Mandatory wording for those classifications that are adopted).

(2) The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the City during any calendar year is equal to or less than \$20,000, or is equal to or less than \$5,000 during any quarter if on a quarterly reporting basis. **(Subsection (2) is mandatory)**

~~((.060 Doing business with the City. Except where such a tax is otherwise levied and collected by the City from such person, there is hereby levied a tax on the privilege of accepting or executing a contract with the City. Such tax shall be levied and collected whether goods or services are delivered within or without the City and whether or not such person has an office or place of business within or without the City.~~

~~Except as provided in _____ [insert city code reference to section .077], as to such persons the amount of tax shall be equal to the gross contract price multiplied by the rate under section .050 that would otherwise apply if the sale or service were taxable pursuant to that section.))~~

Legislative intent information

This "super-nexus" section is repealed to reflect changes effective January 1, 2008, when allocation and apportionment provisions in section .077 took effect for city B&O taxes. The intent is that this change would not affect any rights under contracts executed for periods under the old language prior to the change.

.070 Multiple activities credit when activities take place in one or more cities with eligible gross receipt taxes.

(1) Persons who engage in business activities that are within the purview of two (2) or more subsections of .050 shall be taxable under each applicable subsection.

(2) Notwithstanding anything to the contrary herein, if imposition of the City's tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the City's tax, and still apply the City tax to as much of the taxpayer's activities as may be subject to the City's taxing authority.

(3) To take the credit authorized by this section, a taxpayer must be able to document that the amount of tax sought to be credited was paid upon the same gross receipts used in computing the tax against which the credit is applied.

(4) Credit for persons that sell in the City products that they extract or manufacture. Persons taxable under the retailing or wholesaling classification with respect to selling products in this City shall be allowed a credit against those taxes for any eligible gross receipts taxes paid (a) with respect to the manufacturing of the products sold in the City, and (b) with respect to the extracting of the products, or the ingredients used in the products, sold in the City. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

(5) Credit for persons that manufacture products in the City using ingredients they extract. Persons taxable under the manufacturing classification with respect to manufacturing products in this City shall be allowed a credit against those taxes for any eligible gross receipts tax paid with respect to extracting the ingredients of the products manufactured in the City. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the manufacturing of those products. (6) Credit for persons that sell within the City products that they print, or publish and print. Persons taxable under the retailing or wholesaling classification with respect to selling products in this City shall be allowed a credit against those taxes for any eligible gross receipts taxes paid with respect to the printing, or the printing and publishing, of the products sold within the

City. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products. **(Mandatory)**

[Comment: The wording in this section .070 is not quite the same as RCW 35.102.060 (1). Subsection (1) is the same as (a) in RCW 35.102.060. Subsection (2) has the same meaning although the cities add the last phrase that the tax will be subjected to the greatest extent possible. Subsection (3) is not included in RCW 35.102.060—it merely states that the taxpayer must have records or proof that it paid another eligible gross receipts tax to another local jurisdiction.

In the case of manufacturing products that have been partially manufactured in another location with an eligible gross receipt tax, the cities have chosen to give a deduction and only tax the incremental increase in the value of the product. This should provide an equal or better treatment to the manufacturer than the credit provision contained in RCW 35.102.060 (1)(d). (Refer to subsection .075(2) below.)]

Legislative intent information

This section provides a tax credit for taxpayers engaged in multiple taxable activities. The section provides a credit against eligible selling or manufacturing taxes imposed by the City for extracting or manufacturing taxes paid to the City or to any other local jurisdiction with respect to the same products. The tax credit does not depend upon whether a person that sells in the City extracts or manufactures in the City or in another jurisdiction to which it has paid an eligible gross receipts tax. The tax credit does not depend on whether a person that manufactures in the City extracts in the City or in another jurisdiction to which it has paid an eligible gross receipts tax. The credit is available to any person that pays an eligible gross receipts tax on the applicable activities, regardless of where it conducts business. The result of this section is that a city in which selling takes place gives up the tax to the manufacturing jurisdiction and the manufacturing jurisdiction gives up the tax to the extracting jurisdiction, whether those jurisdictions are inside or outside the State of Washington.

.075 Deductions to prevent multiple taxation of manufacturing activities and prior to January 1, 2008, transactions involving more than one city with an eligible gross receipts tax.

(1) Amounts subject to an eligible gross receipts tax in another city that also maintains nexus over the same activity. For taxes due prior to January 1, 2008, a taxpayer that is subject to an eligible gross receipts tax on the same activity in more than one jurisdiction may be entitled to a deduction as follows:

(a) A taxpayer that has paid an eligible gross receipts tax, with respect to a sale of goods or services, to a jurisdiction in which the goods are delivered or the services are provided may deduct an amount equal to the gross receipts used to measure that tax from the measure of the tax owed to the City.

(b) Notwithstanding the above, a person that is subject to an eligible gross receipts tax in more than one jurisdiction on the gross income derived from intangibles such as royalties, trademarks, patents, or goodwill shall assign those gross receipts to the jurisdiction where the person is domiciled (its headquarters is located).

(c) A taxpayer that has paid an eligible gross receipts tax on the privilege of accepting or executing a contract with another city may deduct an amount equal to the contract price used to measure the tax due to the other city from the measure of the tax owed to the City. **(Mandatory)**

Legislative intent information

This section establishes deductions to be applied when a single taxable activity is taxable by more than one jurisdiction that imposes an eligible gross receipts tax for taxes due prior to January 1, 2008. Prior to January 1, 2008, under Washington State Law, more than one city that has established nexus can include 100% of the gross receipts from that transaction in its tax base. However, to eliminate the possibility of the same sale or service being taxed more than once by cities that maintain nexus and an eligible gross receipts tax, the cities have provided this deduction to taxpayers. For taxes due after January 1, 2008, the apportionment provisions in section .077 will provide the mechanism for all activities except manufacturing.

Sales. A taxpayer that has paid an eligible gross receipts tax on the sale to the jurisdiction where the product is delivered may deduct the gross receipts used to measure that tax from the measure of the tax owed to another jurisdiction on the sale. If a taxpayer has not paid tax to the jurisdiction where the product is delivered, then no deduction is allowed. The sale shall be taxed by the city where the office or place of business that generated the sale is located.

Service. A taxpayer that has paid an eligible gross receipts tax on services to the jurisdiction where the service is performed may deduct the gross receipts used to measure that tax from the measure of the tax owed to another jurisdiction on that service. If a taxpayer has not paid tax to the jurisdiction where the service is

performed, then the service income shall be taxed by the city where the office or place of business that generated the sale is located. For both sales and services, the order of taxing rights is delivery city, first; and business office location, second.

General Business Activities Other Than Services. The eligible gross receipts tax on income derived from intangibles such as royalties, licenses, trademarks, patents and goodwill, and reportable under the general business classification .050 (7), shall be assigned to the domicile/headquarters office.

Conducting Business With Another City. A taxpayer that has paid an eligible gross receipts tax on the privilege of accepting or executing a contract with a city may deduct the contract price used to measure the tax from the measure of the tax owed to another city on the same activity.

(2) Person manufacturing products within and without. A person manufacturing products within the City using products manufactured by the same person outside the City may deduct from the measure of the manufacturing tax the value of products manufactured outside the City and included in the measure of an eligible gross receipts tax paid to the other jurisdiction with respect to manufacturing such products.

(Mandatory)

.076 Assignment of gross income derived from intangibles.

Gross income derived from the sale of intangibles such as royalties, trademarks, patents, or goodwill shall be assigned to the jurisdiction where the person is domiciled (its headquarters is located).

.077 Allocation and apportionment of income when activities take place in more than one jurisdiction.

Effective January 1, 2008, gross income, other than persons subject to the provisions of chapter 82.14A RCW, shall be allocated and apportioned as follows:

(1) Gross income derived from all activities other than those taxed as service or royalties under _____ [insert city code reference to .050(1)(g)] shall be allocated to the location where the activity takes place.

(2) In the case of sales of tangible personal property, the activity takes place where delivery to the buyer occurs.

(3) In the case of sales of digital products, the activity takes place where delivery to the buyer occurs. The delivery of digital products will be deemed to occur at:

_____ (a) The seller's place of business if the purchaser receives the digital product at the seller's place of business;

_____ (b) If not received at the seller's place of business, the location where the purchaser or the purchaser's donee, designated as such by the purchaser, receives the digital product, including the location indicated by instructions for delivery to the purchaser or donee, known to the seller;

_____ (c) If the location where the purchaser or the purchaser's donee receives the digital product is not known, the purchaser's address maintained in the ordinary course of the seller's business when use of this address does not constitute bad faith;

_____ (d) If no address for the purchaser is maintained in the ordinary course of the seller's business, the purchaser's address obtained during the consummation of the sale, including the address of a purchaser's payment instrument, if no other address is available, when use of this address does not constitute bad faith; and

_____ (e) If no address for the purchaser is obtained during the consummation of the sale, the address where the digital good or digital code is first made available for transmission by the seller or the address from which the digital automated service or service described in RCW 82.04.050 (2)(g) or (6)(b) was provided, disregarding for these purposes any location that merely provided the digital transfer of the product sold.

(4) If none of the methods in subsection [insert city code reference to .077(3)] for determining where the delivery of digital products occurs are available after a good faith effort by the taxpayer to apply the methods provided in subsections [insert city code reference to .077(3)(a) through .077(3)(e)], then the city and the taxpayer may mutually agree to employ any other method to effectuate an equitable allocation of income from the sale of digital products. The taxpayer will be responsible for petitioning the city to use an alternative method under this subsection [insert city code reference to .077(D)]. The city may employ an alternative method for allocating the income from the sale of digital products if the methods provided in subsections [insert city code reference to .077(3)(a) through .077(3)(e)] are not available and the taxpayer and the city are unable to mutually agree on an alternative method to effectuate an equitable allocation of income from the sale of digital products.

(5) For purposes of subsections [insert city code reference to .077(3)(a) through .077(3)(e)], "Receive" has the same meaning as in RCW 82.32.730.

~~((3))~~ (6) Gross income derived from activities taxed as services and other activities taxed under _____ [insert city code reference to .050(1)(g)] shall be apportioned to the city by multiplying apportionable income by a fraction, the numerator of which is the payroll factor plus the service-income factor and the denominator of which is two.

(a) The payroll factor is a fraction, the numerator of which is the total amount paid in the city during the tax period by the taxpayer for compensation and the denominator of which is the total compensation paid everywhere during the tax period. Compensation is paid in the city if:

- (i) The individual is primarily assigned within the city;
- (ii) The individual is not primarily assigned to any place of business for the tax period and the employee performs fifty percent or more of his or her service for the tax period in the city; or
- (iii) The individual is not primarily assigned to any place of business for the tax period, the individual does not perform fifty percent or more of his or her service in any city and the employee resides in the city.

(b) The service income factor is a fraction, the numerator of which is the total service income of the taxpayer in the city during the tax period, and the denominator of which is the total service income of the taxpayer everywhere during the tax period. Service income is in the city if:

- (i) The customer location is in the city; or
- (ii) The income-producing activity is performed in more than one location and a greater proportion of the service-income-producing activity is performed in the city than in any other location, based on costs of performance, and the taxpayer is not taxable at the customer location; or
- (iii) The service-income-producing activity is performed within the city, and the taxpayer is not taxable in the customer location.

(c) If the allocation and apportionment provisions of this subsection do not fairly represent the extent of the taxpayer's business activity in the city or cities in which the taxpayer does business, the taxpayer may petition for or the tax administrators may jointly require, in respect to all or any part of the taxpayer's business activity, that one of the following methods be used jointly by the cities to allocate or apportion gross income, if reasonable:

- (i) Separate accounting;
- (ii) The use of a single factor;
- (iii) The inclusion of one or more additional factors that will fairly represent the taxpayer's business activity in the city; or
- (iv) The employment of any other method to effectuate an equitable allocation and apportionment of the taxpayer's income.

~~((4))~~ (7) The definitions in this subsection apply throughout this section.

(a) "**Apportionable income**" means the gross income of the business taxable under the service classifications of a city's gross receipts tax, including income received from activities outside the city if the income would be taxable under the service classification if received from activities within the city, less any exemptions or deductions available.

(b) "**Compensation**" means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual's gross income under the federal internal revenue code.

(c) "**Individual**" means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.

(d) "**Customer location**" means the city or unincorporated area of a county where the majority of the contacts between the taxpayer and the customer take place.

(e) "**Primarily assigned**" means the business location of the taxpayer where the individual performs his or her duties.

(f) "**Service-taxable income**" or "**service income**" means gross income of the business subject to tax under either the service or royalty classification.

(g) "**Tax period**" means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar year and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.

(h) "**Taxable in the customer location**" means either that a taxpayer is subject to a gross receipts tax in the customer location for the privilege of doing business, or that the government where the customer is located has the authority to subject the taxpayer to gross receipts tax regardless of whether, in fact, the government does so.

~~((5))~~ (8) Assignment or apportionment of revenue under this Section shall be made in accordance with and in full compliance with the provisions of the interstate commerce clause of the United States Constitution where applicable.

[Mandatory – Effective January 1, 2008]

Legislative intent information

This section is required by RCW 35.102.130 and provides allocation and apportionment formulas to be applied when a single taxable activity takes place in more than one jurisdiction, whether or not that jurisdiction imposes a gross receipts tax. A definition of delivery has been added in section .030. Retail services will be allocated to where the activity takes place. Digital goods will be allocated according to the new factors set out in RCW 35.102.130, as amended.

.078 Allocation and apportionment of printing and publishing income when activities take place in more than one jurisdiction.

Notwithstanding RCW 35.102.130, effective January 1, 2008, gross income from the activities of printing, and of publishing newspapers, periodicals, or magazines, shall be allocated to the principal place in this state from which the taxpayer's business is directed or managed. As used in this section, the activities of printing, and of publishing newspapers, periodicals, or magazines, have the same meanings as attributed to those terms in RCW 82.04.280(1) by the department of revenue.

Legislative intent information

This section is required by RCW 35.102.150 and provides that printing and publishing income shall be allocated to the city in which taxpayer's business is directed or managed. This section is not mandatory for the model ordinance, but the tax treatment is required by RCW 35.102.150.

.090 Exemptions.

(1) **Public utilities.** This chapter shall not apply to any person in respect to a business activity with respect to which tax liability is specifically imposed under the provisions of **[local utility tax cite]**.

(2) **Investments - dividends from subsidiary corporations.** (a) This chapter shall not apply to amounts derived by persons, other than those engaging in banking, loan, security, or other financial businesses, from investments or the use of money as such, and also amounts derived as dividends by a parent from its subsidiary corporations.

(3) **Insurance business.** This chapter shall not apply to amounts received by any person who is an insurer or their appointed insurance producer upon which a tax based on gross premiums is paid to the state pursuant to RCW 48.14.020, and provided further, that the provisions of this subsection shall not exempt any bonding company from tax with respect to gross income derived from the completion of any contract as to which it is a surety, or as to any liability as successor to the liability of the defaulting contractor.

~~(4((3)))~~ **Employees.**

(a) This chapter shall not apply to any person in respect to the person's employment in the capacity as an employee or servant as distinguished from that of an independent contractor. For the purposes of this subsection, the definition of employee shall include those persons that are defined in the Internal Revenue Code, as hereafter amended.

(b) A booth renter is an independent contractor for purposes of this chapter.

~~(5((4)))~~ **Amounts derived from sale of real estate.** This chapter shall not apply to gross proceeds derived from the sale of real estate. This, however, shall not be construed to allow an exemption of amounts received as commissions from the sale of real estate, nor as fees, handling charges, discounts, interest or similar financial charges resulting from, or relating to, real estate transactions. This chapter shall also not apply to amounts received for the rental of real estate if the rental income is derived from a contract to rent for a continuous period of thirty (30) days or longer.

~~(6((5)))~~ **Mortgage brokers' third-party provider services trust accounts.** This chapter shall not apply to amounts received from trust accounts to mortgage brokers for the payment of third-party costs if the accounts

are operated in a manner consistent with RCW 19.146.050 and any rules adopted by the director of financial institutions.

(7)(6)) Amounts derived from manufacturing, selling or distributing motor vehicle fuel. This chapter shall not apply to the manufacturing, selling, or distributing motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW 82.36.010 and exempt under RCW 82.36.440, provided that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.

(Mandatory)

(7) Amounts derived from liquor, and the sale or distribution of liquor. This chapter shall not apply to liquor as defined in RCW 66.04.010 and exempt in RCW 66.08.120. **(Mandatory)**

(8) Casual and isolated sales. This chapter shall not apply to the gross proceeds derived from casual or isolated sales.

(9) Accommodation sales. This chapter shall not apply to sales for resale by persons regularly engaged in the business of making retail sales of the type of property so sold to other persons similarly engaged in the business of selling such property where (1) the amount paid by the buyer does not exceed the amount paid by the seller to the vendor in the acquisition of the article and (2) the sale is made as an accommodation to the buyer to enable the buyer to fill a bona fide existing order of a customer or is made within fourteen days to reimburse in kind a previous accommodation sale by the buyer to the seller.

(10) Taxes collected as trust funds. This chapter shall not apply to amounts collected by the taxpayer from third parties to satisfy third party obligations to pay taxes such as the retail sales tax, use tax, and admission tax.

.100 Deductions. In computing the license fee or tax, there may be deducted from the measure of tax the following items:

(1) Receipts from tangible personal property delivered outside the State. In computing tax, there may be deducted from the measure of tax under retailing or wholesaling amounts derived from the sale of tangible personal property that is delivered by the seller to the buyer or the buyer's representative at a location outside the State of Washington. **(Mandatory)**

(2) Cash discount taken by purchaser. In computing tax, there may be deducted from the measure of tax the cash discount amounts actually taken by the purchaser. This deduction is not allowed in arriving at the taxable amount under the extracting or manufacturing classifications with respect to articles produced or manufactured, the reported values of which, for the purposes of this tax, have been computed according to the "value of product" provisions.

(3) Credit losses of accrual basis taxpayers. In computing tax, there may be deducted from the measure of tax the amount of credit losses actually sustained by taxpayers whose regular books of account are kept upon an accrual basis.

(4) Constitutional prohibitions. In computing tax, there may be deducted from the measure of the tax amounts derived from business which the City is prohibited from taxing under the Constitution of the State of Washington or the Constitution of the United States. **(Mandatory)**

(5) Receipts From the Sale of Tangible Personal Property and Retail Services Delivered Outside the City but Within Washington. Effective January 1, 2008, amounts included in the gross receipts reported on the tax return derived from the sale of tangible personal property delivered to the buyer or the buyer's representative outside the City but within the State of Washington may be deducted from the measure of tax under the retailing, retail services, or wholesaling classification.

(6) Professional employer services. In computing the tax, a professional employer organization may deduct from the calculation of gross income the gross income of the business derived from performing professional employer services that is equal to the portion of the fee charged to a client that represents the actual cost of wages and salaries, benefits, workers' compensation, payroll taxes, withholding, or other assessments paid to or on behalf of a covered employee by the professional employer organization under a professional employer agreement.

(7) Interest on investments or loans secured by mortgages or deeds of trust. In computing tax, to the extent permitted by Chapter 82.14A RCW, there may be deducted from the measure of tax by those engaged in banking, loan, security or other financial businesses, amounts derived from interest received on investments or loans primarily secured by first mortgages or trust deeds on non-transient residential properties.

Subsection (6) is required by RCW 35.102.160 and provides that professional employer organizations may deduct the portion of fees for actual costs of employee wages and other benefits and taxes from gross income. This deduction is not mandatory for the model ordinance, but the tax treatment is required by RCW 35.102.160 and is taken from RCW 82.04.540(2).

.120 Tax part of overhead.

It is not the intention of this chapter that the taxes or fees herein levied upon persons engaging in business be construed as taxes or fees upon the purchasers or customer, but that such taxes or fees shall be levied upon, and collectible from, the person engaging in the business activities herein designated and that such taxes or fees shall constitute a part of the cost of doing business of such persons.

.130 Severability Clause.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

Note: The following Items contained in the model ordinance guidelines are omitted from this Core model ordinance.

Definitions omitted:

- (1) Advancement, Reimbursement
- (2) Agricultural Product
- (3) Artistic or cultural organization
- (4) Consumer
- (5) In this City, within the City
- (6) Newspaper
- (7) Non-profit organization or non-profit corporation
- (8) Office, or Place of business
- (9) Precious metal bullion or monetized bullion
- (10) Product, byproduct
- (11) Royalties
- (12) Software, canned software, custom software, customization of canned software, master copies, retained rights
- (13) Tuition fee

Sections omitted:

- (.040) Agency—sales and services by agent, consignee, bailee, factor or auctioneer
- (.110) Application to City's business activities.

Exemptions and Deductions omitted:

Numerous exemptions and deductions—compare with model guidelines to see if you need additional exemptions or deductions.

NOTE: Because of the wording contained in Section .050(2), cities should insure that their licensing or registration section contains the authority to impose the license or registration. Section .050(2) is intended to relieve persons engaging in business activities that total equal to or less than \$20,000 from tax obligations – but not from license or registration fee requirements.

Council Questions from August 14, 2017 Council Discussion

Q: What were the revenue levels of the respondents that said they would consider relocating their business to a location outside of Shoreline should a Business & Occupation Tax be levied?

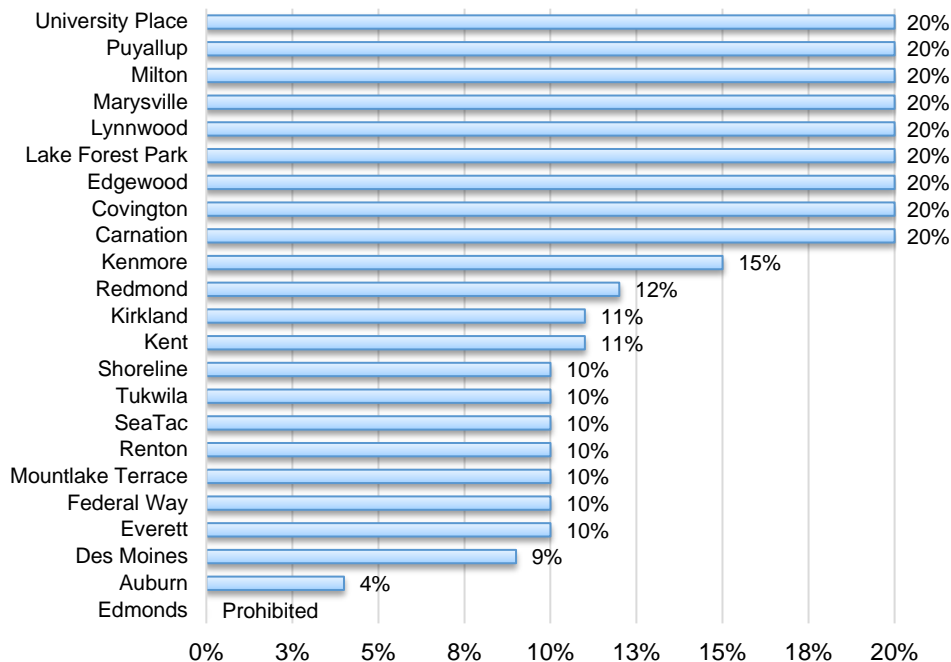
A: This question in the survey allowed respondents to choose multiple possibilities, including consider moving, raising prices, or some other combination. There were 40 of 361 respondents that answered that they a) have a business in Shoreline and b) would consider moving to a different location and c) reported revenues. The breakdown by gross receipts category is as follows:

Revenue	Would consider moving their business		All respondents	
	Number	Percent	Number	Percent
\$0 - \$20,000	5	13%	152	42%
\$20,001 - \$50,000	8	20%	62	17%
\$50,001 - \$100,000	6	15%	44	12%
\$100,001 - \$150,000	6	15%	24	7%
\$150,001 - \$200,000	1	3%	11	3%
\$200,001 - \$500,000	7	18%	39	11%
\$500,001 - \$1,000,000	2	5%	12	3%
\$1,000,001 - \$3,000,000	3	8%	7	2%
> \$3,000,000	2	5%	10	3%
Grand Total	40	100%	361	100%

Q: What are the tax rates levied by other jurisdictions on card games?

A: The following chart and table provides an updated survey of many jurisdictions that levy a tax on card rooms.

2017 Card Games Tax Rate



Council Questions from August 14, 2017 Council Discussion

City	2017 Card Games Tax Rate	Municipal Code Reference; Notes
Edmonds	Prohibited	EMC 3.24.015
Auburn	4%	AMC 3.80.060
Des Moines	9%	DMC 5.40.010(1): Except those that receive an initial business license prior to Aug. 31, 2017 will pay a tax of 1% in 2017, 4% in 2018, 7% in 2019, and 9% thereafter.
Everett	10%	EMC 3.36.060(B)(3)
Federal Way	10%	FMC 3.40.040(1)(d)
Mountlake Terrace	10%	MTMC 3.120.010(E)
Renton	10%	RMC 5-8-5(C); a tax rate of \$500 annually or 10% of the gross receipts, whichever is greater. The minimum fee may be paid on a quarterly basis at the rate of \$125 per quarter.
SeaTac	10%	SMC 3.25.010(D)
Tukwila	10%	TMC 3.08.030(4); When the number of card rooms in the City exceeds 5, the tax rate shall increase to 15%; When the number of card rooms in the City exceeds 6, the tax rate shall increase to 20%.
Shoreline	10%	SMC 3.30.020(D)
Kent	11%	KMC 3.21.010(A)(4)
Kirkland	11%	KMC 7.48.020(5)
Redmond	12%	RMC 9.30.060(5); RMC 9.30.060(6) levies \$1 per year for each member of a bona fide charitable or non-profit organization to a maximum of \$100 for each such premises or facility.
Kenmore	15%	KMC 3.15.020(C)
Carnation	20%	CMC 5.06.010(D)
Covington	20%	CMC 5.25.010
Edgewood	20%	EMC 3.20.030(A)(6)
Lake Forest Park	20%	LFPMC 5.06.020
Lynnwood	20%	LMC 10.30.100
Marysville	20%	MMC 3.92.060
Milton	20%	MMC 5.36.020(C)
Puyallup	20%	PMC 5.68.020(3)
University Place	20%	UPMC 4.30.010(D)

Local Business (B&O) Tax Rates

Effective January 1, 2017

City	Phone #	Manufacturing rate	Retail rate	Services rate	Wholesale rate	Threshold	
						Quarterly	Annual
Aberdeen	(360) 533-4100	0.002	0.003 e	0.00375 e	0.003 e	\$5,000	\$20,000
Algona	(253) 833-2897	0.00045	0.00045	0.00045	0.00045	\$10,000	\$40,000
Bainbridge Island	(206) 780-8668	0.001	0.001	0.001	0.001		\$150,000
Bellevue	(425) 452-6851	0.001496	0.001496	0.001496	0.001496		\$160,000
Bellingham	(360) 778-8010	0.0017	0.0017	0.0044 e	0.0017	\$5,000	\$20,000
Bremerton	(360) 473-5311	0.0016	0.00125	0.002	0.0016		\$160,000
Burien	(206) 241-4647	0.001	0.001	0.001	0.001		\$200,000
Cosmopolis	(360) 532-9230	0.002	0.002	0.002	0.002	\$5,000	\$20,000
Darrington	(360) 436-1131	0.00075	0.00075	0.00075	0.00075		\$20,000
Des Moines	(206) 878-4595	0.002	0.002	0.002	0.002		\$50,000
DuPont	(253) 964-8121	0.001	0.001	0.001	0.001	\$5,000	\$20,000
Everett	(425) 257-8610	0.001	0.001	0.001	0.001	\$5,000	\$20,000
Everson	(360) 966-3411	0.002			0.002		\$1,000,000
Granite Falls**	(360) 691-6441						
Hoquiam	(360) 532-5700	0.00200	0.00200	0.00200	0.00200	\$5,000	\$20,000
Ilwaco	(360) 642-3145	0.00200	0.00200	0.00200	0.00200		\$20,000
Issaquah	(425) 837-3054	0.00120	0.00120	0.00150	0.00120	\$25,000	\$100,000
Kelso	(360) 423-0900	0.00100	0.00100	0.00200	0.00100		\$20,000
Kenmore	(425) 398-8900	0.00200 *				\$5,000	
Kent	(253) 856-6266	0.00046	0.00046	0.00152	0.00152	\$62,500	\$250,000
Lacey	(360) 491-3214		0.00100	0.00200		\$5,000	\$20,000
Lake Forest Park	(206) 368-5440	0.00200	0.00200	0.00200	0.00200	\$5,000	
Long Beach	(360) 642-4421	0.00200	0.00200	0.00200	0.00200	\$5,000	
Longview	(360) 442-5040	0.00100	0.00100	0.00200	0.00100		\$20,000
Mercer Island	(206) 275-7783	0.00100	0.00100	0.00100	0.00100		\$150,000
North Bend	(425) 888-1211	0.00200	0.00200	0.00200	0.00200	\$5,000	
Ocean Shores	(360) 289-2488	0.00200	0.00200	0.00200	0.00200	\$5,000	\$20,000
Olympia	(360) 753-8327	0.00100	0.00100	0.00200	0.00100	\$5,000	\$20,000
Pacific	(253) 929-1100	0.00200	0.00200	0.00200	0.00200	\$5,000	\$20,000
Port Townsend	(360) 385-2700	0.00200	0.00200	0.00200	0.00200	\$5,000	\$20,000
Rainier	(360) 446-2265	0.00200	0.00200	0.00200	0.00200	\$5,000	
Raymond	(360) 942-3451	0.00200	0.00200	0.00200	0.00200	\$5,000	\$20,000
Renton	(425) 430-6400	0.00085	0.00050	0.00085	0.00085		\$1,500,000
Roy	(253) 843-1113	0.00100	0.00200	0.00200	0.00100	\$5,000	\$20,000
Ruston	(253) 759-3544	0.00110	0.00153	0.00200	0.00102	\$5,000	\$20,000
Seattle***	(206) 684-8484	0.00219 v	0.00219 v	0.00423 v	0.00219 v		\$100,000
Shelton	(360) 426-4491	0.00100	0.00100	0.00100	0.00100	\$5,000	\$20,000
Snoqualmie	(425) 888-1555	0.0015	0.0015	0.0015	0.0015	\$5,000	
South Bend	(360) 875-5571	0.001	0.002	0.002	0.002	\$5,000	
Tacoma	(253) 591-5252	0.00110	0.00153	0.00400 e	0.00102		\$250,000
Tenino	(360) 264-2368	0.002	0.002	0.002	0.002	\$5,000	\$20,000
Tumwater	(360) 754-5855	0.001	0.001	0.002	0.001	\$5,000	\$20,000
Westport	(360) 268-0131	0.0025 e	0.005 e	0.005 e	0.0025 e	\$5,000	
Yelm	(360) 458-3244	0.001	0.002	0.002	0.001	\$5,000	

(v) = voter approved increase above statutory limit

(e) = rate higher than statutory limit because rate was effective prior to January 1, 1982 (i.e., grandfathered).

*Kenmore's B&O tax applies to heavy manufacturing only.

**Granite Falls repealed its B&O tax for all businesses other than extracting.

*** Seattle changed its rates effective January 1, 2017.

NOTE: Tax rates may apply to businesses categories other than those above. Thresholds are subject to change. Exemptions, deductions, or other exceptions may apply in certain circumstances. Contact the city finance department for more information.

State Shared Revenues

August 2017

Summary:

The City relies on three main state-shared revenue sources to fund certain programs in the General Fund: Criminal Justice Funding; Liquor Excise Tax & Board Profits; and, Marijuana Excise Tax. For 2010 through 2016, these sources provided on average 2.1% of the General Fund's operating revenues. The state legislature has taken significant actions that have threatened, and in some case actually reduced, the level of funding shared with the City.

- *Criminal Justice Funding:* Prior to 2000, state funding consisted of a combination of Motor Vehicle Excise Tax (MVET) and state general revenues. Due to the repeal of the MVET by the legislature, the MVET portion was eliminated. Subsequently, the only state funding anticipated is from the state's general fund.
- *Liquor Tax Distribution:* In 2012, legislation resulted in a permanent diversion of \$10 million per year of city and county money from the liquor excise tax fund to the state general fund. In addition, the 2013-2015 state budget reduced the share remitted to cities and counties from 35% to 2
- 2.5%. The distribution was returned to 35% with the 2015-2017 state budget.
- *Marijuana Excise Tax:* The formula in legislation adopted during the 2013-2015 state biennial budget required the legislature appropriate an amount equal to 30%, up to a maximum of \$15 million per year in fiscal years 2018 and 2019 and \$20 million annually thereafter, if marijuana excise tax collections deposited into the state general fund in the prior fiscal year exceed \$25 million, which it has easily surpassed every year so far. The state biennial budget for 2017-2019 amended the formula to lower the cap for fiscal years 2018 and 2019 to \$6 million annually unless the February 2018 forecast of state revenues for the general fund in the 2017-2019 biennium exceeds the amount estimated in the June 2017 revenue forecast by over \$18 million. In that event, the total share distributed to counties and cities will reset the cap to \$15 million annually for fiscal years 2018 and 2019, with the intent to reset all subsequent caps to \$6 million annually.

Criminal Justice Funding: There are two sources of dedicated funding for local criminal justice programs: an optional County sales tax of 0.1% and state shared funding. Prior to 2000, state funding consisted of a combination of Motor Vehicle Excise Tax (MVET) and state general revenues. Due to the repeal of the MVET by the State legislature, the MVET portion was eliminated, subsequently; the only state funding anticipated is from the State's General Fund.

Liquor Excise Tax & Board Profits: Revenue sources in this category used to be comprised of a portion of the liquor excise tax receipts collected by the State and a portion of the markups on liquor, commonly referred to as Liquor Board Profits. Liquor tax distribution has seen a lot of changes over the past ten years:

- Initiative 1183, passed in November 2011, privatized the distribution and retail sale of liquor effective June 1, 2012. The result of this initiative for local governments was that instead of a calculation based on the profits generated from state-run liquor sales, the revenue distribution for liquor profits is now based on the collection of license fees paid by retailers and distributors.
- 2012 legislation resulted in a permanent diversion of \$10 million per year (\$2.5 million per quarter) of city and county money from the liquor excise tax fund to the state general fund (RCW 82.08.170(3)). The reduction in liquor excise tax distributions is applied to cities and counties in the same proportion as the initial tax distribution; 80% of the liquor excise tax is distributed to cities and 20% to counties.
- The 2013-2015 state budget (3ESSB 5034, Section 1003) reduced the share of liquor taxes collected and remitted to cities and counties from 35% to 22.5%.
- The 2015-2017 state budget (ESSB 6052) returned the distribution from the liquor excise tax to 35% of revenues collected, and the current state budget for the 2017-2019 biennium (SSB 5883) maintains the 35% distribution.

Marijuana Excise Tax: HB 2136 was adopted during the 2013-2015 state biennial budget and amended the state's marijuana regulatory and taxation system. The state distributes a portion of the marijuana excise taxes to the Liquor and Cannabis Board (LCB) and various state agencies and programs on a quarterly basis. At the end of the fiscal year (June 30), the state treasurer must transfer any remaining unappropriated marijuana excise tax revenues into the state general fund.

Previously, the formula stated that beginning in state fiscal year 2018 (July 1, 2017 – June 30, 2018), if marijuana excise tax collections deposited into the state general fund in the prior fiscal year exceed \$25 million, which it has easily surpassed every year so far, then the legislature must appropriate an amount equal to 30% of those state general fund deposits to cities, towns, and counties, up to a maximum of \$15 million per year in fiscal years 2018 and 2019 and \$20 million annually thereafter.

However, the state biennial budget for 2017-2019 (SSB 5883) amended RCW 69.50.540 and lowered the cap for fiscal years 2018 and 2019 to \$6 million annually, with a caveat:

“If the February 2018 forecast of state revenues for the general fund in the 2017-2019 fiscal biennium exceeds the amount estimated in the June 2017 revenue forecast by over eighteen million dollars after adjusting for changes directly related to legislation adopted in the 2017 legislative session, the total share of marijuana excise tax revenue distributed to counties and cities [will reset the cap to \$15 million annually for fiscal years 2018 and 2019, with the intent to reset all subsequent caps to \$6 million annually]”.

The City is considering the reduction in revenues for the remainder of 2017.