



AGENDA

SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, April 8, 2019
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: PARK FOUNDATIONS

- Thatcher Bailey, President and CEO, Seattle Park Foundation
- Allegra Calder, Board President, Seattle Park Foundation
- Lynn Zwaagstra, Parks & Community Services Director, City of Kirkland
- Sally Otten, Executive Director, Kirkland Park Foundation

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, April 8, 2019
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) Proclaiming Volunteer Week	<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 Regular Meeting of February 25, 2019	<u>7a1-1</u>	
Approving Minutes of Special Meeting of March 1 and 2, 2019	<u>7a2-1</u>	
Approving Minutes of Special Dinner Meeting of March 18, 2019	<u>7a3-1</u>	
(b) Approving Expenses and Payroll as of March 22, 2019 in the Amount of \$1,821,566.16	<u>7b-1</u>	
(c) Adopting the 2019-2021 City Council Goals and Work Plan	<u>7c-1</u>	
(d) Authorizing the City Manager to Execute a Construction Contract with Watson Asphalt Paving Company in the Amount of \$1,669,285 for the NE 175 th Street Pavement Preservation Project	<u>7d-1</u>	

- (e) Adoption of Resolution No. 436 - Authorizing the City Manager to file with the King County Boundary Review Board a Notice of Intent to Assume that Portion of the Ronald Wastewater District Located in King County Erroneously Omitted from the 2014 Notice of Intent 7e-1

8. ACTION ITEMS

- (a) Appointment of New Parks, Recreation and Cultural Services/Tree Board Members 8a-1 7:20

9. STUDY ITEMS

- (a) Discussing Salmon-Safe Certification 9a-1 7:30
- (b) Discussing the 2018 Year End Financial Report 9b-1 8:00
- (c) Discussing Ordinance No. 854 – 2019-2020 Biennial Budget Amendment – Amending Ord. No. 852 for Uncompleted 2018 Operating and Capital Projects by Increasing Appropriations in Certain Funds (2018 to 2019 Carryovers) 9c-1 8:20
- (d) Discussing Ordinance No. 855 – 2019-2020 Biennial Budget Amendment – Amending Ord. No. 854 by Increasing Appropriations in Certain Funds (2019-2020 Biennial Budget Amendment) 9d-1 8:40

10. ADJOURNMENT

9:00

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 2019 National Volunteer Week
DEPARTMENT:	Community Services Division
PRESENTED BY:	Constance Perenyi, Volunteer Management Programs Coordinator
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 April 7 through 13, 2019 as National Volunteer Appreciation Week in Shoreline and across the nation. This recognition calls upon all community members to celebrate and appreciate the many ways a community benefits from the volunteer services so generously donated by local Shoreline residents each year.

Concrete examples of volunteer contributions can be witnessed daily throughout our City in the form of produce grown in our community gardens to be shared with neighbors in need, cleaner parks, trails and roads, ongoing protection of Puget Sound's clean water, safer neighborhoods through collective crime watch efforts, and enhanced public safety through continuous emergency preparedness training, among many other volunteer activities.

During this past year, Shoreline residents have given countless hours connecting with neighbors and friends to identify projects and issues about which they are passionate. By dedicating personal time, energy and expertise to improve our City, their immediate neighborhoods and the broader surrounding community simultaneously benefit. Through the sharing of these talents, residents help maintain a quality of life that a city our size could not otherwise afford to sustain.

Today and this entire week, the City would like to take this opportunity to acknowledge the quality contributions of every day Shoreline citizens, to thank them, and to invite our fellow citizens to celebrate these generous volunteer services. Accepting this proclamation is Robin McClelland, a longtime volunteer in Shoreline who recently served on the Sidewalk Advisory Committee and spearheaded the installation of an iconic mural in her Richmond Highlands neighborhood.

RECOMMENDATION

Staff recommends that the Mayor read the proclamation.

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



PROCLAMATION

WHEREAS, April 7 - 13 is Volunteer Week across the country; and

WHEREAS, in 2018, City of Shoreline volunteers provided more than 9,800 hours of service to the community; and

WHEREAS, volunteers assist City departments and the community by contributing their time and talents by serving on boards, commissions, task forces and advisory committees; organizing local neighborhood associations; providing emergency communication capability; cleaning up local parks and streets; growing food for neighbors in need; and providing recreational opportunities for their Shoreline neighbors; among other volunteer service; and

WHEREAS, through their many and varied efforts, volunteers enhance the quality of life in Shoreline; and

WHEREAS, City of Shoreline volunteers will be honored at a Volunteer Appreciation Soiree celebrating their service and provided free admission to local cultural and recreational opportunities in the Shoreline/Seattle area through a reciprocal free admission arrangement during Volunteer Week;

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim the week of April 7 through April 13, 2019 as

VOLUNTEER WEEK

in the City of Shoreline, and encourage all citizens to seek volunteer opportunities and express appreciation to those who have engaged as such.

Will Hall, Mayor

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, February 25, 2019
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Hall, Councilmembers McGlashan, Scully, Chang, Robertson, and Roberts

ABSENT: Deputy Mayor McConnell

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

Mayor Hall led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present with the exception of Deputy Mayor McConnell.

Councilmember Scully moved to excuse Deputy Mayor McConnell for personal reasons. The motion was seconded by Councilmember Chang and passed unanimously, 6-0.

3. REPORT OF CITY MANAGER

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

4. COUNCIL REPORTS

Councilmember McGlashan said he attended the North Leadership Group Meeting for Sound Transit elected officials and was updated on the 522/523 Rapid Transit Corridor project. He also thanked the City's Street Maintenance team for their work during the inclement weather and the Park Maintenance team for the clean up work that is happening throughout the City.

Mayor Hall reported that Rod Dembowski, King County Councilmember, joined the City Council at its Dinner Meeting and thanked him for his work to support North King County. He also shared that at the 2019 Association for Washington Cities Conference he met with legislators and discussed Shoreline's Legislative Priorities. He said that the dinner meeting with the 32nd District Delegation to talk about the Legislative Agenda took place on February 15, 2019. He then noted that he and Ms. Tarry are headed to Washington, D.C. on February 26, 2019 to meet with the Federal Delegation to try to secure funding for transportation and other priorities.

5. PUBLIC COMMENT

Lisa Surowiec, Shoreline resident, spoke on behalf of the North Urban Human Services Alliance (NUHSA), and thanked the Council and City for the involvement in addressing homelessness and addiction. She shared statistics on homelessness in the area and asked Council to review NUHSA's recent report on the topic.

Lois Harrison, Shoreline resident, expressed distress over homelessness growing in the community and stressed the importance of identifying the underlying causes and seeking solutions.

Sarah Betnel, Shoreline resident, shared that during the recent storm she created a list of emergency shelters in the area, and discovered there were no shelters between downtown and Lynnwood. She asked Council to build capacity and space for supporting homelessness and to help reduce barriers to accessing housing.

Colin Crook, Seattle resident, commended the City Council for their work with homelessness, specifically mentioning the efforts in repurposing underutilized land for affordable housing and the implementation of the RADAR program.

James Mitchell, Shoreline resident, asked Council to consider the inclusion of eight lanes and a deep end for diving for the proposed Community and Aquatics Center to support high school swimming programs.

Heidi Mair, Seattle resident, said that as a yoga teacher at the Shoreline Senior Center, she wants to encourage Council to create space in the Community Center for yoga for seniors.

Allison Sakounthong, Shoreline resident and representative of the Save Shoreline Neighborhoods, said the organization opposes the proposed Comprehensive Plan Amendment and Rezone for 1510 and 1517 NE 170th Street. She said that the City should require businesses to be in existing business-zoned areas.

Mark Rettman, Shoreline resident, stated that he opposes the proposed rezone and Comprehensive Plan Amendment for 1510 and 1517 NE 170th Street. He shared details of the current business on-site and listed ways the rezone would negatively impact the neighborhood.

Justin Sakounthong, Shoreline resident, said he opposes the rezone of the Irons Brothers property. He shared the reasons the rezone would impact the community and asked Council to enforce the existing regulations.

Judy-Bea Wilson, Edmonds resident, shared information on local homelessness and on Ronald Methodist Church's community meal and overnight shelter facilities. She asked Council to look into the need for homeless shelters and parking options for people sleeping in cars.

Jim Wigfall, Newcastle resident and CEO of Sound Generations, encouraged Council to provide the option to voters of including dedicated senior-programming space within the proposed Community and Aquatics Center.

Karen Nowitzki, Shoreline resident, said the Senior Center is an important part of her life and she supports the creation of a Senior Center that will meet all the needs of the community.

Dan O’Shea, Shoreline resident, said he believes the new pool should be a competition pool. He asked the Council to consider pursuing a revenue bond and offering naming rights to parts of the facility to help support the funding of the Center.

Melissa Irons, Shoreline resident, asked Council to take time to read information she has provided on her business’s request for a rezone and Comprehensive Plan Amendment at 1510 and 1517 NE 170th Street. She described the reputation of the business and the location of the properties.

Lyn Sherry, Edmonds resident and member of the Friends of Aquatics and Swim Teams (FAST), said that it is important to build a Community and Aquatics Center that will meet the whole community’s needs.

Betsy Rand, Shoreline resident, said that as a member of FAST she will not be able to support a bond that leaves the community without a pool for any significant period of time or includes land use provisions that would allow the District to take back the land. She said the design of the facility is of greater importance than the location.

Judy Burnstin, Shoreline resident, asked that the bond for the Community and Aquatics Center be comprehensive and include space for the Senior Center.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan and seconded by Councilmember Roberts and unanimously carried, 6-0, the following Consent Calendar items were approved:

- (a) Approving Minutes of Regular Meeting of December 10, 2018
Approving Minutes of Workshop Dinner Meeting of January 28, 2019**
- (b) Approving Expenses and Payroll as of January 25, 2019 in the Amount of
\$2,734,676.70**

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
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12/30/18-1/12/19	1/18/2019	82615-82864	16084-16102	72961-72968	<u>\$881,762.46</u>
					<u>\$881,762.46</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/25/2019	1142	<u>\$3,460.57</u>
		<u>\$3,460.57</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/17/2019	72834	72845	\$98,025.79
1/17/2019	72846	72846	\$150.00
1/17/2019	72847	72854	\$3,216.35
1/17/2019	72855	72858	\$46,302.05
1/17/2019	72859	72859	\$102,780.84
1/19/2019	72860	72861	\$83,495.08
1/24/2019	72862	72880	\$184,898.53
1/24/2019	72881	72900	\$180,724.07
1/24/2019	72901	72922	\$144,751.83
1/24/2019	72923	72930	\$4,966.95
1/24/2019	72931	72939	\$16,367.27
1/24/2019	72940	72960	<u>\$983,774.91</u>
			<u>\$1,849,453.67</u>

(c) Approving Expenses and Payroll as of February 8, 2019 in the Amount of \$1,657,650.83

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
1/13/19-1/26/19	2/1/2019	82865-83108	16103-16125	73076-73081	<u>\$688,060.72</u>
					<u>\$688,060.72</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/29/2019	71840	71840	(\$47.61)
1/30/2019	72969	72981	\$83,391.90

1/31/2019	72982	73002	\$432,439.83
1/31/2019	73003	73013	\$60,858.90
1/31/2019	73014	73023	\$1,701.01
1/31/2019	73024	73036	\$66,107.06
1/31/2019	73037	73037	\$58,417.05
2/7/2019	73038	73039	\$10,128.94
2/7/2019	73040	73046	\$163,701.13
2/7/2019	73047	73051	\$7,056.06
2/7/2019	73052	73066	\$78,466.77
2/7/2019	73067	73075	\$7,369.07
			\$969,590.11

(d) Authorizing the City Manager to Execute the 2019-2020 King County Solid Waste Division Waste Reduction and Recycling Grant Contract in the Amount of \$69,336

(e) Authorizing the City Manager to Execute the 2019-2020 Seattle-King County Public Health Local Hazardous Waste Management Program Grant Contract in the Amount of \$41,441.63

8. STUDY ITEMS

(a) Discussing and Update of Sound Transit 3 and State Route 522/145th Bus Rapid Transit

Nyasha Walters, Transportation Services Manager; Paul Cornish, Sound Transit Project Director for State Route 522/145th Bus Rapid Transit (BRT); and Kendra Dedinsky, Traffic Engineer, were present to update Council on the Sound Transit 3 project. Mr. Cornish listed the members of the project team and shared information about open houses for the Lynnwood portion of the project.

Mr. Cornish reviewed information gathered at the drop-in sessions and through the online open house events, shared information about the project refinements, and displayed a map of key features. He highlighted the Shoreline/Seattle NE 145th, Lake Forest Park, Kenmore, Bothell and Woodinville project elements of BRT stations and roadway and access improvements. He also listed potential future corridor improvements beyond the refined project scope of roadway improvements at NE 145th and SR 522, access improvements of additional sidewalks and pedestrian crossings, and additional provisional stations.

Mr. Cornish explained the methodology behind the calculation of the updated preliminary estimate of \$619 Million, adding that while an annual budget has been established, the project budget will be established during the final design process. He said the key drivers for the preliminary estimates are property acquisition and construction/design element refinements and related costs. He then described the components of the next steps for Phase 2, which includes conceptual engineering and environmental review of the refined project, as well as design clarification for the Bothell connection and the 145th and 5th intersection in Shoreline. He thanked the regional partners, and stated that community outreach, interagency collaboration,

and involvement from the Elected Leadership Group will continue to be a valuable part of the project.

Ms. Sowers displayed an image of the original design concept of the 145th and I-5 Interchange as well as the WSDOT-requested evaluation of using roundabouts at the interchange. Ms. Dedinsky explained the generalized benefits of roundabouts, which include better pedestrian safety, improved traffic flow, and lower maintenance costs. She listed the benefits to transit, including less delay for buses, and that speed/reliability could be improved by designating Business and Transit (BAT) lanes, if needed. She described supplemental features to increase pedestrian visibility.

Councilmembers expressed gratitude to Sound Transit for their active partnership in this process.

Concern was voiced over the potential impacts to traffic with the project refinements, and there was discussion of the feasibility of roundabouts. Upon request for clarification, Mr. Cornish explained that part of the current evaluation includes researching ways in which BAT lanes and roundabouts could work cohesively. Ms. Dedinsky added that Shoreline will continue to make refinements to the analysis and review the impacts. She noted research indicates roundabouts would decrease delays, even at highly trafficked interchanges.

Councilmembers asked for additional information on the efficiency of roundabouts with transit signal priorities at the I-5 Interchange. They also voiced the need for additional sidewalks and queue jumps to make the corridor function properly and questioned if the provisional stations will increase commute times. Mr. Cornish said Sound Transit's continued evaluation includes taking into consideration the services and partnerships needed to create a complimentary network of transit. It was confirmed that the traffic modeling includes assumption for growth and future capacities.

There was consensus that the elements of sidewalks, station spacing, and underlying local bus support were important concerns.

- (b) Discussing Council Goal 5 – Action Step 9: Engage in an Analysis with Service Providers to Identify What Services and Processes Exist to Connect those Experiencing Homelessness and/or Opioid Addiction with Supportive Services and Identify Gaps That May Exist

Jim Hammond, Intergovernmental Program Manager; and Rob Beem, Community Services Manager; reported on the results of the research performed to support Council deliberations on this Action Step. Mr. Hammond reviewed the methodology behind the research and recapped the data compiled on homelessness and opioids and said the trends in Shoreline mirror national ones. Mr. Hammond described the City's existing commitment to increasing affordable housing.

Mr. Beem reviewed the overall funding for Human Services and described the ways in which funding supportive services has been a growing commitment for the City. He explained the regional strategies for reducing homelessness and responding to opioid addiction. Mr. Beem said

that the County is currently working to arrive at the best regional structure to address homelessness.

Mr. Hammond reviewed the list of stakeholders who participated in interviews with the City and said the conversations with them focused on the challenges behind their work and the commitment and efforts to adapt and improve while functioning within resource constraints. He listed the identified gaps of permanent housing, homelessness prevention funds, emergency shelter beds, daytime gathering places, transportation, opioid treatment services, opioid use prevention and education, partnership building/engagement, and youth shelter and services. He displayed a preliminary high-level analysis of potential City Actions and stated that in-depth analysis would be necessary to clearly identify possible effectiveness.

There was consensus among Councilmembers that there is a huge need in effectively addressing these issues.

Councilmember Scully gave an update on efforts being made to establish a regional central authority for Human Services and encouraged the City to continue working towards recommendations on priorities while being aware that supports are being put in place.

In discussing ways to increase permanent, affordable housing in Shoreline, it was suggested that the City consider streamlining the permitting process for detached accessory dwelling units (ADUs) and decreasing the parking requirements for ADUs and Mixed-Use developments. Councilmember Chang said that streamlining permitting on ADUs would increase the supply of smaller units and that adding an ADU could act as a source of additional income, potentially helping a person keep their home. It was pointed out that reducing the cost to produce housing does not guarantee change to the private-sector market price, which is why non-profit and federal subsidies are critical components to creating affordable housing. Mayor Hall drew attention to the difference in the issues of providing affordable housing and offering options for the homeless. Councilmember Scully suggested the focus should be on the best ways to provide support that makes access to housing more possible.

Council discussed the availability of winter emergency shelters, and Mr. Beem confirmed that during the recent snowstorm some people who are homeless were offered transportation to the rotating shelter that Shoreline helps fund and others were provided sleeping bags. Councilmembers requested that the City compile a list of available resources and explore the option of establishing safe lots.

It was generally recognized that the funding provided to Hopelink is a critical element of support and Councilmember Roberts addressed the connection between housing stability and good health. Mayor Hall mentioned the importance of providing early intervention and assistance to individuals at risk of homelessness.

Councilmembers agreed that Human Services funding should stay at the forefront of Council's attention and that planning and budget work should continue after the new Community Services Manager is in place. Ms. Tarry offered that this timeline would also allow for more regional support to be defined. It was decided that there should be status updates every six months.

Council wished Rob Beem well in his upcoming retirement and thanked him for his years of dedicated service. Mr. Beem expressed his confidence and pride in the City's ability to find solutions that fit the community.

(c) Discussing the Aging Adult Services Strategy

Mary Reidy, Recreation Superintendent, and Mr. Beem gave the staff presentation. Ms. Reidy explained that the developed strategy is an outcome of a team effort between Human Services and the Parks Departments. She reviewed the steps taken to fulfill the Parks, Recreation, and Open Space (PROS) Plan – Action Initiative 4 of serving the full spectrum of aging adult recreation needs, which culminated in the Strategy being presented. Mr. Beem reviewed the list of partners who contributed to the research. He outlined the development process, which included data collection and analysis as well as key agency/informant interviews. He reminded Council of the growing percentage of residents over 65 years old and stated that the community is generally well served. He said that service demands and span of needs are growing for the demographic. He shared the six areas of focus and identified the areas of coordination and alignment and equity as those most in need of attention. Ms. Reidy reviewed Shoreline's plans for continued and enhanced supports, which includes cultivating a closer relationship between the Senior Center and the City and amplifying and augmenting services.

Councilmembers recognized the importance of a targeted array of support offerings for seniors in partnership with the Senior Center as a valuable service to the community. The availability of a commercial kitchen to provide the service of a hot meal was also recognized as important.

9. ADJOURNMENT

At 9:39 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL MEETING

Annual Strategic Planning Workshop
Friday, March 1 and Saturday, March 2, 2019

March 1 - 8:30 a.m.

**Brightwater Clean Water Treatment Facility
22505 State Route 9 SE, Woodinville, WA 98072**

PRESENT: Mayor Hall, Deputy Mayor McConnell, Councilmembers McGlashan, Scully, Robertson, Chang and Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Randy Witt, Public Works Director; Margaret King, City Attorney; Don Moritz, Human Resources Director; Rachael Markle, Planning and Community Development Director; Sara Lane, Administrative Services Director; Eric Friedli, Parks, Recreation and Cultural Services Director; Shawn Ledford, Shoreline Police Chief; Nate Daum, Economic Development Program Manager; and Carolyn Wurdeman, City Council Executive Assistant

GUESTS: Brian Murphy, Principal, BERK Consulting, Workshop Facilitator; Paul Inghram, Director of Growth Management, Puget Sound Regional Council, Workshop Presenter

At 8:30 a.m. the Special Meeting was called to order. Mayor Hall opened with introductions and provided a welcome to Council and staff. Mayor Hall stated that Deputy Mayor McConnell was attending the SeaShore Transportation Forum meeting that morning and would be joining the Special Meeting at 9:00 a.m. Mayor Hall then provided a statement about the purpose of the Workshop and then turned the Workshop over to Facilitator Brian Murphy who walked through the agenda and set some ground rules for the meeting.

Council then discussed the 2018 City Accomplishments. Assistant City Manager John Norris provided a brief overview of how staff put together the accomplishment list and provided some thoughts on key accomplishments from the staff perspective. Mr. Norris also stated how City staff were proud of all the work that was accomplished this year.

Council then heard a presentation on the Puget Sound Regional Council's (PSRC) work on Vision 2050 from Paul Inghram, Director of Growth Management for the PSRC. The presentation was focused on the projected growth for the region.

Following the presentation, Council discussed the City's Comprehensive Plan vision, Vision 2029, and the Framework Goals associated with the Vision. Council was interested in understanding how far the City had come in working towards the City's vision, given that the City is half way through the planning horizon for Vision 2029 (10 years into the 20-year vision).

Council began with a review of the City's accomplishments in the last 10 years and was impressed with all that has been accomplished by the City. Multiple accomplishments were identified as significant by the Council.

Council also discussed updating the City's vision as part of a future Comprehensive Plan update and whether a major community visioning process was necessary, similar to what was conducted prior to the development of Vision 2029, or if a smaller community engagement process would suffice. Council generally felt that the current Framework Goals and vision were still relevant, although they could probably use a 'refresh', and therefore a smaller community engagement process would work for updating the City's vision in the future. Some Councilmembers also felt that updated vision should include a focus on the transformed neighborhoods around the future light rail station areas.

The Council also discussed future work items for the next 10 years to continue to implement Vision 2029, including a discussion on utility assumption and management, parking management, park and open space acquisition, achieving the City's greenhouse gas emission reduction targets in the Climate Action Plan, and a continued focus on financial sustainability. The Council also briefly discussed whether the City should focus on job growth, but there was not consensus on that discussion item.

The City Manager then began reviewing the current (2018-2020) City Council Goals and Work Plan. Council appreciated the staff's work on implementing the Council Goals and Action Steps, and asked that Goal #5, Action Step #9, which is focused on understanding the service gaps for homelessness and opioid addiction, be carried over to the new Council Goals and Work Plan to work on implementation of the research and gap analysis that was completed this year.

The City Manager and Council then reviewed the staff proposed Goals and Action Steps for 2019-2021. Council proposed changes to multiple Action Steps and directed staff to add two Action Steps to Council Goal #2. One of the new Action Steps under Goal #2 is focused on exploring the establishment of a Shoreline Parks Foundation, and the other is focused on continuing to implement the Public Arts Program. Finally, Council reconfirmed their interest in updating Council Goal #5, Action Step #9 to continue the work of the gap analysis focused on addressing homelessness and opioid addiction. The update Action Step will focus on developing recommendations and an implementation work plan to address the previously identified gaps.

The City Manager and the Parks, Recreation and Cultural Service Director then began presenting information on Community and Aquatic Center (CAC) and Priority Park Investments Potential Ballot Measure. Much of this discussion focused on the alternate site of the CAC proposed by the Shoreline School District and the Council's interest and concerns with this alternate location. Council was interested in understanding all of the costs associated with the School District

property site at the Shoreline Center, including any costs associated with demolition or relocation of some of the District’s maintenance facilities near the back parking lot area.

Some Councilmembers expressed their concern about the overall cost of the facility and whether the facility is in the public interest given the competing priorities for public funding and resources. Other Councilmembers did feel the CAC is in the public interest and is worth the estimated development cost for the community. The Council generally agreed that if the facility is put in front of the voters to fund, it would be worth it to include the additional elements of the facility program that members of the community are interested in including, as these elements are a smaller portion of the overall facility cost.

Other Council comments included wanting to see a feasibility analysis of other external funding sources, including funding that could come from a park foundation, to see how much cost could be offset from these external sources, and whether it would make sense to potentially push a ballot measure into early 2020, as opposed to having the measure on the fall 2019 ballot. Finally, it was also stated that having survey information on the potential facility would be helpful, which will be forthcoming.

Council then discussed the other elements of a potential ballot measure for the CAC and Priority Park Improvements, including whether an additional request should be made for park property/open space acquisition and other park improvements. Council had various perspectives on this, including potentially bringing forth just a CAC facility for voter consideration, to bringing forth a larger ballot measure that includes both a CAC and other parks improvements and acquisition.

Council then discussed the Financial Reserve Policy, which was led by the Administrative Services Director. Council discussion focused on how the revenue stabilization fund is funded on an annual basis and how one-time expenditures relate to the City’s fund balance. Overall, Council agreed with the recommendations in the Reserve Policy memo developed by staff, which will come back to Council for approval as part of the mid-biennium budget update in the fall of 2019.

The first day of the Strategic Planning Workshop Special Meeting was adjourned at 4:35 pm.

March 2 – 8:30 a.m.

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

PRESENT: Mayor Hall, Deputy Mayor McConnell, Councilmembers McGlashan, Scully, Robertson, Chang and Roberts

ABSENT: None

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

GUESTS: Brian Murphy, Principal, BERK Consulting, Workshop Facilitator

At 8:33 a.m. the second day of the Special Meeting was called to order. Following a welcome from Mr. Murphy and recap of what was covered on the previous day, Council began with a review of the proposed changes to their Council Goals to make sure that the proposed changes were captured accurately. Generally, Council did not have any concerns with the staff-proposed edits to the Goals. There was some additional discussion regarding whether the newly proposed Action Step regarding a Shoreline Parks Foundation was to ‘establish’ a foundation or ‘explore establishment’ of a foundation. Council agreed that the Action Step should focus on ‘exploring establishment’ of a foundation.

Council then began a discussion of a series of policy questions generated by various Councilmembers. This began with a discussion of establishing a Diversity and Inclusion Commission. While some Councilmembers were interested in exploring a Council-appointed formal Commission, most Councilmembers were interested in having the City Manager work with the Diversity and Inclusion Coordinator on a potential staff-appointed group to support the work of the Diversity and Inclusions program. Council is also interested in having a dinner meeting for a Diversity and Inclusion program update so that Council could discuss the idea of community members supporting the program in some way.

Council also discussed car, bike and scooter share policies and regulations, and directed staff to begin working on this in the 2021-2022 biennium. There was a great deal of discussion around how the shared use mobility industry could be regulated, and the timing of when regulations should be considered, but Council was comfortable in having staff start working on this in the next biennium unless one of the shared use mobility firms approach the City earlier about entering the Shoreline market.

Council then discussed attracting the film industry through adapting model codes. Staff explained to Council that this is on staff’s current work plan, and Council expressed support for continuing to work on this.

Council next discussed neighborhood commercial center development and activation. Much of this discussion centered on what else the City could do to incentivize additional development in the City’s neighborhood centers. Councilmembers expressed some disappointment with the perceived lack of commercial development and vibrancy that has occurred in some neighborhoods. Council had a good discussion about both physical investments that could occur and engagement with the business community. No further action was requested of staff other than having the City’s Economic Development Program Manager continue to engage with the business community and look for investment opportunities from the private sector.

Council then discussed requiring commercial, mixed-use developments to have first floor commercial space. Some Councilmembers were interested in having the Planning Commission study this and study the design standards that indicate that first floors are required to be built to in mixed-use buildings. Other Councilmembers were comfortable with the City’s current regulations and felt that they did not need to be reviewed. Council all agreed to keep watching this issue and potentially review this issue as part of the Light Rail Station Subarea update that is scheduled to occur in 2020 as part of how all commercial land is being used in the station areas.

Council next discussed the sustainability and environmental work plan. As noted in the staff whitepaper, the City is not on track to meet its ambitious goal of reducing emissions 50% by 2030 and 80% by 2050. Council asked staff to review the existing work plan, without embarking on a significant reevaluation, and suggest actions that can be taken. Council was not in favor of one option: banning the use of natural gas for heating in new buildings.

Council then discussed the City's tree code regulations. There were differing opinions on Council regarding whether the City's tree code should be reviewed, and the majority of the Councilmembers ultimately decided to not direct staff to add tree code review to the City's work plan. The Council did ask that the Parks Board begin weighing in on potential tree regulation changes and amendments in the Development Code, which has exclusively been the purview of the Planning Commission. Council also directed staff to continue to study the City's tree canopy on a regular basis and if there is reduction in the canopy, then reviewing the tree code could be revisited at that time.

Finally, Council brought up an additional policy issue focused on reviewing the zone 'phasing' in the Light Rail Station Subareas. A Councilmember was interested in reviewing the phasing to see if the timeframes of the phases, or the phases themselves, should be amended. Council was not interested in amending the phasing at this time but did agree that this should be looked at during the Light Rail Station Subarea update that is scheduled to occur in 2020. Council was also interested to know at that time the amount of quasi-judicial rezone requests in the subareas, which could be a good barometer of community interest in amending phasing. Other topics that Council discussed that they would like to have reviewed as part of the Subarea update, in addition to phasing, included building orientation regulations, building type construction, parking, covenants and plat restrictions, and the number of and processes for development agreements.

At the close of the City policy issues discussion, the Mayor thanked the Council and staff for a good Workshop. Mr. Murphy also thanked the Council for their participation over the last two days. Council and staff then provided reflections on the entirety of the Workshop.

The second day of the Strategic Planning Workshop Special Meeting was adjourned at 12:45 pm.

John Norris, Assistant City Manager

CITY OF SHORELINE

SHORELINE CITY COUNCIL

SUMMARY MINUTES OF SPECIAL WORKSHOP DINNER MEETING

Monday, March 18, 2019
5:45 p.m.

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Deputy Mayor McConnell, Councilmembers Chang, McGlashan, Roberts, Robertson, and Scully

ABSENT: Mayor Hall

STAFF: Debbie Tarry, City Manager, John Norris, Assistant City Manager; Rob Beem, Community Services Manager; and Constance Perenyi, Neighborhoods Coordinator

GUESTS: Ben Hanowell, Carter Case, Courtney Ewing, Fia Gibbs, Gina Alva, Janelle Callahan, Jonathan Malo, Kara Adams, Laine Ritter, Pam Sager, Patricia McKinnon, Rhena Halterman, Ryan Ritter, Thomas Bert, and Vincent Wilson

At 5:45 p.m., the meeting was called to order by Deputy Mayor McConnell.

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

At 6:52 p.m. the meeting adjourned.

Constance Perenyi, Neighborhoods Coordinator

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of March 22, 2019
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 \$1,821,566.16 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
2/10/19-2/23/19	3/1/2019	83355-83599	16151-16176	73365-73370	\$737,736.93
2/24/19-3/9/19	3/15/2019	83600-83851	16177-16197	73462-73467	\$711,099.23
					<u>\$1,448,836.16</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
3/13/2019	73371	73398	\$119,277.33
3/13/2019	73399	73403	\$715.00
3/13/2019	73404	73412	\$15,362.68
3/13/2019	73413	73442	\$68,125.86
3/15/2019	73443	73443	\$9,653.75
3/15/2019	73444	73445	\$77,878.94
3/21/2019	73446	73453	\$855.50
3/21/2019	73454	73461	\$76,823.42
3/22/2019	73468	73480	\$4,037.52
			<u>\$372,730.00</u>

Approved By: City Manager _____ City Attorney _____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting the 2019-2021 City Council Goals and Work Plan		
DEPARTMENT:	City Manager's Office		
PRESENTED BY:	John Norris, Assistant City Manager		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

At the City Council's annual Strategic Planning Workshop, which was held March 1 and 2, 2019, the Council discussed their proposed 2019-2021 Council Goals and Work Plan. Council further discussed the proposed 2019-2021 Goals during a Council study session on March 25, 2019. The staff report for this discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport032519-8b.pdf>.

As noted in Attachment A, the proposed 2019-2021 City Council Goals are as follows:

1. Strengthen Shoreline's economic climate and opportunities;
2. Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment;
3. Continue preparation for regional mass transit in Shoreline;
4. Expand the City's focus on equity and inclusion to enhance opportunities for community engagement; and
5. Promote and enhance the City's safe community and neighborhood programs and initiatives.

In addition to the Council Goals themselves, the Council also reviewed the Action Steps, or sub-goals, that implement the five Council Goals at their Strategic Planning Workshop. Attachment A to this staff report provides the proposed 2019-2021 Council Goals and Work Plan, which includes the proposed Action Steps under each goal.

Tonight, staff is requesting that Council adopt the proposed 2019-2021 Council Goals and Work Plan. Council did not provide any concerns regarding the proposed Goals and Action Steps when they were discussed on March 25th.

RESOURCE/FINANCIAL IMPACT:

Resources needed to accomplish the Council's Goals and Work Plan are included in the 2019-2020 biennial budget and may also be included in the proposed 2021-2022 biennial budget.

RECOMMENDATION

Staff recommends that the City Council adopt the 2019-2021 Council Goals and Work Plan.

ATTACHMENTS:

Attachment A – Proposed 2019-2021 City Council Goals and Work Plan

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

2019-2021 City Council Goals and Work Plan

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

- Sustainable neighborhoods—ensuring they are safe and attractive;
- Sustainable environment—preserving our environmental assets and enhancing our built environment so that it protects our natural resources;
- Sustainable services—supporting quality services, facilities and infrastructure; and
- Sustainable finances—responsible stewardship of fiscal resources to achieve the neighborhoods, environment and services desired by the community.

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

Goal 1: Strengthen Shoreline's economic climate and opportunities

Robust private investment and economic opportunities help achieve Council Goals by enhancing the local economy, providing jobs and housing choices, and supporting the public services and lifestyle amenities that the community desires and expects.

ACTION STEPS:

1. Implement the Community Renewal Plan for Shoreline Place, including execution of development agreements in the Community Renewal Area and construction of intersection improvements at N 155th Street and Westminster Way N
2. Enhance the attractiveness of Shoreline as a place for private investment, including investment by small and medium sized developments, by ensuring that the permit process is predictable, timely and competitive, and by constantly evaluating and improving the quality of regulations for the City
3. Continue fostering innovative, community-supported place-making efforts that help create diverse communities with a mix of residential and commercial uses and promote economic development
4. Encourage affordable housing development in Shoreline and engage the community to determine which additional housing types and policies may be appropriate for Shoreline and codify standards for selected styles
5. Facilitate collaboration with and between members of the business community in order to remove barriers to starting and growing businesses, increase commerce and profitability, and to identify appropriate new industries for Shoreline
6. Redefine in partnership with the State, specific land uses on the property identified by the State as underutilized adjacent to the Fircrest Campus in support of State and local goals and policies

Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

The City has identified needed improvements to strengthen its municipal infrastructure to maintain public services the community expects through adoption of the Comprehensive Plan, Surface Water Master Plan, Transportation Master Plan, and Parks, Recreation and Open Space Master Plan. As capital improvements are made, it is important to include efforts that will enhance Shoreline's natural environment, ultimately having a positive impact on the Puget Sound region.

ACTION STEPS:

1. Implement the Sidewalk Repair and Construction Program
2. Implement the Parks, Recreation, and Open Spaces Plan, including development of a strategy for a new community and aquatic center and priority park improvements and acquisitions
3. Continue implementing the Urban Forest Strategic Plan
4. Implement the 2019-2021 Priority Environmental Strategies by achieving citywide Salmon-Safe certification, developing a citywide plan based on the Station Subarea Climate Action Analysis recommendations, and exploring ways to increase rates of solid waste diversion through enhanced recycling and composting
5. Continue implementing a comprehensive asset management system, including condition assessment and lifecycle/risk analysis for the City's streets, facilities, trees, parks, and utilities
6. Establish a plan to address the City's long-term maintenance facility needs
7. Continue implementing the proactive strategy of the adopted 2017-2022 Surface Water Master Plan
8. Continue the Master Street Plan update, including developing cross-sections for different street typologies/classification in support of the Transportation Master Plan (TMP) update
9. Design the N 175th Street Corridor Project from Interstate-5 to Stone Avenue N
10. Implement the in-house City Grounds Maintenance program
11. Explore establishment of a Shoreline Parks Foundation
12. Continue implementing the Public Arts Program

Goal 3: Continue preparation for regional mass transit in Shoreline

Our community looks forward to increasing mobility options and reducing environmental impacts through public transit services. The ST2 light rail extension from Northgate to Lynnwood includes investment in the Shoreline North/185th Street Station and the Shoreline South/145th Street Station, which are planned to open in 2024. The ST3 package includes funding for corridor improvements and Bus Rapid Transit service along State Route 523 (N 145th Street) from Bothell Way connecting to the Shoreline South/145th Street Station. Engaging our community members and regional transit partners in plans to integrate local transit options into the future light rail service continues to be an important Council priority.

ACTION STEPS:

1. Work with the City of Seattle, King County, Sound Transit, the Washington State Department of Transportation, and federal agencies on a plan that will improve safety and efficiency for all users of 145th Street, including a design for the 145th Street and Interstate-5 interchange, design of the 145th Street corridor west of the Interstate-5 interchange, and coordination with Sound Transit for design and construction of 145th Street improvements from Highway 522 to Interstate-5 as part of ST3
2. Work collaboratively with Sound Transit to permit the Lynnwood Link Extension Project and coordinate on project construction and work proactively with Sound Transit to develop plans to minimize, manage, and mitigate anticipated impacts to Shoreline neighborhoods from construction and operation of the Lynnwood Link Extension Project
3. Complete the 185th Street Corridor Study between Aurora Avenue N and 10th Avenue NE to identify multi-modal transportation improvements necessary to support growth associated with the 185th Street Station Subarea Plan and the Shoreline North/185th Street Station
4. Create non-motorized connections to the Light Rail Stations and provide for multiple transportation options in and between the Station Subareas by continuing to coordinate design elements of the Trail Along the Rail, 148th Street Non-Motorized Bridge and 3rd Avenue NE Woonerf projects with Sound Transit and seek funding through federal, state and regional opportunities to complete the designs and construction of these projects
5. Continue collaborating with regional transit providers to completely fund and implement long range regional transit plans including Sound Transit's ST3 Plan, King County Metro's Metro Connects Long Range Plan, and Community Transit's Long Range Plan for the City of Shoreline

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

The Council values all residents and believes they are an important part of the Shoreline community, including those who have been historically marginalized and underrepresented. The Council believes it is important to improve inclusion, equity, and participation among all members of the Shoreline community in the development and implementation of policies and programs in a meaningful and impactful way.

ACTION STEPS:

1. Continue implementing the City’s Diversity and Inclusion Program
2. Continue addressing homelessness solutions on a regional and local level
3. Ensure all Shoreline residents have access to and benefit from the City’s programs and activities through continued compliance with federal and state anti-discrimination laws, including Title VI of the Civil Rights Act, the Civil Rights Restoration Act, Title II of the Americans with Disabilities Act, and Washington’s Law Against Discrimination
4. Conduct meaningful and intentional community engagement to ensure all Shoreline residents, especially those who have been historically marginalized or underrepresented, are included in the City’s decision-making processes, including review of the City’s written material and public information to make sure that it is understandable and accessible for all residents
5. Continue building relationships that support community policing within the Shoreline community

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

Maintaining a safe community is the City’s highest priority. The 2018 Citizen Survey reflected that 93% of respondents felt safe in their neighborhood during the day and 81% had an overall feeling of safety in Shoreline. The City is continuing a concentrated workplan to enhance our public safety communication and crime prevention efforts to ensure that our residents and businesses continue to find Shoreline a safe place to live, work, and play.

ACTION STEPS:

1. Use data driven policing to address crime trends and quality of life concerns in a timely manner
2. Continue quarterly meetings of the City’s cross-department safe community team to address public safety problems and implement solutions
3. Continue the partnership between the Parks Department and Police, focusing on park and trail safety through Crime Prevention Through Environmental Design (CPTED), Problem Solving Projects (PSPs) and police emphasis to improve safety and the feeling of safety
4. Continue partnering with Shoreline schools and the Shoreline Fire Department to implement best practice school safety measures
5. Continue addressing traffic issues and concerns in school zones and neighborhoods using the City’s speed differential map and citizen traffic complaints
6. Continue coordinating efforts between the Community Outreach Problem Solving (COPS) officer and the City’s Neighborhoods Program to work on crime prevention education and outreach
7. Conduct trainings, and community programs to promote personal safety, awareness and response
8. Fully implement the Risk Analysis De-escalation and Referral (RADAR) program to effectively serve individuals with mental health needs, including partnering with Mental Health Professional Navigators to connect those individuals with services, and publicize the outcomes and results
9. Develop recommendations and an implementation work plan to address gaps that exist in connecting those experiencing homelessness and/or opioid addiction with supportive services
10. Partner with King County District Court to explore the creation of a Community Court in Shoreline for defendants who conduct “crimes of poverty” with the goal of connecting them with services to address the underlying challenges that may contribute to further criminal activity

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Construction Contract with Watson Asphalt Paving Company in the Amount of \$1,669,285 for the NE 175 th Street Pavement Preservation Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
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:

Staff is requesting that Council authorize the City Manager to execute a contract with Watson Asphalt Paving Company for the construction of the NE 175th Pavement Preservation Project (between I-5 and 15th Avenue NE) in the amount of \$1,669,285. This project will repair the roadway structure, overlay it with asphalt and upgrade curb ramps and some segments of sidewalk to meet standards of the American with Disabilities Act (ADA).

RESOURCE/FINANCIAL IMPACT:

This project is part of the Annual Road Surface Maintenance Program (ARSM) approved in the 2019-2024 Capital Improvement Plan. The total 2019 budget for ARSM is \$2,690,000. The budget breakdown for this component of the program is below:

Project Expenditures:

Construction:

Staff and other Direct Expenses	\$50,000	
Testing and Inspection Services	<u>\$15,000</u>	
<u>Construction Engineering Subtotal</u>		\$ 65,000
Construction Contract		\$ 1,669,285
Contingency		\$ 160,000
Total Project Expenditures		\$ 1,894,285

Project Revenue:

Sidewalk Rehabilitation Program	\$ 54,700
Roads Capital Fund	\$ 1,839,585
Total Available Revenue	\$ 1,894,285

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with Watson Asphalt Paving Company in the amount of \$1,669,285 for the NE 175th Street Pavement Preservation Project.

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

BACKGROUND

Staff is requesting that Council authorize the City Manager to execute a contract with Watson Asphalt Paving Company for the construction of the NE 175th Street Pavement Preservation Project between Interstate-5 and 15th Avenue NE in the amount of \$1,669,285. This project is part of the Annual Road Surface Maintenance Program as approved in the 2019-2024 Capital Improvement Plan.

This project will include full-depth pavement repairs in some areas, milling two to four inches of existing pavement from the entire road segment, and new asphalt paving on the entire road surface. Pavement markings will be replaced in the same four-lane configuration as the existing markings except for a new right-turn-only lane from eastbound 175th Street to southbound 15th Avenue NE. Additionally, curb ramps and sidewalk sections will be reconstructed to meet ADA requirements. If this contract is awarded, construction is expected to start in May 2019 with completion anticipated in September 2019.

DISCUSSION

From February 20, 2019 to March 14, 2019 the City solicited for bids for contractors to construct this project as Bid #9297. Bids were opened on March 14, 2019 and four(4) bids were received:

Contractor	Bid Amount
Watson Asphalt Paving Co.	\$1,669,285
Westwater Construction Co.	\$1,939,850
SRV Construction	\$2,037,285
Granite Construction Co.	\$2,396,436

Watson Asphalt Paving Co. was the low bidder with a bid of \$1,669,285. The engineers estimate for the project was \$1,324,350. City staff has determined that Watson Asphalt Paving has a responsive bid and that it has met contractor responsibility requirements. This was verified by:

- Evaluation of the bid through analysis of bid tabulations, and
- Verification that the contractor is properly licensed in Washington and has not been barred from contracting on federal and state-funded projects.

Since bid results were higher than the engineer's estimate for this project, staff reviewed the bid tabs in detail. Mobilization and Traffic Control were the two bid items significantly higher than the engineers estimate. This difference may be an indication that our engineer's estimate was low and/or that the bidding climate is changing.

Project Alternatives

There are two alternatives that are not recommended:

1. Not award the contract – If the contract is not awarded the project would not proceed and the overlay of N 175th would not be completed.

2. Reject all bids and re-advertise – This project was advertised at a reasonable time of the year and received an adequate number of bids. There is no reason to expect that re-advertising the project will result in lower bid results and most likely would result in higher bid results.

COUNCIL GOAL(S) ADDRESSED

This project addresses Council Goal #2, “Improve Shoreline’s infrastructure to continue the delivery of highly-valued public services”. This project will address this goal by repaving NE 175th Street and repairing or replacing non-ADA compliant sidewalks and ramps.

RESOURCE/FINANCIAL IMPACT

This project is part of the Annual Road Surface Maintenance Program (ARSM) approved in the 2019-2024 Capital Improvement Plan. The total 2019 budget for ARSM is \$2,690,000. The budget breakdown for this component of the program is below:

Project Expenditures:

Construction:

Staff and other Direct Expenses	\$50,000	
Testing and Inspection Services	<u>\$15,000</u>	
<u>Construction Engineering Subtotal</u>		\$ 65,000
Construction Contract		\$ 1,669,285
Contingency		<u>\$ 160,000</u>
Total Project Expenditures		\$ 1,894,285

Project Revenue:

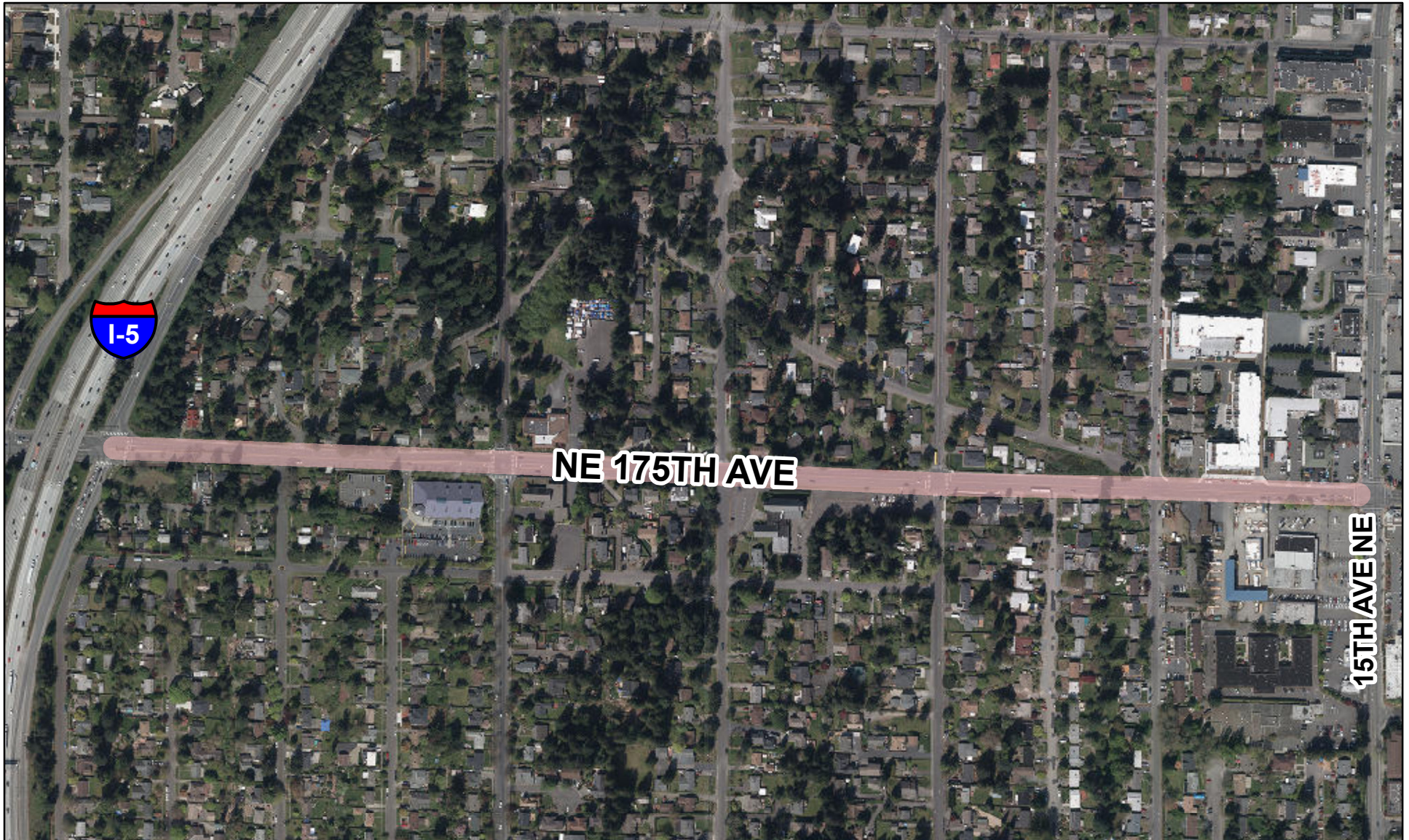
Sidewalk Rehabilitation Program		\$ 54,700
Roads Capital Fund		<u>\$ 1,839,585</u>
Total Available Revenue		\$ 1,894,285

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with Watson Asphalt Paving Company in the amount of \$1,669,285 for the NE 175th Street Pavement Preservation Project.

ATTACHMENTS

Attachment A: Project Site Map



NE 175th Avenue: I5 to 15th Ave NE

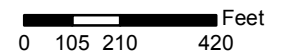
 Project Boundary



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



1 inch = 420 feet



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 436 - Authorizing the City Manager to file with the King County Boundary Review Board a Notice of Intent to Assume that Portion of the Ronald Wastewater District Located in King County Erroneously Omitted from the 2014 Notice of Intent
DEPARTMENT:	City Attorney's Office
PRESENTED BY:	Margaret King, City Attorney
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 of Shoreline filed its original Notice of Intent to Assume the Ronald Wastewater District with the King County Boundary Review Board ("BRB") in May 2014, which the BRB approved in September 2014. Unfortunately, it was subsequently discovered that twelve (12) tax parcels in the northwestern portion of the City were erroneously omitted from the legal description of the Ronald Wastewater District prepared by the District. The BRB has determined that the original 2014 approval cannot be amended and, therefore, to include these parcels in the assumption, a new Notice of Intent must be filed.

Thus, the City Attorney is seeking authorization from the City Council to file a new Notice of Intent with the BRB to assume these twelve (12) tax parcels which represent that portion of the Ronald Wastewater District within King County that was erroneously omitted in the prior assumption approval. Proposed Resolution No. 436 (Attachment A) provides for this authorization. Tonight, Council is scheduled to adopt proposed Resolution No. 436.

RESOURCE/FINANCIAL IMPACT:

City Attorney resources will be utilized for this action but, otherwise, fiscal impact is nominal and includes filing fees and expenses. Moreover, given the limited parcels involved and the prior approval of the BRB, the City Attorney's Office does not anticipate that jurisdiction will be invoked for this new Notice of Intent.

RECOMMENDATION

Staff recommends that City Council adopt Resolution No. 436 authorizing the City Manager to file with the King County Boundary Review Board a Notice of Intent to assume that portion of the Ronald Wastewater District that was erroneously omitted from the 2014 assumption approved by the Boundary Review Board. This authorization

would also confer upon the City Manager, or designee, all necessary authority to perform all acts necessary to comply with chapter 36.93 RCW.

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

BACKGROUND

In May 2014, pursuant to Ordinance No. 681 and City Council motion, the City filed a Notice of Intent to Assume the Ronald Wastewater District (File No. 2357) with the King County Boundary Review Board ("BRB"). After holding a public hearing, on October 16, 2014, the BRB approved the assumption as to that portion of the Ronald Wastewater District (Ronald) located in King County.

Since that time, the City has been actively working to finalize the assumption of Ronald. However, as the City Council is aware, litigation pertaining to that portion of Ronald within Snohomish County has hampered these efforts and postponed final assumption. During this time, it was also discovered that the legal description provided to the City by Ronald erroneously omitted twelve (12) tax parcels within the northwestern corner of the City (Attachment A, Exhibit A). These tax parcels became part of Ronald in 1985 when King County transferred the Richmond Beach Sewer System to Ronald.

DISCUSSION

The City Attorney's Office contacted the BRB to inquire as to whether an amendment could be made to the 2014 decision or whether a new Notice of Intent for these parcels was required. After consultation with its legal counsel, the BRB determined that a new Notice of Intent was required.

RCW 36.93.090 requires a Notice of Intent to be filed within 180 days of the initiating action. While the City did file a Notice of Intent within this time period, the BRB will be considering the Notice of Intent for the twelve (12) parcels as a new and distinct action. Thus, to ensure compliance with the statute, the City Attorney's Office is recommending adoption of a resolution authorizing a new Notice of Intent to be filed with the BRB. Proposed Resolution No. 436 (Attachment A) provides for this authorization. Tonight, Council is scheduled to adopt proposed Resolution No. 436.

RESOURCE/FINANCIAL IMPACT

City Attorney resources will be utilized for this action but, otherwise, fiscal impact is nominal and includes filing fees and expenses. Moreover, given the limited parcels involved and the prior approval of the BRB, the City Attorney's Office does not anticipate that jurisdiction will be invoked for this new Notice of Intent.

RECOMMENDATION

Staff recommends that City Council adopt Resolution No. 436 authorizing the City Manager to file with the King County Boundary Review Board a Notice of Intent to assume that portion of the Ronald Wastewater District that was erroneously omitted from the 2014 assumption approved by the Boundary Review Board. This authorization would also confer upon the City Manager, or designee, all necessary authority to perform all acts necessary to comply with chapter 36.93 RCW.

ATTACHMENTS

Attachment A: Resolution No. 436

Attachment A, Exhibit A: Map of Parcels

RESOLUTION NO. 436

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AUTHORIZING FILING WITH THE KING COUNTY BOUNDARY REVIEW BOARD OF A NOTICE OF INTENT TO ASSUME THAT PORTION OF THE RONALD WASTEWATER DISTRICT ERRONEOUSLY OMITTED FROM THE 2014 NOTICE OF INTENT.

WHEREAS, in May 2014, pursuant to Ordinance No. 681 and City Council motion, a Notice of Intent to Assume the Ronald Wastewater District within King County was filed with the King County Boundary Review Board; and

WHEREAS, on October 16, 2014, the Boundary Review Board approved the assumption, denoted as File No. 2357; and

WHEREAS, subsequent to the Boundary Review Board's approval, it was discovered that the legal description provided by the Ronald Wastewater District erroneously omitted twelve (12) tax parcels; and

WHEREAS, the Boundary Review Board requires that the City file a new Notice of Intent to include these omitted parcels in the City's assumption of the Ronald Wastewater District; and

WHEREAS, RCW 36.93.090 requires a Notice of Intent to be filed within 180 days of the City Council's initiating action and, therefore, the prior actions of the City Council cannot support a new filing at this time and new authorization is required;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Notice of Intent to Assume. The City Manager is authorized to file a Notice of Intent to Assume with the King County Boundary Review Board, as required by chapter 36.93 RCW.

Section 2. Compliance with chapter 36.93 RCW. The City Manager, City Attorney, or their designees, have the authority to perform all acts necessary to comply with chapter 36.93 RCW.




ADOPTED BY THE CITY COUNCIL ON APRIL 8, 2019.

Mayor Will Hall

ATTEST:

Jessica Simulcik Smith, City Clerk

Attachment A - Exhibit A Parcels Within City of Shoreline but Outside Ronald Wastewater Legal Description

-  Ronald Wastewater Per Legal
-  Parcels Not Included in Assumption Legal Description
-  City



MAJOR	MINOR	PIN
022603	9035	0226039035
022603	9062	0226039062
022603	9105	0226039105
022603	9106	0226039106
022603	9123	0226039123
022603	9271	0226039271
022603	9312	0226039312
022603	9341	0226039341
022603	9351	0226039351
022603	9353	0226039353
022603	9355	0226039355
022603	9358	0226039358



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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Appointment of Parks, Recreation, and Cultural Services/Tree Board Members
DEPARTMENT:	Parks, Recreation, and Cultural Services Department
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:

On March 31, 2019, the terms of three Parks, Recreation, and Cultural Services (PRCS)/Tree Board members expired. The regular members whose terms expired are Bill Franklin, Cindy Dittbrenner and Katie Schielke. Additionally, PRCS/Tree Board member Betsy Robertson was appointed to the City Council and submitted her resignation from the Board in January 2019. Ms. Robertson's second term was scheduled to expire March 31, 2021. Mr. Franklin has submitted his application for reappointment to the Board, while Ms. Dittbrenner and Ms. Schielke have decided to not seek reappointment.

To fill these four PRCS/Tree Board positions, the City Council formed a Subcommittee of the Council to review applications and interview applicants for these vacancies. The Council Subcommittee has completed this work and had made a recommendation to the full Council for the appointments to the Board. Tonight, Council is scheduled to make appointments to fill these four Board positions.

FINANCIAL IMPACT:

There is no financial impact created as a result of this Council action.

RECOMMENDATION

The Council Subcommittee recommends the full Council move to appoint the following candidates to the PRCS/Tree Board:

- Reappoint Bill Franklin to a second four-year term beginning April 8, 2019 and ending March 31, 2023.
- Appoint Sara Raab McInerney and Jeff Potter to four-year terms beginning April 8, 2019 and ending March 31, 2023.
- Appoint Bruce Amundson to serve an unexpired two-year term beginning April 8, 2019 and ending March 31, 2021.

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

BACKGROUND

Pursuant to Shoreline Municipal Code (SMC) Chapter 2.55, the City has established a Parks, Recreation, and Cultural Services Board (PRCS Board) to provide citizen input on park matters. The PRCS Board also serves (ex officio) as the City's Tree Board and advises the City Council on management of trees located on City-owned public property and rights-of-way. The PRCS/Tree Board consists of seven adult members and two non-voting youth members between the ages of 15 and 19. The Board currently has vacancies for four adult members to serve three four-year terms and one two-year unexpired term.

In January 2019, PRCS/Tree Board member Betsy Robertson was appointed to the City Council and submitted her resignation from the Board effective immediately. Ms. Robertson has been a valuable member of the Board since 2013. Ms. Robertson's second term was scheduled to expire March 31, 2021. Her resignation leaves the PRCS/Tree Board with one unexpired two-year term.

Board member Bill Franklin completed his first term and has applied for a second four-year term. Mr. Franklin has been an actively contributing member of the Board since 2015.

Board members Cindy Dittbrenner and Katie Schielke began serving in 2015 and have completed their first terms. Both chose not to reapply, leaving vacancies for two four-year terms.

DISCUSSION

The City advertised these four PRCS/Tree Board vacancies in the City's newsletter, *Currents*, and on the City's website and received 18 applications, including an application from current Board member Bill Franklin. A Council Candidate Review Subcommittee comprised of Deputy Mayor McConnell and Councilmembers Robertson and Scully reviewed the qualifications of the 18 applicants and selected five candidates for interview. The Subcommittee also recommended that Mr. Franklin be reappointed to the Board without an interview based on knowledge of his current performance on the Board.

The following four candidates were interviewed by the Subcommittee on March 16, 2019:

- June Howard
- Tamara Langton
- Jeff Potter
- Sara Raab McInerney

The fifth candidate, Bruce Amundson, was interviewed by the Subcommittee on March 25, 2019.

Following the interview process, the Subcommittee deliberated and is recommending that the City Council appoint the following candidates to the PRCS/Tree Board:

1. Reappoint Bill Franklin to a second four-year term beginning April 8, 2019 and ending March 31, 2023.
2. Appoint Sara Raab McInerny and Jeff Potter to four-year terms beginning April 8, 2019 and ending March 31, 2023.
3. Appoint Bruce Amundson to serve an unexpired two-year term beginning April 8, 2019 and ending March 31, 2021.

A short biography of the candidates is included with this staff report as Attachment A.

FINANCIAL IMPACT

There is no financial impact created as a result of this Council action.

RECOMMENDATION

The Council Subcommittee recommends the full Council move to appoint the following candidates to the PRCS/Tree Board:

- Reappoint Bill Franklin to a second four-year term beginning April 8, 2019 and ending March 31, 2023.
- Appoint Sara Raab McInerny and Jeff Potter to four-year terms beginning April 8, 2019 and ending March 31, 2023.
- Appoint Bruce Amundson to serve an unexpired two-year term beginning April 8, 2019 and ending March 31, 2021.

ATTACHMENTS

Attachment A – Biography of Selected Park Board Candidates

Attachment ACouncil Sub-committee Recommendations for PRCS/Tree Board
Nominee Biographies**Bruce Amundson**

Bruce is a retired family physician and long-time supporter of the Kruckeberg Botanic Garden Foundation. He served on the PRCS Public Art Committee and numerous short-term art selection panels in recent years. Bruce has a deep interest in the arts that is reflected in his personal art collection and in his support of various community arts and cultural organizations. He has been a proponent of a strong and expanded Shoreline arts program and looks forward to advocating for the arts while serving on the PRCS/Tree Board.

Jeff Potter

Jeff earned a B.A. in Economics with a minor in Environmental Science & Resource Management from the University of Washington and is currently employed by the UW as a Program Operations Analyst. He is also a volunteer instructor for the Mountaineers, exercising his passion for outdoor recreation. For the past 6 months Jeff has served as an active member of the Parks Funding Advisory Committee (PFAC) where he gained an appreciation for the role citizen advisory committees play in civic government. Jeff looks forward to continuing to invest in the work that was begun by the PFAC to ensure the Shoreline community continues to enjoy high quality parks and public spaces well into the future.

Sara Raab McInerney

Sara earned a B.A. in Biology from Vassar College and a master's in landscape architecture from the Harvard University Graduate School of Design. She is currently employed as the Executive Director of the Norman Raab Foundation, a small family foundation that distributes grants to charitable organizations, but she maintains her Landscape Architect registration in Washington. Sara has been an active member of the Parks Funding Advisory Committee since September 2018 during which time she familiarized herself with the Parks, Recreation & Open Space Plan, understands current priorities, future plans, and fiscal constraints. She is excited for the future of Shoreline's parks, programs, and facilities and is grateful to remain engaged in the process.

William (Bill) Franklin (reappointment to a second term)

Bill earned a B.S. in Architecture from Washington State University and is self-employed as a small-business owner with two Shoreline businesses. He is a frequent visitor to Shoreline parks and open spaces on foot and on bike and a regular exhibitor and sponsor at Solar Fest. He is a user of Spartan Recreation Center's programs and classes and an active member of the PRCS/Tree Board since 2015. Bill served on the Parks Funding Advisory Committee and is grateful for the opportunity to continue to serve the Shoreline community in this way.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Salmon-Safe Certification		
DEPARTMENT:	Planning & Community Development		
PRESENTED BY:	Miranda Redinger, AICP, Senior Planner		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

On November 5, 2018, Council adopted the 2019-2020 Biennial Budget which included \$80,000 for Shoreline to become the first Salmon-Safe certified city in Washington State. This certification represents a unique opportunity to view the City's operations through the lens of an iconic Pacific Northwest species. The City has long examined operations through a financial lens, and periodically through a lens of greenhouse gas emissions or other factors, but never from the perspective of non-human residents.

Tonight, Council will discuss the two (2) pre-conditions and twelve (12) conditions required to become a Salmon-Safe certified city. If the Council is willing to authorize the City Manager to commit to the two pre-conditions, the City would then have five (5) years to implement the 12 conditions outlined in this staff report and described in greater detail in the Salmon-Safe Certification Report (Attachment A). The City would also complete an annual verification form to report on progress in meeting conditions.

Tonight's meeting provides an opportunity for Council to learn about the conditions for certification, ask questions, discuss implications and concerns, and potentially propose amendments. If Council is comfortable authorizing the City Manager to agree to the pre-conditions for certification, this could be scheduled for action on April 22, with a presentation of the certificate by Salmon-Safe at the May 6 Council meeting. If Council has questions that will require further research and analysis, then staff will determine the timeline for bringing this item back for potential authorization.

RESOURCE/FINANCIAL IMPACT:

Potential costs associated with Salmon-Safe certification are not clearly defined at this stage. Over the course of the certification period (from Council agreement to pre-conditions and acceptance of a conditional certification to five years from that date), staff will evaluate financial impacts. At this time staff assumes that implementing conditions of certification will increase costs for the 2023 update of the Surface Water Plan, snow removal and deicing, and likely certain capital projects, as described later in this staff report. A table in the Summary section of this report combines this information for a high-level snapshot of potential cost increases for full certification. It is also possible that becoming the first Salmon-Safe certified City in Washington will make

stormwater and habitat restoration projects in Shoreline more competitive for grant funding.

RECOMMENDATION

No action is required at this time. Staff is interested in Council's direction to be able to schedule action on this item and in their preference regarding the bookended options in Condition 5. Tonight's meeting is an opportunity for Council to learn about the conditions for certification, ask questions, discuss implications and concerns, and potentially propose amendments.

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

BACKGROUND

On April 17, 2017, Council adopted Ordinance No. 760 creating the Deep Green Incentive Program (DGIP). During Planning Commission deliberations of the DGIP, Ellen Southard gave a presentation on behalf of [Salmon-Safe](#). Ms. Southard also gave a Speakers Series presentation to the public on June 8, 2017. That presentation is available here: <https://www.youtube.com/watch?v=iUPayuj9v4Y&feature=youtu.be>. This presentation includes information about how the City of Portland certified their entire park system and other municipal operations to become the first Salmon-Safe City.

The Planning Commission was particularly intrigued by this option and recommended that Shoreline consider citywide Salmon-Safe certification. Staff from the Planning, Public Works, and Parks Departments met with Salmon-Safe staff to learn more about what certification would entail with regard to the City's parks system, trail projects, the removal of the Hidden Lake dam, and other options. Salmon-Safe outlined options for certification of individual projects, certification of the parks system, or citywide certification.

On October 30, 2017, Council identified achieving citywide Salmon-Safe certification as a Priority Environmental Strategy for 2018-2020. The staff report for the October 30, 2017 Council meeting is available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport103017-8c.pdf>.

This was supported by Council during their 2018 Strategic Planning Workshop on March 16-17, 2018, when the Council amended Goal #2, Action Step #4 to account for this new priority (**emphasis** added):

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

- *Action Step #4- Implement the 2018-2020 Priority Environmental Strategies, including achievement of **citywide Salmon-Safe certification**, consideration of expanding green building mandates, and appointment of a stakeholder committee to evaluate and develop a recommendation on the implementation of recommendations from the Climate Action Analysis for the 185th Street Station Subarea.*

On November 5, 2018, Council adopted the 2019-2020 Biennial Budget, which included \$80,000 for Shoreline to become the first Salmon-Safe certified city in Washington State. This certification represents a unique opportunity to view the City's operations through the lens of an iconic Pacific Northwest species. The City has long examined operations through a financial lens, and periodically through a lens of greenhouse gas emissions or other factors, but never from the perspective of non-human residents.

Salmon-Safe Adopted as a Companion Certification through the DGIP

Salmon-Safe offers a series of peer-reviewed certification and accreditation programs linking site development land management practices with the protection of agricultural and urban watersheds. Through the DGIP, it was adopted as a companion certification

for the International Living Future Institute's Zero Energy program. This dual certification would require a project to consider both energy and stormwater solutions that would make it equivalent to other Tier 3 DGIP certification options. The proposed expansion of the DGIP, which was discussed by Council on April 1, 2019, recommends pairing Salmon-Safe with Passive House Institute US's net zero energy option (PHIUS+ Source Zero) for the same reason.

Salmon-Safe Certification Process in Shoreline

The assessment process to date is described in greater detail in the *Report of the Evaluation Team Regarding Salmon-Safe Certification of the City of Shoreline, Washington* (Certification Report) contained in Attachment A. Below are some highlights of this process:

- A Science Team consisting of an Environmental Scientist, a Storm-water Management Expert, an Aquatic Ecologist and Salmon Biologist, and an Urban Integrated Pest Management Director reviewed City documents, conducted interviews with City staff, toured a variety of sites within the city, authored a Gap Analysis, and compiled the conditions in the Certification Report.
- The Science Team reviewed the City's 2009 Bio-assessment Report; 2012 Comprehensive Plan; 2016 Echo Lake Aquatic Vegetation Report; 2016 Freshwater Assessment Report; 2018 Surface Water Master Plan; 2018 Stormwater Management Program; Boeing Creek Basin Plan; Carbon Wedge Analysis; Climate Action Plan; Complete Streets Ordinance; Critical Areas Regulations; Engineering Development Manual; Environmental Sustainability Strategy; Environmentally Preferred Purchasing Guidelines; Green Stormwater Infrastructure capital projects; Greenworks Brochure; Lyon Creek Basin Plan; McAleer Creek Basin Plan; NPDES Permit and 2016 Annual Report; Parks, Recreation, and Open Space (PROS) Plan; Pesticide-free Parks Brochure; Puget Sound Basin Plan; *Soak It Up* Rain Garden Incentive Program; Shoreline Master Program; Snow Removal and Ice Control Plan; Storm Creek Basin Plan; Thornton Creek Basin Plan; Trail Along the Rail Feasibility Study; Tri-County Integrated Pest & Vegetation Management Model Policy; Urban Forest Strategic Plan; and Washington State Department of Ecology Low-Impact Development Stormwater Manual.
- The Science Team interviewed the City's Parks Department Director, Park Maintenance Superintendent, Surface Water Engineer, Senior Transportation Planner, Surface Water Quality Specialist, Fleet and Facilities Manager, Development Review Engineer, Utilities Manager, and Wastewater Utility Specialist. In addition to these staff, the Science Team also talked with the City's Senior Planner, Senior Park Maintenance Worker, and Wastewater Manager on site visits.
- The Science Team toured the 25th Avenue NE Flood Reduction Project, Boeing Creek Park, Brugger's Bog Park, Cromwell Park, the 17th Avenue Green Street Demonstration Project, Hamlin Park, Hamlin Yard, the Hidden Lake Dam Removal site, Hillwood Park, Kayu Ac Park, Kruckeberg Botanic Garden, Ronald Wastewater District Lift Station 1, North City Park, North Maintenance Facility/Fueling Depot, Paramount School Park, Richmond Beach Community Park, Richmond Beach Saltwater Park, Ronald Bog Park, Shoreview Park, South

Woods Park, Sunset Park and Community Garden, the potential Trail Along the Rail site, Twin Ponds Park, and City Hall.

- The Gap Analysis (included in Attachment A, Appendix B) identified many areas of consistency with Salmon-Safe standards as well as concerns and opportunities to improve environmental performance across City operations.
 - *Areas of Alignment included:*
 - Natural resource-related policies and activities are largely consistent with Salmon-Safe standards. The City has done a good job inventorying its resources and have some clearly stated policies about preserving and restoring natural resources.
 - Excellent information has been collected and collated in the City's basin plans.
 - The Pesticide-Free Parks Initiative and strategic planning for parks and open spaces are commendable and highly consistent with Salmon-Safe standards.
 - The Climate Action Plan (CAP) and Environmental Sustainability Strategy include a commitment to investigate opportunities for rainwater harvesting and greywater reuse, as well as high-efficiency irrigation controls.
 - The City is using the latest editions of the Department of Ecology's *Stormwater Manual for Western Washington* and Puget Sound *Low Impact Development Manual* (LID Manual) with modifications for increased stringency as outlined in Shoreline's *Engineering Development Manual* (EDM).
 - The Green Stormwater Infrastructure (GSI) Program has facilitated valuable outreach to residents and a number of commendable projects between 2011-2017, including twelve neighborhood bioretention facilities plus two more awaiting grant funding, and a system of bioretention units of various configurations installed during the Aurora Avenue Corridor Project.
 - *Opportunities for Improvement included:*
 - Demonstrate that the capital projects underway are part of a comprehensive approach that is effectively reducing watershed impacts over time, taking into account continued development within the city.
 - Increase the frequency of water quality monitoring efforts to effectively gauge success in meeting objectives and overall goals. In tandem, assess overall water quality trends since the start of data collection began in 2003 along with genetic testing to determine the source(s) of fecal coliform bacteria.
 - Conduct a riparian habitat condition survey as well as fish surveys to document distribution of species during all life stages.
 - Connect stormwater management policies to specific goals related to watershed impact.

DISCUSSION

If the Council is willing to authorize the City Manager to commit to the two (2) pre-conditions below, action on Salmon-Safe certification could be taken on April 22. Salmon-Safe staff would then present the official certification to the City during the May 6 Council meeting. If Council would like to discuss conditions further, this could be scheduled as an Action Item on the May 6 agenda, and Salmon-Safe could present the certification at another meeting in May.

The City would then have five (5) years (until May 6 or 13, 2024) to implement the twelve (12) conditions outlined below and described in greater detail in Attachment A. The City would also complete an annual verification form to report on progress in meeting conditions.

It is typical for certification systems to evolve and become more stringent over time, so staff asked Salmon-Safe about potential conditions for re-certification. They replied that Salmon-Safe standards do evolve over time to reflect advancements in related research and incremental changes in standards over time (for example, new pesticides listed as High Hazard based on new NOAA research). However, scope and scale of core requirements to achieve certification will not change. So, for example, expansion of Shoreline's mandate from public development to private development would not ever be required by Salmon-Safe. As part of a commitment to continuous improvement, Salmon-Safe will look for ongoing progress in water conservation, for example, but simply as a continuation of the goals already outlined in the initial conditions.

The two pre-conditions and 12 conditions for Salmon-Safe Certification are as follows:

Pre-Conditions

PRE-CONDITION 1: ENSURE ENVIRONMENTAL REGULATORY COMPLIANCE

Summary: The City of Shoreline shall provide a signed statement to Salmon-Safe stating that it is not in violation of national, state, or local environmental laws, or associated administrative rules or requirements as determined by a regulatory agency in an enforcement action.

Staff Analysis: The City is not in violation of environmental laws, rules, or requirements so there should be no issue providing a signed statement for this pre-condition.

PRE-CONDITION 2: COMMITMENT TO ADHERE TO SALMON-SAFE STANDARDS FOR EXPANSION OR REDEVELOPMENT

Summary: The City of Shoreline shall provide a signed statement to Salmon-Safe confirming that it will develop a mechanism to ensure that all new, expanded, and redeveloped City facilities shall meet Salmon-Safe standards for urban development, including model permanent (see Attachment A, Appendix C) and construction-phase stormwater guidelines (see Attachment B, Appendix F), or a comparable LEED standard related to stormwater performance. Included in this commitment is an agreement to avoid the use of uncoated zinc and copper for any new building cladding.

Staff Analysis: The Timelines for Conditions 1 and 6 (below and in Attachment A) state that the City will develop a companion checklist for projects on City property to meet the more stringent standards described above. These shall be submitted for Salmon-Safe review within three (3) years and applied to new City facilities within five (5) years. It is important to note that Conditions 1 and 6 (and therefore this pre-condition) apply only to *new, expanded, or redeveloped facilities on City property*, not to private development projects throughout the city or existing City facilities.

In addition to the City commitment to avoid use of uncoated zinc and copper for any new building cladding, the Planning & Community Development Director supports adding a regulation prohibiting these materials as part of the Development Code, which would apply to construction citywide.

Conditions

CONDITION 1: APPLY SALMON-SAFE MODEL STORMWATER GUIDELINES TO NEW, EXPANDED, OR REDEVELOPED CITY FACILITIES

Summary: The City of Shoreline has incorporated amendments to the Department of Ecology's Stormwater Manual for Western Washington in the City's Engineering Development Manual. These amendments effectively increase the stringency by which the City manages stormwater for all new developments, both City-owned and private development. Salmon-Safe has developed model stormwater management guidelines for urban development or redevelopment, which are more stringent than the Department of Ecology's manual (see Attachment A, Appendix C) and differ from that manual by the inclusion of the goal of restoring the predevelopment hydrology at a given project site.

The City shall create a checklist based on Salmon-Safe's *Model Stormwater Management Guidelines* to supplement the EDM for application to City projects that incorporates Salmon-Safe guidelines for stormwater management. By doing so, the City will create a mechanism for leading the private sector by example over time.

Staff Analysis: This condition will create stricter standards on stormwater flow control for smaller City projects. Large City projects like the Community and Aquatics Center will already trigger flow control facilities, so this condition wouldn't impact those projects. Smaller projects, like redevelopment of the City Maintenance Facility or development of a tennis/sport court in a park, are projects that are currently likely to be able to avoid triggering flow control facilities if they stay under 10,000 square feet of new/replaced hard surface *and* stay below the 0.15-cubic feet per second increase in the 100-year peak flow standard. This flexibility would be removed with this condition, potentially increasing costs in design, construction, and maintenance of these smaller-type facilities.

No notable broad additional staff effort is needed to meet this condition in and of itself; this condition will be implemented with individual City projects. Timing will occur with the project development and cost increases will depend on the project and are too early to be determined, but could be significant.

With this stated, in developing the checklist to apply more strict flow control standards to new and expanded City projects, the City may rely on Alternative Objectives 2A and 2B as described in Attachment A, Appendix C so it is not a foregone conclusion that this condition will increase costs on every small project.

Objective 2A states, *"To the extent that (LID practices) cannot prevent the generation of stormwater runoff peak flow rates and volumes greater than in the predeveloped condition, implement effective alternative measures to diminish and/or slow the release of runoff to the maximum extent technically feasible, with the minimum objective of reducing the quantity discharged to comply with any applicable water quantity control requirement and, in any case, below the amount released in the preceding developed condition."*

The important distinction here is between "pre-development hydrology" and "preceding developed conditions." In other words, Salmon-Safe recognizes that zero run-off is not always feasible.

CONDITION 2: INCORPORATE GREEN STORMWATER INFRASTRUCTURE (GSI) INTO THE STANDARD ROADWAY CROSS-SECTION TO IDENTIFY PREFERRED LOW IMPACT DEVELOPMENT (LID) TECHNIQUES IN RIGHT-OF-WAY

Summary: The City of Shoreline has adopted a *Complete Streets* policy that requires development of a transportation system that allows for safe and convenient travel for all users. The City has also completed pilot projects that included vegetation in the amenity zone, which provided stormwater management and urban habitat. Although the original *Complete Streets* concept is focused on facilitating multi-modal transportation, there is an opportunity for the City to incorporate green stormwater infrastructure elements into City standards for use in the rights-of-way (ROW).

Therefore, the EDM shall be revised to reflect this expanded use of the ROW to include green stormwater infrastructure. In addition, the City shall incorporate such green stormwater infrastructure elements into all newly constructed sidewalks, as feasible.

Staff Analysis: This will fit with the ongoing development of LID guidelines for streets and would apply to both City and private development as it will be in the EDM. It builds upon planned work with the University of Washington Evans School of Public Affairs graduate student work and stormwater regulation work.

No notable additional staff effort is needed beyond the ongoing work. Timing is with the 2021 EDM update, then implemented with individual project development. Cost increases depend on the project and it is too early to determine.

Additionally, the City recently developed a Complete Streets checklist to be used for capital projects. The checklist could be revised to account for green stormwater infrastructure. The City is also undergoing a process to update the *Master Street Plan*, which details cross-section elements for various street classifications and is housed in the EDM, so the timing of implementing this condition aligns well with on-going work mentioned above.

CONDITION 3: IMPROVE STORMWATER MANAGEMENT AT THE NORTH MAINTENANCE FACILITY

Summary: The stormwater management facilities and practices at the City's North Maintenance Facility (NMF) do not appear to have been modified since the facility was acquired from King County in 2013 and do not currently meet Salmon-Safe standards. Stormwater from the facility is collected in a series of catch basins, which then ultimately discharge untreated to Ballinger Creek. Galvanized metal parts are stored in the open, as are bark, sand, and gravel. Stormwater that comes into contact with these materials is likely to include substances that are detrimental to aquatic life in the creek.

Salmon-Safe understands that this property is undergoing a planned multi-phase redevelopment and repurposing over a several year period in the future, which will include improved stormwater management. The City will take steps to have the existing facilities operated, and the proposed new facilities designed and built in alignment with Salmon-Safe guidelines.

Specifically, the City will improve its material storage and handling practices at the site, including covering erodible and potentially turbidity-causing material (e.g. bark, sand, and gravel) and galvanized metal pipes and parts, by placing them under tarps in the short term. New facilities will meet the Salmon-Safe guidelines that are incorporated in the design and construction requirements in place at the time of design and construction.

Staff Analysis: City crews have covered uncovered erodible and galvanized materials. Condition 1 above will guide Salmon-Safe interest regarding stormwater in redevelopment of the property.

No notable additional staff effort is needed for covering materials. Solutions and costs for long term stormwater management depend on decisions regarding the NMF project design, and therefore, it is too early to determine the approach and associated costs. In the same way that Condition 11 below requires that design documents be submitted to Salmon-Safe for review as soon as they are available, the City would provide design documents for the NMF for Salmon-Safe review.

CONDITION 4: IMPROVE INVENTORY OF STORMWATER INFRASTRUCTURE

Summary: The City has done a good job creating a GIS inventory of stormwater infrastructure, including hard structures, such as catch basins and manholes, but also green stormwater infrastructure features such as bioswales, rain gardens, and permeable pavement. However, it does not appear that this GIS layer includes data for a drainage area assessment that would allow calculations of the drainage areas being managed by various stormwater management techniques. The collection and analysis of such data is important for tracking improvements in stormwater management and prioritizing stormwater management projects.

Per one of the performance requirements of Standard U.1.1 (See Attachment B), the City shall incorporate a drainage area assessment into the existing GIS layer of stormwater infrastructure that would enable a demonstration of reduction of watershed impacts over time.

Staff Analysis: The mapping and analysis identified in this condition will be incorporated in the 2023 SWMP update. The staff effort will be identified in scoping of the 2023 SWMP update. Cost increases for staff and consultants identified in the efforts will also be included in the implementation of the 2023 SWMP update, as it is too early to determine those exact costs. The timing of this condition is with the start of the 2023 SWMP update, which may be as early as 2021.

CONDITION 5: OPTION A- ASSESS WATER CONSERVATION EFFORTS; OR OPTION B- DEVELOP WATER CONSERVATION PLAN

This condition is unique in that it presents bookends, either of which would fulfill the guiding standards for Salmon-Safe. Which option is included in the final certification will be based on Council preference and willingness to dedicate requisite resources.

Summary: *Option A-* The City has done a good job at reducing the amount of water used for irrigation. Shoreline shall continue its annual review and assessment of its efforts at conserving water and identify targets for additional water conservation in the Parks system.

The City will expand this annual review, assessment, and identification of targets for additional water conservation practices to include the Public Works- and Facilities-managed properties. Included in this expansion will be documentation of existing water use trends across City properties, areas targeted for water use reduction and methods, and identification and explanation of areas where water use has significantly increased. This effort will be conducted every two (2) years in conjunction with the City's biannual budget development process.

Option B- The City of Shoreline has done a good job at reducing the amount of water used for irrigation, as described above under General Observations.¹ However, to ensure that Salmon-Safe practices are maintained over time, The City of Shoreline shall prepare a water conservation plan in accordance with Standard U.2.9 and Appendix G of the Urban Standards (see Attachment B), which is focused on reducing the use of potable water for irrigation. The plan shall include a description of the existing site water infrastructure inventory (Standard U.2.1), an evaluation of the feasibility of various water use reduction strategies (Standard U.2.3) and documentation of water conservation practices used during site maintenance (Standard U.2.6). The plan should also describe water conservation strategies that will be implemented under drought conditions.

Staff Analysis: *Option A-* Water conservation assessment and tracking are currently performed by Parks Department staff and requires no additional effort. Initiating it for Public Works (ROW landscaping) and Facilities (City Hall) properties will require annual

¹ Salmon-Safe noted that water conservation has been set as Priority Recommendation for the City, with multiple initiatives in the works related to rainwater harvesting, Brightwater Treatment Plant, incorporating use of recycled water, and use of non-potable water for toilet flushing.

effort beyond current work. Additional staff effort is needed to start and then maintain the annual assessment and tracking. This is estimated to be 120 hours in 2020 (startup time) and 40 hours on an annual basis afterward. The timing for this condition is in 2020 in advance of the 2021 biennium, and then annually afterward. Costs beyond the staff time (above) are not anticipated.

Option B- If Council is interested in setting a more ambitious goal than assessing current conservation efforts, developing a water conservation plan would allow Shoreline to distinguish itself as a statewide leader in water efficiency.

In order to outline what a more ambitious effort could entail, staff requested scopes from two consulting firms that specialize in this type of work to understand potential tasks and budgets for such a project. One of the firms, Paladino, imagined a *Water Savings Action Plan* that would:

- Set strategy and guidance for watershed stewardship at the city-scale;
- Identify opportunities and best practices for water reclamation in municipal and private projects; i.e. preserve clean water for drinking and prioritize practices that align water quality with highest and best use;
- Work with King County to tap the effluent water resource that is currently piped from the county's Brightwater Treatment Plant and discharged to Puget Sound via a pipe under 205th Street in Shoreline;
- Integrate with North City Water District and Seattle Public Utilities plans for water conservation;
- Develop incentives for developers and residents to implement said best practices;
- Reduce City expenditures by using non-potable water where appropriate and available in City buildings and facilities; and
- Engage adjacent public and private stakeholders to ensure a healthy watershed across borders.

Their Project Philosophy and Methods states, "The purpose of the water savings action plan is to achieve actionable stewardship practice that brings water use and the resource base into a sustainable balance, consistent with a healthy marine temperate ecotone. Methods envisioned include: science-based targets; community engagement of opposing and supportive stakeholders; garnering support from elected officials; and modeling best practice and transparent results. The target result is per capita demand for potable water in the bottom quartile for the state of Washington. A secondary result is leadership recognition for the City of Shoreline by peer cities."

Their proposed scope outlines the project based on the following steps: set the baseline, community outreach, build a program, deliver the action plan, and scale the plan. Their proposed budget is \$144,000, but also offers an alternate approach that relies more heavily on staff management of the project, with coaching from the consultant, estimated to double the time but halve the budget.

The other firm, Herrera, imagined a *Water Stewardship Strategy* that could position Shoreline as the most progressive water and wastewater City in Washington State. Their proposed scope identified three (3) levels of effort:

1. This level would review the existing water conservation programs and policies of the City and the water purveyors serving the City and identify conceptual opportunities to increase the water conservation performance of the Shoreline municipal operations and the residential and commercial customers in Shoreline. This plan will also assess the technical feasibility of bringing reclaimed water to the City of Shoreline. This analysis will build on the “Potential Opportunities and Constraints for Utilizing Recycled/Reclaimed Water in Shoreline” memo prepared for Council Consideration at their Goal-setting retreat on March 16-17, 2018.
2. This level would complete everything in Level 1 and would examine the feasibility of bringing reclaimed water to Shoreline in greater detail and provide a concept design for the conveyance, treatment, and storage necessary to provide the reclaimed water. This evaluation would also identify initial and future customers, the distribution network, and outline the economics, operating agreements, and policies of the system. Next the project would convene the necessary stakeholders to develop a vision and goals for the plan. Based on these goals water stewardship opportunities would be developed, assessed for feasibility, and recommended for further evaluation. These opportunities may include capital projects, policies, or incentives.
3. The level would include all the work described in the previous levels and investigate the barriers to, synergies between, and economics of the opportunities. Based on the result of this analysis the opportunities would be bundled into portfolios, with a recommended portfolio to advance to implementation. To support the implementation of the selected portfolio the opportunities would be advanced into conceptual designs and their cost estimated. Next, a conceptual funding plan would be developed to implement the plan and the supporting policy and utility integration issues investigated and recommendations made. Throughout, there would be a public outreach effort undertaken to inform the community and allow them to learn about the effort and provide input.

The proposed budget for this scope ranged from \$100,000 to \$350,000, depending on the level selected.

Staff believes that either of the above approaches would align well with current State and County legislative efforts to remove barriers for green building, identify funding or on-going cost-saving strategies for a new Community and Aquatics Center or other capital projects, support conservation plans of local purveyors, identify water saving tips for residents and businesses, implement recommendations in the Climate Action Plan and other guiding documents, and provide a regional model for such work.

CONDITION 6: ADOPT SALMON-SAFE CONSTRUCTION STANDARDS

Summary: The City’s EDM specifies elements to be included in the Stormwater Pollution Prevention Plan. The requirements are generally protective of water quality, but improvements are warranted. Specifically, a checklist for projects on City property should be developed to specifically state a goal of avoiding the discharge of sediments and other pollutants and to provide a hierarchy of practices as a means to pursue the goal.

Staff Analysis: This condition relates to stormwater pollution prevention during construction (mostly erosion control) on City facility projects. The Salmon-Safe standards have minor differences from the current state/National Pollutant Discharge Elimination System (NPDES) standards that are applied and tracked to City projects. This requires development of a process/checklist that supports the EDM and improved construction inspection practices.

A consultant will be retained to develop a process/checklist that supports Salmon- Safe guidance to augment the EDM and NPDES requirements, which is estimated to cost \$8,000. Additional staff effort, estimated at 40 hours, is needed beyond the ongoing work to manage the consultant work, provide training, and implement the new process. Additional design, construction, and inspection costs will also be incurred on City projects. Although the amount cannot be estimated at this time, it is anticipated to be relatively minor. The timing of this condition is to perform work in 2020 for use in 2021.

CONDITION 7: IMPROVE WATER QUALITY MONITORING PROGRAM

Summary: The City has established a long-term water quality monitoring program at specific locations in Shoreline streams and lakes. Samples collected from these locations are measured for conventional parameters such as pH, temperature, and dissolved oxygen. However, these parameters are not measured frequently enough to provide a reliable basis for assessing changes in water quality over time. Additionally, the City conducted benthic invertebrate monitoring in several Shoreline streams in 2003 and 2007 to assess temporal changes in water quality and overall stream health. The 2003 results indicated all sample sites were degraded. The 2007 results differed little from those reported in 2003. Although these parameters can provide some indication of waterbody health, by themselves they are insufficient for documenting the impacts from stormwater runoff, which is likely the most significant stressor to water quality within Shoreline streams.

In addition, since it has been over ten years since the last benthic invertebrate monitoring, the City shall re-establish the monitoring program to determine whether the significant capital investments the City has made in the last ten years have improved stream health and to provide a long-term foundation for monitoring potential future improvements in water quality citywide. The City shall modify its water quality monitoring program to provide a solid base for long-term monitoring and better characterize the impact from stormwater runoff. Suggested changes include:

- Analytes—include metals, particularly zinc, copper, and lead, which are often associated with stormwater runoff;
- Benthic invertebrate monitoring—include sample collection methods, the qualifications of the personnel who will perform the sampling, taxonomic identifications, and data analysis;
- Sample locations—include specific sampling locations that may receive significant amounts of runoff during storm events; and
- Timing—include sampling events during both storm and non-storm events and conduct more frequent sampling using automated sampling systems for conventional and additional parameters, as feasible.

Enhancing the water quality monitoring program in this way would enable an analysis of the effectiveness of green stormwater infrastructure on stream water quality.

The City shall prepare or modify an existing Sampling and Analysis Plan (SAP) for water quality monitoring. The SAP should describe the study design, methods and analytes. The plan shall be developed through the next SWMP update, with results provided to Salmon-Safe for review after completion of each monitoring round.

Staff Analysis: The consideration of expanding the water quality monitoring program identified in this condition was not included in the 2018 SWMP and will be incorporated in the 2023 Plan update. The staff effort will be identified in scoping of the 2023 Plan update. An assessment of storm data and stormwater runoff to determine sampling locations and timing during storm and non-storm events will also be included in the scoping of the 2023 Plan update.

Cost increases for staff and consultant support identified in the efforts will be included in the implementation of the 2023 Plan, as it is too early to determine those exact costs. As a point of reference, estimated lab costs for adding metals and analytes to the current sampling regime is about \$10,500 annually, and in 2013 an estimate of \$22,000 (one-time costs) to perform a Biological and Physical Assessment of Streams was provided. After development of a plan with updated locations and frequency/timing, these costs will be higher in 2023 and beyond. The timing is with the start of the 2023 SWMP Update, which could be as early as 2021.

Council may recall that during the most recent update to the SWMP, three alternative management strategies were considered:

- Minimum: meet the minimum in terms of existing system needs and anticipated new regulatory requirements;
- Proactive: minimum management strategy plus new high-priority projects and new/enhanced programs that address high-priority, long-term needs; or
- Optimum: proactive management strategy plus additional recommendations to enhance water quality and aquatic habitat.

At the time, Council selected the Proactive approach. Some of the strategies to implement this condition may represent an Optimum approach, and as such, will require additional analysis to determine implications for staffing resources and the utility rate structure needed to support them. This is why implementation of this condition is tied to the next update of the SWMP. Staff agreed that it would be beneficial to have Salmon-Safe review the proposed scope of work for the 2023 SWMP update to ensure all elements of this condition (and Conditions 4 and 12, which will also be examined through the 2023 SWMP) are sufficiently analyzed during the update process.

CONDITION 8: ASSESS SNOW REMOVAL AND ICE CONTROL PLAN

Summary: The City's Snow Removal and Ice Control Plan (2016) is not fully in alignment with Salmon-Safe standards. The City will conduct an investigation into snow and ice control operational practices that take into consideration impacts on aquatic life. The investigation shall seek information on best industry practices including:

- Snowfighters (<http://pnsassociation.org>) or Clear Roads (<http://clearroads.org>) to develop best practice snow and ice control operations joining or participating in regional or national associations, like the Pacific Northwest; and
- Other agencies' experiences and programs that provide snow and ice control services in the temperate and wet climate of the Pacific Northwest, such as the City of Portland, Oregon, and its Bureau of Transportation, a Salmon-Safe certified municipality.

The investigation will include, but not be limited to, consideration of the following activities:

- Assessing existing or potential salmon habitat in relation to snow and ice control routes;
- Assessing operational practices that balance environmental impacts of snow and ice control with agency and community;
- Economic and life safety factors with a view toward using the minimum amounts of anti-icing and deicing agents near water bodies or groundwater recharge areas; and
- Reviewing the current use of anti-icing and de-icing equipment and products by:
 - 1) Evaluating the ability to avoid use of chloride-based deicers where runoff can flow to a headwater (third-order or smaller) salmon spawning or rearing stream;
 - 2) Assessing use of highly targeted application of non-chloride-based deicers, such as calcium magnesium acetate, where runoff can flow to a headwater (third-order or smaller) salmon spawning or rearing stream. Areas where runoff passes through green stormwater infrastructure (GSI treatment) do not need considerations of this activity (see Attachment A, Appendix D for Salmon-Safe comparison of alternative road deicers); and
 - 3) Assessing equipment and material storage needs for inclusion of road deicing equipment in development of the City Maintenance Facility where snow and ice operations are staged.

The investigation will inform operational aspects of the 2022/23 update of the City Snow and Ice Plan and will inform equipment choices in the proposed City Maintenance Facility where snow and ice operations are staged.

Staff Analysis: The investigation into snow and ice control operational practices and the possible resulting equipment needs and changes in operations practices are not included in the Public Works Department work plan or budget. The level of effort by staff and a consultant in collecting information and making recommendations, and the costs associated with new or updated facilities, equipment, materials, and different operational practices, can be significant depending on the decisions made to alter current practices. These costs are impossible to accurately estimate ahead of research and decisions made, but some orders of magnitude for initial consideration are below:

- 2020 - staff needed to understand best practices and manage consultant is estimated to be on the order of 0.2 FTE.
- 2020 - consultant effort to identify salmon habitat streams and map drainage effect areas, assist in alternative treatment and operational changes, develop

equipment recommendations, and identify possible roadside treatment locations is estimated to be \$60,000.

- The 2020 work needs to be completed in time to inform decisions on equipment and facility needs in the design and construction of the City Maintenance Facility at the Brightwater property (tentative construction start in 2021) as well as fleet equipment needs. The recommendations of this work will be shared with Council as the project develops.
- 2021 and 2022 - costs depend on the facility and equipment decisions, which are too early to determine at this time but may be significant depending on the decisions made.
- The estimated timing is
 - 2020 work informs facility and equipment decisions;
 - 2021/2022, facility design and construction;
 - 2022 fleet equipment purchases; and
 - 2022/2023 snow and ice plan update with new operations practices.

The City will update the Snow Removal and Ice Control Plan by 2021 to maintain American Public Works Association (APWA) certification. Conducting the investigation into resource implications of an approach that is better for salmon would inform this update. This effort would also require detailed mapping to assess drainage and identify sensitive areas that should potentially receive different treatments. As the draft scope of work to update the Snow Removal and Ice Control Plan is developed, it would be beneficial to have Salmon-Safe review it. Conversations with Public Works departments in cities that have adopted innovative solutions, like the use of beet juice in Bellingham, could also be informative.

CONDITION 9: UPDATE THE INTEGRATED PEST MANAGEMENT (IPM) PLAN

Summary: The City's IPM plan requires an update to be fully consistent with Salmon-Safe standards. The City will develop a pest management and pesticide use policy that encompasses all City properties. This policy or another document should document fertilization practices. The City's desire to be largely pesticide-free should be documented in the policy, along with any allowable exceptions.

Staff Analysis: This condition would require developing/updating a pest management and pesticide use policy and a fertilization procedure/practice for both the Parks and Public Works Departments. A consultant will be required to support the development of an IPM at an estimated cost of \$30,000. An additional staff effort requiring 40 hours of work is needed to manage the consultant and participate in the IPM development. The timing is to have the work done in advance of or with the 2021 Parks Operations and Maintenance Standards Manual update.

CONDITION 10: ENHANCE BIODIVERSITY IN PARKS WHEN CONVERTING TURF OR LANDSCAPED AREAS

Summary: The City of Shoreline has an extensive park system that provides a wide variety of ecological and human services. Periodically, Parks Department staff alter the landscaping at specific locations within their parks to reduce maintenance costs (e.g., removing a landscaped bed) and/or to enhance the ecological functioning of an area

that is otherwise underutilized. The City of Portland is also engaged in improving the habitat in their parks through the concept of a “nature patch.”

The City of Shoreline shall look for opportunities to create nature patches within their park systems. The City shall prepare a memorandum that identifies potential nature patch opportunities for each park in their system. Although not required for certification, the City shall attempt to create nature patches as funds allow.

Staff Analysis: This work involves finding areas to create nature patches in parks and developing a memorandum documenting the review. This will be an ongoing effort by City staff, and the timing is to document the work completed and prepare a report in 2021. No noticeable cost increases are anticipated as implementation of nature areas is recommended, not required.

CONDITION 11 COMPLETE SUBSTANTIAL DESIGN OF STORMWATER MANAGEMENT PROJECTS WITH HABITAT RESTORATION ELEMENTS

Summary: The City of Shoreline has demonstrated a commitment to completing projects that improve stormwater management and habitat. Salmon-Safe applauds this commitment and would like to see it continue. Accordingly, the City shall complete at least three (3) stormwater management projects that also include habitat restoration features, such as the stormwater detention facility at Cromwell Park.

The specific projects to be completed are at the discretion of the City. Candidate projects that are already underway or are partially completed include:

- **Hidden Lake Dam Removal**—includes restoration of Boeing Creek within the lake area and replacement of culverts crossing below NW Innis Arden Way;
- **25th Avenue NE Flood Reduction Project**—includes habitat restoration elements at Brugger’s Bog Park and Ballinger Creek;
- **Ronald Bog**—a Sound Transit funded and implemented project that includes a wetland restoration at Ronald Bog Park to replace wetlands affected by Sound Transit’s Lynnwood Link light rail project;
- **Brugger’s Bog Park Expansion**—after completion of the City Maintenance Facility and after or coincidentally with the 25th Avenue NE Flood Reduction Project, expansion of the park into remnant North Maintenance Facility property may occur; and
- **Ballinger Open Space Restoration**—environmental restoration project at Ballinger Open Space will remove invasive plants and install native vegetation.

Staff Analysis: The projects identified with stormwater management and habitat restoration elements are in the Capital Improvement Plan or other planning documents. As the projects are in planned work, no additional staff effort is needed beyond sharing plans and documenting project completions with Salmon-Safe. Timing follows each project development, and no noticeable cost increases are anticipated. Including these projects as conditions of Salmon-Safe certification may make them more competitive for potential funding opportunities described in that section of this staff report, below.

CONDITION 12: INCORPORATE HABITAT AND FISH USE INFORMATION INTO SURFACE WATER MASTER PLAN (SWMP)

Summary: The SWMP discusses stream geomorphic and water quality characteristics, but there is no mention of present or historic salmon use, habitat features supportive of salmon, impediments to salmon functioning, salmon restoration potential, or actions needed to protect existing and increase future salmon populations. Accordingly, the City of Shoreline shall make a stronger and stream- or watershed-specific connection to salmon by including these elements in the update of the SWMP.

Specifically, the Plan shall include a prioritized list of potential instream, riparian, and upland water management plus monitoring projects that benefit salmon. Much of this information is already contained in other documents prepared for the City, including the various basin plans.

Staff Analysis: The habitat and fish use analysis identified in this condition will be incorporated in the 2023 SWMP update. The staff effort will be identified in the scoping of the 2023 Plan update, and cost increases for the staff and consultants identified in the efforts will be included in the implementation of the 2023 Plan, as it is too early to determine those exact costs. Timing is with the start of the 2023 Plan Update, which could be as early as 2021.

Continued Improvement Recommendations

In addition to the conditions listed above, Salmon-Safe offers the following continuing improvement recommendations, the adoption of which is not mandatory to achieve certification but is considered Salmon-Safe best practice. These are described in detail in Attachment A. Staff has not analyzed potential implications of most of these additional items. If Council would like to consider any or all of these items at this time, staff can provide analysis.

- 1) Apply Salmon-Safe model stormwater guidelines to private developments.
- 2) Develop a priority point system for Salmon-Safe accredited contractors.
- 3) Look for opportunities to incorporate pollinator habitat for the Trail Along the Rail project.
- 4) Restore all Hidden-Lake bottom land.
- 5) Expand riparian forest at Brugger's Bog Park.
- 6) Create educational signage.
- 7) Create stewardship staff positions to coordinate volunteers for natural area restoration projects.

Potential Funding Opportunities

Much of the analysis of conditions above focused on potential increases to costs of capital projects and additional staffing or consultant resources. It is also important to consider that including Salmon-Safe conditions, best practices, and other habitat restoration and water quality elements in the City's operations and facility development could increase the potential for funding from a variety of outside sources.

Potential State Funding

Governor Inslee has requested over a billion dollars in the State budget to assist in recovery of the Southern Resident Orcas. This is significant because 92% of the orca's

diet is Chinook and Sockeye salmon, so any efforts to restore robust salmon populations will support survival of the orcas. The full policy brief outlining the Governor's proposal is available at the following link:

https://www.governor.wa.gov/sites/default/files/documents/SRKW-policy-brief_Jan2019.pdf.

At this time, staff does not know how the proposal will fare in the State Legislature, but it is possible that there will be an increase in funding available to local governments for habitat restoration projects; transportation improvements, including culvert replacement; and toxics cleanup and stormwater. At this time, staff also does not know how these funds could be distributed, but it is likely that much of it could be passed through the Department of Ecology, WRIA agencies, or other entities.

King Conservation District

Shoreline is already paying into this fund. It's just a matter of identifying interdepartmental priorities to utilize this funding. More information is available at the following link: <http://kingcd.org/tools-resources/grants/member-jurisdiction-grant-program/>.

WRIA 8

Water Resource Inventory Area 8 gives more to restoration than anything else. More information is available at the following link:

<https://www.govlink.org/watersheds/8/funding/default.aspx>.

Waterworks

The City could be eligible for 2021 grant cycle. More information is available at the following link: <https://www.kingcounty.gov/services/environment/grants-and-awards/waterworks.aspx>.

Puget Sound Partnership

The City could be eligible for the 2022 grant cycle. More information is available at the following link: http://www.psp.wa.gov/action_agenda_center.php.

Department of Ecology (DOE) Stormwater Grants

There are a host of grants through DOE for stormwater, restoration projects, etc. It is important to align the grant request with the schedule and demonstrate some match on the part of the City, but staff time does count towards matching funds. More information is available at the following link: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Grants-of-regional-or-statewide-significance>.

National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Program

These tend to be smaller grants. More information is available at the following link:

<https://www.nfwf.org/fivestar/Pages/2019rfp.aspx>.

Private Foundations

More and more private national and regional foundations are investing in public projects. Successful funding applications rely on aligning the work with the foundation's mission. It also can come down to partnering with non-profits. The Bullitt Foundation has supported innovation projects with cities, as does the Russell Family Foundation,

the Rose Foundation, and others. The Tulalip and other tribal foundations may also support this work, especially when it comes to facilitating salmon recovery.

SUMMARY

Salmon-Safe has identified and organized the 12 conditions for certification according to their guiding standards. One way to consider cumulative implications of all conditions is to organize them into different “buckets”, according to the mechanisms by which they would be implemented. Staff identified four different condition buckets:

Checklist Conditions

Conditions that could be implemented by creating a checklist to be used for City projects include:

- 1- Apply Salmon-Safe Modal Stormwater Guidelines to New, Expanded, and Redeveloped City Facilities
- 2- Incorporate Green Stormwater Infrastructure into Standard Roadway Cross-Sections to Identify Preferred LID Techniques in the ROW
- 6- Adopt Salmon-Safe Construction Standards

Surface Water Master Plan Conditions

Conditions that could be implemented through the next update of the SWMP include:

- 4- Improve Inventory of Stormwater Infrastructure
- 7- Improve Water Quality Monitoring Program
- 12- Incorporate Habitat and Fish Use Information into SWMP

Existing Design Project Conditions

Conditions that could be implemented through design projects, which are already on existing work plans, include:

- 3- Improve Stormwater Management at the North Maintenance Facility
- 11- Complete Substantial Design of Stormwater Management Projects with Habitat Restoration Elements

Project Conditions

Conditions that could be implemented through additional consideration during an existing process or through a separate project include:

- 5- Assess Water Conservation Efforts (or Develop Water Conservation Plan)
- 8- Assess Snow Removal and Ice Control Plan
- 9- Update the Integrated Pest Management Plan
- 10- Enhance Biodiversity in Parks when Converting Turf or Landscaped Area

Another way to consider cumulative implications of all conditions is to look at potential costs. The following table summarizes any estimated costs contained in the analysis of individual conditions. It is important to note that most costs cannot be known at this time and will be determined through a project-specific scoping process.

Condition	Potential Cost
1- Apply Salmon-Safe Stormwater Guidelines to City Facilities	No additional costs are anticipated for larger projects. Additional costs for stormwater detention on smaller projects will be determined on a per project basis but are anticipated to increase.
2- Incorporate GSI into Cross-Sections	Checklists and cross-sections can be developed by existing staff and integrated into the EDM, costs to incorporate GSI into capital projects will vary by project.
3- Improve Stormwater Management at NMF	Costs for long-term stormwater management will depend on decisions made during project design.
4- Improve Inventory of Stormwater Infrastructure	This task may increase the budget for the update of the SWMP, but a specific dollar amount will be identified during scoping for that project.
5- Option A- Assess Water Conservation Efforts Option B- Develop Water Conservation Plan	A- Staff may need to spend around 120 hours to expand existing conservation and monitoring efforts to Public Works and Facilities and around 40 hours annually to track and report. Costs beyond staff time are not anticipated, although conservation efforts may have an up-front cost, hopefully balanced by long-term savings. B- Potential scopes for plan options submitted ranged from \$100,000-\$300,000.
6- Adopt Salmon-Safe Construction Standards	Public Works (PW) anticipates hiring a consultant to develop a process/checklist and potentially augment the EDM and NPDES requirements for around \$8,000. Potential staff time to manage consultant and implement changes is estimated to be around 40 hours. City project costs could increase.
7- Improve Water Quality Monitoring Program	This task may increase the budget for the update of the SWMP, but a specific dollar amount will be identified during scoping for that project. Estimated lab costs for adding metals and analytes to the current sampling regime could be about \$10,500 annually. A 2013 estimate to perform a Biological and Physical Assessment of Streams was \$22,000.
8- Assess Snow Removal and Ice Control Plan	Initial (2020) staff costs to manage consultant to analyze treatment options and potential impacts to salmon and operations are estimated at 0.2 FTE, potential scope for consultant could be \$60,000. Impacts to CMF design and equipment needs may be significant.
9- Update the IPM Plan	Staff time to manage consultant to update IPM for Parks and PW is estimated to be 40 hours, potential scope for consultant could be \$30,000.
10-Enhance Biodiversity in Parks when Converting to Turf or Landscaped Areas	Staff time will need to be allocated to prepare a memo identifying potential nature patch opportunities. Costs to incorporate improvements will depend on project elements.

11-Complete Substantial Design of Stormwater Management Projects	Since this work is already programmed, no additional staff effort is needed beyond sharing plans and documenting completion with Salmon-Safe.
12-Incorporate Habitat and Fish Use Info into SWMP	This task may increase the budget for the update of the SWMP, but a specific dollar amount will be identified during scoping for that project.

RESOURCE/FINANCIAL IMPACT

Potential costs associated with Salmon-Safe certification are not clearly defined at this stage. Over the course of the certification period (from Council agreement to pre-conditions and acceptance of a conditional certification to five years from that date), staff will evaluate financial impacts. At this time staff assumes that implementing conditions of certification will increase costs for the 2023 update of the Surface Water Plan, snow removal and deicing, and likely certain capital projects, as described earlier in this staff report. A table in the Summary section of this report combines this information for a high-level snapshot of potential cost increases for full certification. It is also possible that becoming the first Salmon-Safe certified City in Washington will make stormwater and habitat restoration projects in Shoreline more competitive for grant funding.

RECOMMENDATION

No action is required at this time. Staff is interested in Council’s direction to be able to schedule action on this item and in their preference regarding the bookended options in Condition 5. Tonight’s meeting is an opportunity for Council to learn about the conditions for certification, ask questions, discuss implications and concerns, and potentially propose amendments.

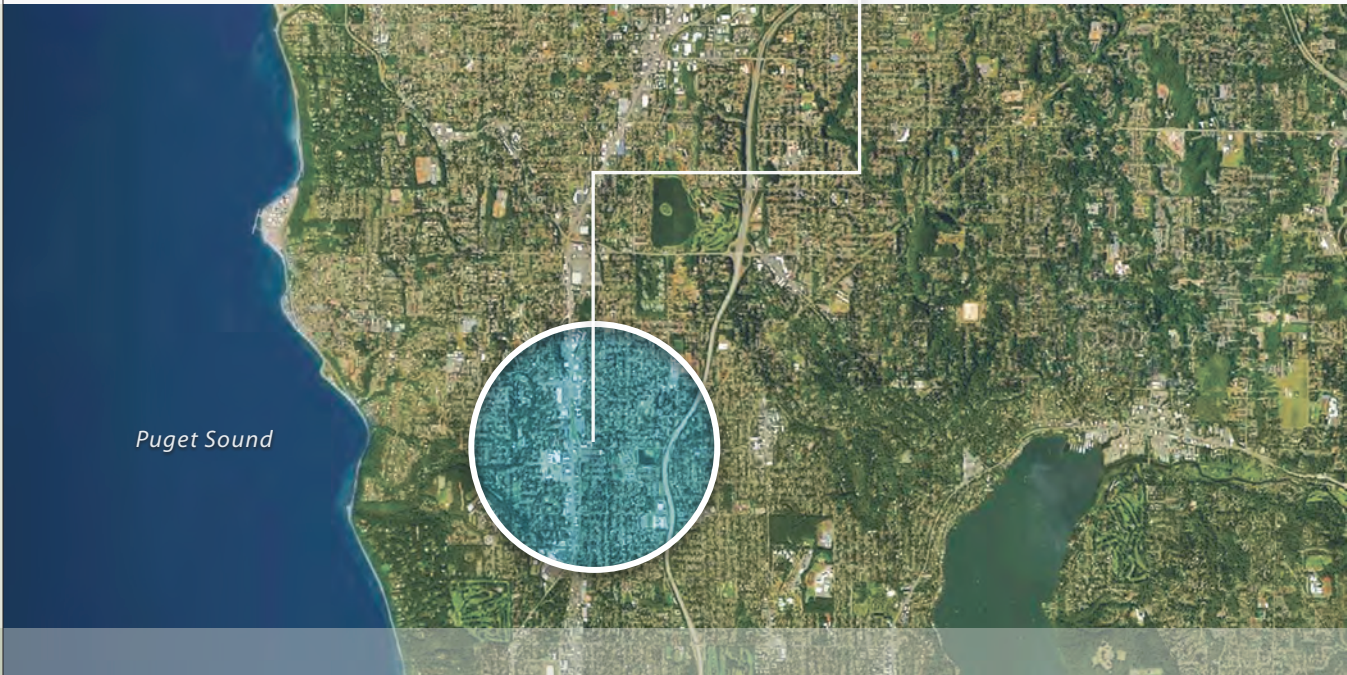
ATTACHMENTS

- Attachment A: Report of the Evaluation Team Regarding Salmon-Safe Certification of the City of Shoreline, Washington
- Attachment B: Salmon-Safe Certification Report references

SALMON-SAFE INC.

REPORT OF THE EVALUATION TEAM REGARDING SALMON-SAFE CERTIFICATION OF THE CITY OF SHORELINE, WASHINGTON

June 13, 2018
revised March 6, 2019



Puget Sound



Salmon-Safe
1001 SE Water Ave, Suite 450
Portland, Oregon 97214
503.232.3750
info@salmonsafe.org

www.salmonsafe.org

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RECOMMENDATION SUMMARY

The Salmon-Safe science team is pleased to recommend that the City of Shoreline, Washington, be certified Salmon-Safe, subject to the conditions detailed in this report. The City has demonstrated a commitment to environmental sustainability and stewardship through its *Environmental Sustainability Strategy*, *Climate Action Plan*, and *Deep Green Incentive Program*, thereby serving as a regional and national example of environmental innovation by a municipality.

Background

In 2000, Salmon-Safe expanded beyond agricultural land certification to apply the Salmon-Safe assessment and certification process to land and water management within the urban realm. This initiative significantly advanced restoration efforts in urbanized watersheds by developing urban aquatic protection guidelines and a citizen education campaign throughout the Pacific Northwest. Working closely with independent scientists and technical experts, Salmon-Safe developed a comprehensive certification framework oriented towards reducing impacts on water quality and fish habitat from urban land and water management practices. Since 2005, more than 50 urban sites have received Salmon-Safe certification in Oregon, Washington, and British Columbia.

In 2016, Salmon-Safe completed a three-year, phased assessment of the key City of Portland operations and facilities that impact the urban Willamette River watershed. Following on more than a decade of Salmon-Safe certification from Portland's 10,000 acre system of parks and natural areas, the citywide Salmon-Safe project included Bureau of Environmental Services, Water Bureau, Bureau of Transportation, Fire and Rescue, Fleet Services, Procurement and Facilities Services. In October 2016, Portland's Mayor and City Council formally committed to certification conditions, resulting in the first Salmon-Safe city.

The City of Shoreline is the first Washington city to seek Salmon-Safe certification. To evaluate watershed impacts from Shoreline's facilities, infrastructure and operations, Salmon-Safe convened the same independent science team that evaluated the City of Portland. Beginning in spring 2018, the science team conducted a comprehensive analysis of the City's environmental programs and policies.

The City's *Climate Action Plan* (CAP), adopted in 2013, established a commitment to reduce community greenhouse gas emissions. To fulfill one of the priority recommendations of the CAP, the City adopted the *Deep Green Incentive Program* (DGIP) in 2017 to encourage the highest standard for green building within the city to address greenhouse gas emissions from new buildings. During the development of the DGIP, the City adopted Salmon-Safe as a companion certification for the International Living Future Institute's *Net Zero Energy Building Program*. This dual certification will require projects to consider both innovative energy and stormwater solutions. The City also decided to pursue city-wide Salmon-Safe certification and to demonstrate commitment to environmental stewardship, providing leadership to the building development community in implementing environmentally sustainable practices.



OVERVIEW OF CITY OF SHORELINE FACILITIES AND POLICIES

The City of Shoreline covers 11.74 square miles at the northwestern edge of King County and includes more than 53,000 residents. Before becoming a city in 1995, The City of Shoreline was part of unincorporated King County. Shoreline is generally bounded by the City of Lake Forest Park to the east, the City of Seattle to the south, Puget Sound to the west, and Snohomish County to the north (including the Cities of Mountlake Terrace and Edmonds, and the Town of Woodway). It is primarily residential with more than 70 percent of the households being single-family residences.



City Hall
City of Shoreline, Washington
*(architectural rendering, courtesy
OPUS Northwest, LLC)*

Shoreline has more than 400 acres of park land and open space, arrayed over 34 properties, nine of which also include athletic fields. The City has placed a high priority on preserving trees, which cover approximately 31% of the city surface area. Outside of the parks, other recreational activities take place primarily in two recreation centers, a community pool and a dedicated bike/pedestrian Interurban Trail that traverses the city in a north-south direction. Other municipal properties include City Hall and five fire stations.

In addition to Puget Sound, waterbodies in the City of Shoreline include nine streams, two lakes and two wetlands that include standing water for the majority of the year. Watersheds in the western half of the city (Middle Puget Sound and Boeing Creek basins) drain to Puget Sound while watersheds in the eastern half of the city (McAleer Creek, Thornton Creek, Lyons Creek, and West Lake Washington basins) drain to Lake Washington, through either Lake Forest Park or Seattle. All the streams include one or more barriers to fish passage, but salmonid use has been documented on McAleer Creek and, to a much lesser extent, on short reaches of other streams as well.

The City of Shoreline follows a council-manager form of governance whereby seven elected City Council Members determine policies that are responsive to

citizens' needs and wishes and the City Manager that is hired by the City Council implements those policies and oversees all City departments. Departments that oversee activities and facilities that pertain to Salmon-Safe include Parks, Recreation & Cultural Services; Planning & Community Development; Administrative Services; and Public Works. The Shoreline Surface Water Utility is responsible for managing stormwater drainage and protecting surface water quality. Drinking water is provided by Seattle Public Utilities in the western half of the city (generally west of Interstate 5) and by the North City Water District in the eastern half of the city. Wastewater services are provided by the Ronald Wastewater District. The City has established goals to assume and/or acquire the assets of these utilities in the future.

The City of Shoreline adopted an *Environmental Sustainability Strategy* in 2008. Of the 10 key program strategies, five are particularly relevant to Salmon-Safe, including:

- (1) develop and integrate the sustainability program into all city functions;
- (2) develop a residential green building program;
- (3) build and support a sustainability leadership structure;
- (4) adopt a clear and aggressive green building policy; and
- (5) structure and prioritize natural resources enhancement.

An interdepartmental Green Team was tasked with implementing the *Sustainability Strategy*. By 2013, when Shoreline's *Climate Action Plan* was completed, the Green Team had completed 42 of the 50 recommendations from the *Sustainability Strategy*.

THE ASSESSMENT PROCESS

The Salmon-Safe assessment process consisted of a gap analysis and field reviews, culminating in a certification report (this document). These tasks were conducted by Salmon-Safe staff and an interdisciplinary team of scientists (the Science Team) with expertise in aquatic ecosystems, innovative stormwater management, land management, and integrated pest management (IPM), as summarized below.

Science Team

The Science Team for this project was composed of Tad Deshler, Dr. Richard Horner, Peter Bahls, and Carrie Foss. This same team conducted the citywide assessment for the City of Portland.

Tad Deshler: *Environmental Scientist, Coho Environmental*

Mr. Deshler's practice focuses on environmental assessment and impact analysis, with particular focus on the interaction between built and natural environments. Much of his project work has centered around aquatic sites, or at the interface between aquatic sites and the adjacent upland environments, where understanding the transport mechanisms that connect upland and inwater environments is paramount. Tad earned a BA degree in Aquatic Biology from the University of California at Santa Barbara and an MS degree in Animal Science from the University of California at Davis. Tad also has specialized expertise in sediment assessment and management, risk assessment, and chemical transport and fate studies.

Dr. Richard Horner: *Stormwater Management Expert, University of Washington*

Dr. Horner received engineering BS and MS degrees from the University of Pennsylvania, and a PhD in civil and environmental engineering from the University of Washington in 1978. Following 13 years of college teaching and professional practice, he joined the University of Washington research faculty in 1981, where he held appointments in Civil and Environmental Engineering, Landscape Architecture, and the Center for Urban Horticulture. His principal research interests involve analyzing the effects of human activities, especially in urban areas, on freshwater ecosystems and solutions that protect these resources. Dr. Horner founded the Center for Urban Water Resources Management in 1990 to advance applied research and education in these areas. He is now emeritus research associate professor and splits his time between private practice and some continuing university research.

Peter Bahls: *Aquatic Ecologist and Salmon Biologist, Northwest Watershed Institute*

Mr. Bahls received an MS in Fisheries Science and Aquatic Ecology from Oregon State University and a BS in Environmental Studies-Biology from Middlebury College, Vermont. He worked for six years as the salmon habitat biologist for the Port Gamble S'Klallam Tribe followed by three years as the principal fish biologist for David Evans and Associates. In 2001, he founded Northwest Watershed Institute, a non-profit organization that provides scientific and technical assistance in watershed assessment and restoration.

Carrie Foss: *Urban IPM Director, Washington State University (WSU) Puyallup*

Ms. Foss manages the WSU IPM Certification Program and the Pesticide Safety Education Program in Western Washington. Landscape maintenance personnel are trained in plant problem diagnosis, integrated pest management, personal safety and environmental protection through lectures and workshops. Carrie earned a BS degree in Botany from the University of Washington and

an MS degree in Plant Pathology from the University of Hawaii. Her background includes plant problem diagnosis, research on beneficial microorganisms and management strategies for turf and ornamental diseases.



Kirk Petersen, City of Shoreline Parks Superintendent, leads the Salmon-Safe science team through Kruckeberg Botanic Garden.

Gap Analysis

The gap analysis was conducted from February to March 2018 and consisted of interviews with key staff identified by the City's Green Team, followed by a review by the Science Team of City policies and documents for consistency with relevant Salmon-Safe standards. A memorandum was prepared that summarized the findings. See Appendix A for a list of staff interviewed, documents reviewed, and Appendix B for the full gap analysis memo. The gap analysis review identified many areas of consistency with Salmon-Safe standards as well as concerns and opportunities to improve environmental performance across City operations, as summarized below:

Areas of alignment with Salmon-Safe

- Natural resource-related policies and activities are largely consistent with Salmon-Safe standards. The City has done a good job inventorying its resources and have some clearly stated policies about preserving and restoring natural resources.

- Excellent information has been collected and collated in the City's basin plans.
- The *Pesticide-Free Parks Initiative* and strategic planning for parks and open spaces are commendable and highly consistent with Salmon-Safe standards.
- The *CAP* and *Environmental Sustainability Strategy* include a commitment to investigate opportunities for rainwater harvesting and greywater reuse, as well as high-efficiency irrigation controls.
- The City is using the latest editions of the Department of Ecology's *Stormwater Manual for Western Washington* and *Puget Sound Low Impact Development Manual* with modifications for increased stringency as outlined in Shoreline's *Engineering Development Manual*.
- The *Green Stormwater Infrastructure Program* has facilitated valuable outreach to residents and a number of commendable projects between 2011-2017, including twelve neighborhood bioretention facilities plus two more awaiting grant funding, and a system of bioretention units of various configurations installed during the Aurora Avenue Corridor Project.

Opportunities for improvement

- Demonstrate that the capital projects underway are part of a comprehensive approach that is effectively reducing watershed impacts over time, taking into account continued development within the city.
- Increase the frequency of water quality monitoring efforts needs to effectively gauge success in meeting objectives and overall goals. In tandem, assess overall water quality trends since the start of data collection began in 2003 along with genetic testing to determine the source(s) of fecal coliform bacteria.
- Conduct a riparian habitat condition survey as well as fish surveys to document distribution of species during all life stages.
- Connect stormwater management policies to specific goals related to watershed impact.
- City staff provided responses and additional information related to topics raised in Salmon-Safe's memo in April 2018.

Field Reviews

The Science Team conducted field reviews of a representative selection of sites and facilities on May 14-15, 2018, accompanied by key City staff on a rotating basis, including:

Kirk Peterson, Park Maintenance Superintendent
John Featherstone, Surface Water Engineer
Miranda Redinger, Senior Planner
Nora Daley-Peng, Senior Transportation Planner
Tony Colinas, Senior Park Maintenance Staff
Melissa Ivancevich, Surface Water Quality Specialist
Jesse Peterson, Wastewater Manager
Brent Proffitt, Wastewater Utility Specialist

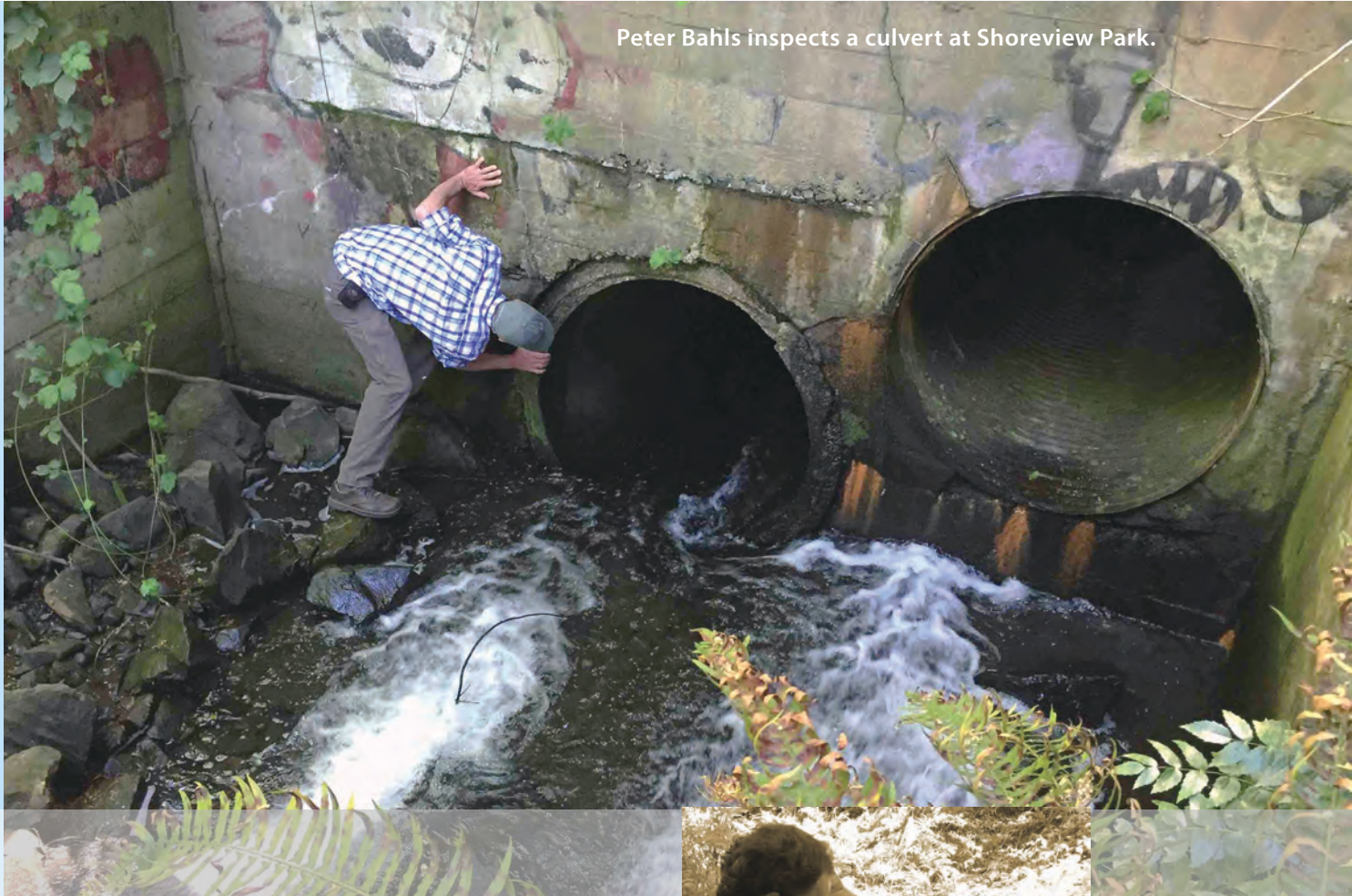


Above: John Featherstone (left) and Nora Daley-Peng (right) of City of Shoreline Public Works lead the Salmon-Safe science team on a walking tour of a green street demonstration project on 17th Avenue NE.

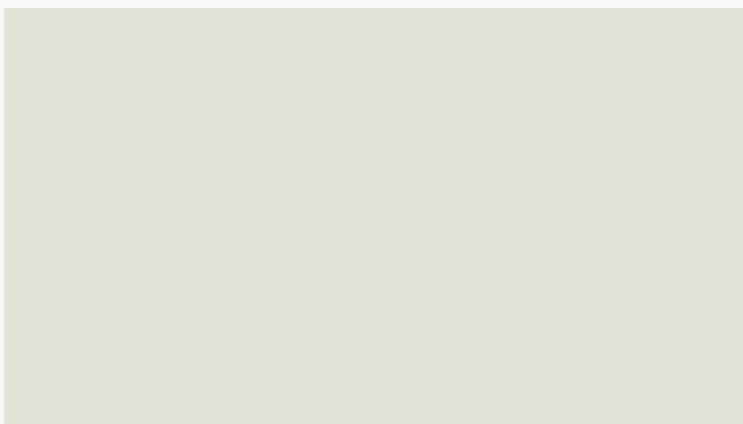


Above: The Salmon-Safe science team visits Richmond Beach Saltwater Park, one of the few locations in the city with public access to Puget Sound shoreline.

Multiple natural areas were visited and multiple examples of green stormwater infrastructure were observed (see Table 1, page 9). Additionally, maintenance practices and equipment were observed and discussed while visiting Hamlin Yard, a facility shared by Parks and Public Works departments and the North Maintenance Facility, which is under consideration for expansion to consolidate all Public Works operation at a single location. A representative wastewater lift station in the Innis Arden neighborhood was also visited. Throughout the site visits, the Science Team asked many questions about specific locations and also about citywide practices of the City staff accompanying them.



Peter Bahls inspects a culvert at Shoreview Park.



John Featherstone (right) gives the Science Team an overview of the Hidden Lake Dam Removal project.

Table 1. Sites Visited during Field Review

Site Name	Site Type	Visit Type
25th Avenue NE Flood Reduction Project	Stormwater Infrastructure	Comprehensive
Boeing Creek Park	Park	Comprehensive
Brugger's Bog Park	Park	Comprehensive
Cromwell Park	Park	Comprehensive
Green Streets Demonstration Project (17th Ave NE between NE 145th-150th Streets)	Stormwater Infrastructure	Comprehensive
Hamlin Park	Park	Visual inspection
Hamlin Yard	Operations	Comprehensive
Hidden Lake Dam Removal	Natural Area	Comprehensive
Hillwood Park	Park	Visual inspection
Kayu Kayu Ac Park	Park	Visual inspection
Kruckeberg Botanic Garden	Natural Area	Comprehensive
Lift Station 1	Operations	Comprehensive
North City Park	Park	Visual inspection
North Maintenance Facility / Fueling Depot	Operations	Comprehensive
Paramount School Park	Park	Visual inspection
Richmond Beach Community Park	Park	Visual inspection
Richmond Beach Saltwater Park	Park	Comprehensive
Ronald Bog Park	Park	Comprehensive
Shoreview Park	Park	Comprehensive
South Woods Park	Park	Comprehensive
Sunset Park (with Community Garden)	Park	Visual inspection
Trail Along the Rail	Natural Area	Comprehensive
Twin Ponds Park	Park	Comprehensive

At the end of the field review, the Science Team, supported by Salmon-Safe staff, met to review the certification criteria against notes taken during the process. On June 13, 2018, the team and Salmon-Safe staff finalized conditions for certification and reached a final unanimous decision on certification.



GENERAL OBSERVATIONS AND CONCLUSIONS

The Science Team took note of a strong organizational motivation and enthusiasm for environmentally sustainable policies and practices, as evidenced by their *Environmental Sustainability Strategy* (2008), *Climate Action Plan* (2013) and the *Deep Green Incentive Program* (2017). The latter program encourages the highest standards for green building and site ecological function, including LEED® and Salmon-Safe. The City Hall building, completed in 2009, was awarded LEED® Gold status.

The City's natural resource-related policies and activities are largely consistent with Salmon-Safe standards. The City has done a good job inventorying its resources, particularly in the numerous basin plans that have been completed. It has also clearly stated policies related to preserving and restoring natural resources. Some improvements should be made in organizing the existing inventory information to make a stronger and stream- or watershed-specific connection to salmon. This will facilitate the prioritization of capital projects through the lens of salmon protection.

The City has an ongoing water quality monitoring program and conducted stream monitoring for benthic invertebrates in 2003 and 2007. The conclusions from the most recent water quality assessment report indicate that the city's waterbodies are moderately to severely impacted by stormwater. While this may be a valid conclusion, the water quality monitoring program is not specifically designed to evaluate the impacts from stormwater input or provide an adequate basis for assessing potential changes in water quality over time. Improvements to the water quality monitoring program should be made, as discussed in more detail in the Certification Conditions section below. In addition, the biological monitoring program should be restarted.

The *Pesticide-Free Parks Program* is commendable and highly consistent with Salmon-Safe goals, as is the strategic planning in the *Parks, Recreation and Open Space Master Plan*. Some clarification on exceptions to the pesticide-free practices should be made in the updated IPM plan.

The *Climate Action Plan* and *Environmental Sustainability Strategy* include a commitment to investigate opportunities for rainwater harvesting and greywater reuse. The *Climate Action Plan* also indicates that high-efficiency irrigation controls are used routinely, particularly in the Aurora corridor and in right-of-ways (ROWs). The City has made large reductions in the amount of water being used for irrigation, resulting in significant cost savings. Additional planning to achieve further reductions is warranted.

The City is using the latest editions of the Department of Ecology's *Stormwater Manual for Western Washington* and *Puget Sound Low Impact Development Manual* with modifications for increased stringency as outlined in *Shoreline's Engineering Development Manual*, including:

- requiring infiltration where conditions are appropriate, with thorough investigation of soil and subsurface properties
- list of numerous criteria to be addressed in project layout and site design based on solid low-impact design principles
- requiring a stormwater pollution prevention plan for construction projects of any type and size
- more control of construction exits
- seasonal (wet season) Suspension Plans for some larger construction projects
- all runoff treatment at least at the level of the Enhanced Treatment Menu
- rescinds allowing existing land cover as the basis for stormwater management design where there has been at least 40 percent impervious land cover since 1985 and instead requires historic cover as the basis

It is recommended that the City create a checklist to be used for new, expanded, and redeveloped City facilities that reflects more stringent stormwater guidelines, as discussed below in the Recommendations section.

The *Green Stormwater Infrastructure Program* has facilitated valuable outreach to residents. A number of commendable projects have been completed between 2011–2017, including twelve neighborhood bioretention facilities plus two more awaiting grant funding, and a system of bioretention units of various configurations were installed during the Aurora Avenue Corridor Project. The *Soak it Up* rebate program being implemented by the Surface Water Utility should also incentivize green stormwater infrastructure on the scale of individual residences.

The City's *Snow Removal and Ice Control Plan* is not currently consistent with Salmon-Safe standards and should be updated. Specific recommendations are discussed below in the Certification Conditions section.

The City is making plans to double the miles of sidewalk within the city and recently completed the *Sidewalk Prioritization Plan* to evaluate alternative sidewalk designs, including incorporation of green stormwater infrastructure. The Science Team is highly supportive of alternatives that include features such as the complete street pilot project on 17th Avenue NE.

The Hamlin Yard appears well-organized and follows practices that are consistent with Salmon-Safe standards. The North Maintenance Facility, which was acquired by the City from King County in 2013, includes acceptable facilities related to fueling, but is in need of upgrades related to stormwater management, as discussed below in the Certification Conditions section.

RECOMMENDATIONS AND DISCUSSION

Certification Recommendation: The Science Team recommends that the City of Shoreline be certified as Salmon-Safe subject to two pre-conditions and 12 conditions listed below. The conditions are organized by certification standard categories. All conditions are subject to annual verification by Salmon-Safe. Timelines for accomplishing objectives are measured from the official date of this Salmon-Safe conditional certification.



Pre-Condition 1: *Ensure environmental regulatory compliance*

The City of Shoreline shall provide a signed statement to Salmon-Safe stating that it is not in violation of national, state or local environmental laws, or associated administrative rules or requirements as determined by a regulatory agency in an enforcement action, per General Standard A.1.



TIMELINE

Compliance is a pre-condition of certification, then subject to annual verification by Salmon-Safe.



Pre-Condition 2: *Commitment to adhere to Salmon-Safe standards for expansion or redevelopment*

The City of Shoreline shall provide a signed statement to Salmon-Safe confirming that it **will develop** a mechanism to ensure that all new, expanded, and redeveloped City facilities shall meet Salmon-Safe standards for urban development, including model permanent (see Appendix B) and construction-phase (see Appendix F of the Urban Standards) stormwater guidelines or a comparable LEED standard related to stormwater performance. Included in this commitment is an agreement to avoid the use of uncoated zinc and copper for any new building cladding.



TIMELINE

Compliance is a pre-condition of certification, then subject to annual verification by Salmon-Safe.

Stormwater Management



Condition 1: Apply Salmon-Safe model stormwater guidelines to new, expanded, and redeveloped City facilities¹

The City of Shoreline has incorporated amendments to the Department of Ecology's *Stormwater Manual for Western Washington* in their *Engineering Development Manual*. These amendments effectively increase the stringency by which the City manages stormwater for all new developments, both City-owned and private. Salmon-Safe has developed model stormwater management guidelines for urban development or redevelopment, which are more stringent than Ecology's manual (see Appendix B) and differ from that manual by the inclusion of the goal of restoring the predevelopment hydrology at a given project site.

The City of Shoreline shall create a checklist based on Salmon-Safe's *Model Stormwater Management Guidelines* to supplement the *Engineering Development Manual* for application to City projects that incorporates Salmon-Safe guidelines for stormwater management (Appendix B). By doing so, the City will create a mechanism for leading the private sector by example over time.



TIMELINE

The companion checklist shall be created and provided to Salmon-Safe for review within three years. The guidelines and procedures included in the document should be implemented on new and redeveloped City facilities within five years.

¹For the purposes of this Condition, Salmon-Safe refers to the same project size thresholds as the Department of Ecology's *Stormwater Manual for Western Washington*.



Condition 2: *Incorporate green stormwater infrastructure into the standard roadway cross-section to identify preferred low-impact development techniques for Right-of-Ways (ROWs)*

The City of Shoreline has adopted a *Complete Streets* policy that requires development of a transportation system that allows for safe and convenient travel for all users. The City has completed pilot projects that included vegetation in the amenity zone that provided stormwater management and urban habitat. Although the original *Complete Streets* concept is focused on facilitating multi-modal transportation, there is an opportunity for the City to incorporate green stormwater infrastructure elements into City standards for use in the rights-of-way (ROW).²

Therefore, the *Engineering Development Manual* shall be revised to reflect this expanded use of the ROW to include green stormwater infrastructure. In addition, the City shall incorporate such green stormwater infrastructure elements into all newly constructed sidewalks, as feasible.



TIMELINE

The City shall, within two years of certification, revise the *Engineering Development Manual*.

²Other national organizations, such as the National Association of City Transportation Officials <https://nacto.org/publication/urban-street-stormwater-guide/streets-are-ecosystems/complete-streets-green-streets/> share this viewpoint.



Condition 3: *Improve stormwater management at North Maintenance Facility*

The stormwater management facilities and practices at the City's North Maintenance Facility do not appear to have been modified since the facility was acquired from King County in 2013 and do not currently meet Salmon-Safe standards. Stormwater from the facility is collected in a series of catch basins, which then ultimately discharge untreated to Ballinger Creek. Galvanized metal parts are stored in the open, as are bark, sand and gravel. Stormwater that comes into contact with these materials is likely to include substances that are detrimental to aquatic life in the creek.

Salmon-Safe understands that this property is undergoing a planned multi-phase redevelopment and repurposing over a several year period in the future, which will include improved stormwater management. The City will take steps to have the existing facilities operated, and the proposed new facilities designed and built in alignment with Salmon-Safe guidelines.

Specifically, the City will improve its material storage and handling practices at the site, including covering erodible and potentially turbidity causing material (e.g. bark, sand, and gravel) and galvanized metal pipes and parts, by placing them under tarps in the short term. New facilities will meet the Salmon-Safe guidelines that are incorporated in the design and construction requirements in place at the time of design and construction.



TIMELINE

The improvements to the current site facilities related to preventing the introduction of pollutants to stormwater through uncovered bulk materials and metal parts shall be implemented within one year of certification. Design documents for the first project of the permanent improvements to the North Maintenance property shall be provided to Salmon-Safe for review as soon as they are available.



Condition 4: *Improve inventory of stormwater infrastructure*

The City has done a good job creating a GIS inventory of stormwater infrastructure, including hard structures, such as catch basins and manholes, but also green stormwater infrastructure features such as bioswales, rain gardens, and permeable pavement. However, it does not appear that this GIS layer includes data for a drainage area assessment that would allow calculations of the drainage areas being managed by various stormwater management techniques. The collection and analysis of such data is important for tracking improvements in stormwater management and prioritizing stormwater management projects.

Per one of the performance requirements of Standard U.1.1, the City shall incorporate a drainage area assessment into the existing GIS layer of stormwater infrastructure that would enable a demonstration of reduction of watershed impacts over time.



TIMELINE

The City shall update the existing GIS layer in the next *Surface Water Master Plan* update and submit it to Salmon-Safe for review as soon as it is available.

Water Use Management**Condition 5: Assess water conservation efforts**

The City of Shoreline has done a good job at reducing the amount of water used for irrigation, as described above under General Observations.³ The City of Shoreline shall continue its annual review and assessment of its efforts at conserving water and identify targets for additional water conservation in the Park system.

The City will expand this annual review, assessment, and identification of targets for additional water conservation practices to include the Public Works and Facility managed properties. Included in this expansion will be documentation of existing water use trends across City properties, areas targeted for water use reduction and methods, and identification and explanation of areas where water use has significantly increased. This effort will be conducted every two years in conjunction with the City's biannual budget development process.

**TIMELINE**

Within two years of certification, the City will provide an assessment of water use and documented water savings associated with recent water conservation efforts for Parks Department properties and a plan for implementing the expanded practice to Public Works and Facility properties.

³ Salmon-Safe noted that water conservation has been set as Priority Recommendation for the City, with multiple initiatives in the works related to rainwater harvesting, Brightwater Treatment Plant, incorporating use of recycled water, and use of non-potable water for toilet flushing.

Erosion Prevention and Sediment Control**Condition 6: Adopt Salmon-Safe construction standards**

The City's *Engineering Development Manual* specifies elements to be included in the Stormwater Pollution Prevention Plan. The requirements are generally protective of water quality, but improvements are warranted. Specifically, a checklist for projects on City property should be **developed** to specifically state a goal of avoiding the discharge of sediments and other pollutants and to provide a hierarchy of practices as a means to pursue the goal (see Appendix F of the Urban Standards).⁴

**TIMELINE**

The companion checklist shall be created and provided to Salmon-Safe for review within three years. The guidelines and procedures included in the document should be implemented on new and redeveloped City facilities within five years.

⁴This condition does not require the use of Salmon-Safe accredited contractors to demonstrate compliance.



Condition 7: *Improve water quality monitoring program*

The City has established a long-term water quality monitoring program at specific locations in Shoreline streams and lakes. Samples collected from these locations are measured for conventional parameters such as pH, temperature and dissolved oxygen. However, these parameters are not measured frequently enough to provide a reliable basis for assessing changes in water quality over time. Additionally, the City conducted benthic invertebrate monitoring in several Shoreline streams in 2003 and 2007 to assess temporal changes in water quality and overall stream health. The 2003 results indicated all sample sites were degraded. The 2017 results differed little from those reported in 2003. Although these parameters can provide some indication of waterbody health, by themselves they are insufficient for documenting the impacts from stormwater runoff, which is likely the most significant stressor to water quality within Shoreline streams.

In addition, since it has been over ten years since the last benthic invertebrate monitoring, the City shall re-establish the monitoring program to determine whether the significant capital investments the City has made in the last ten years have improved stream health and to provide a long-term foundation for monitoring potential future improvements in water quality citywide. The City shall modify its water quality monitoring program to provide a solid base for long-term monitoring and better characterize the impact from stormwater runoff. Suggested changes include:

- **Analytes**—include metals, particularly zinc, copper and lead, which are often associated with stormwater runoff;
- **Benthic invertebrate monitoring**—include sample collection methods, the qualifications of the personnel who will perform the sampling, taxonomic identifications, and data analysis;
- **Sample locations**—include specific sampling locations that may receive significant amounts of runoff during storm events; and
- **Timing**—include sampling events during both storm and non-storm events and conduct more frequent sampling using automated sampling systems for conventional and additional parameters, as feasible.

Enhancing the water quality monitoring program in this way would enable an analysis of the effectiveness of green stormwater infrastructure on stream water quality.

> C7 continues on next page

The City shall prepare or modify an existing *Sampling and Analysis Plan (SAP)* for water quality monitoring. The SAP should describe the study design, methods and analytes. The plan shall be developed through the next *Surface Water Master Plan* update, with results provided to Salmon-Safe for review after completion of each monitoring round.



TIMELINE

Scoping for the *Surface Water Master Plan* update shall be developed and submitted for Salmon-Safe review when available, in 2021/2022. The draft Sampling and Analysis Plan shall be developed and submitted to Salmon-Safe for review during the 2023/2024 *Surface Water Master Plan* update.



Condition 8: *Improve Snow Removal and Ice Control Plan*

The City's *Snow Removal and Ice Control Plan* (2016) is not fully in alignment with Salmon-Safe standards. The City will conduct an investigation into snow and ice control operational practices that take into consideration impacts on aquatic life. The investigation shall seek information on best industry practices including:

- Snowfighters (<http://pnsassociation.org>) or Clear Roads (<http://clearroads.org>) to develop best practice snow and ice control operations joining or participating in regional or national associations, like the Pacific Northwest; and
- other agencies' experiences and programs that provide snow and ice control services in the temperate and wet climate of the Pacific Northwest, such as the City of Portland, Oregon, and its Bureau of Transportation, a Salmon-Safe certified municipality.

The investigation will include, but not be limited to, consideration of the following activities:

- assessing existing or potential salmon habitat in relation to snow and ice control routes;
- assessing operational practices that balance environmental impacts of snow and ice control with agency and community

> *C8 continues on next page*

economic and life safety factors with a view toward using the minimum amounts of anti-icing and deicing agents near water bodies or groundwater recharge areas;

- reviewing the current use of anti-icing and de-icing equipment and products and
 - 1) *evaluating the ability to avoid use of chloride-based deicers where runoff can flow to a headwaters (third-order or smaller) salmon spawning or rearing stream;*
 - 2) *assessing use of highly targeted application of non-chloride-based deicers, such as calcium magnesium acetate, where runoff can flow to a headwater (third-order or smaller) salmon spawning or rearing stream. Areas where runoff passes through green stormwater infrastructure (GSI treatment) do not need considerations of this activity (see Appendix D for Salmon-Safe guidelines for alternative road deicers); and*
 - 3) *assessing equipment and material storage needs for inclusion of road deicing equipment in development of the City Maintenance Facility where snow and ice operations are staged.*

The investigation will inform operational aspects of the 2022/23 update of the City *Snow and Ice Plan*, and will inform equipment choices in the proposed City Maintenance Facility where snow and ice operations are staged.



TIMELINE

A draft update to the *Snow Removal and Ice Control Plan* shall be submitted to Salmon-Safe for review after completion, by 2021, with the final plan submitted to Salmon-Safe, when available, in 2022/2023.



Condition 9: *Update the Integrated Pest Management Plan*

The City's IPM plan requires an update to be fully consistent with Salmon-Safe standards. The City will develop a pest management and pesticide use policy that encompasses all City properties. This policy or another document should document fertilization practices. The City's desire to be largely pesticide-free should be documented in the policy, along with any allowable exceptions.



TIMELINE

The pest management and pesticide use policy and fertilization practices document shall be submitted to Salmon-Safe for review in conjunction with the next update of the *Parks Operations and Maintenance Standards Manual* in 2021. The policy may be incorporated into the manual by reference.

Enhancement of Urban Ecological Function**Condition 10: Enhance biodiversity in parks when converting turf or landscaped areas**

The City of Shoreline has an extensive park system that provides a wide variety of ecological and human services. Periodically, Parks Department staff alter the landscaping at specific locations within their parks to reduce maintenance costs (e.g., removing a landscaped bed) and/or to enhance the ecological functioning of an area that is otherwise underutilized. The City of Portland, Oregon, is also engaged in improving the habitat in their parks through the concept of a “nature patch.”⁵

Consistent with Standard U.5.4, the City of Shoreline shall look for opportunities to create nature patches within their park systems. The City shall prepare a memorandum that identifies potential nature patch opportunities for each park in their system. Although not required for certification, the City shall attempt to create nature patches as funds allow.

**TIMELINE**

The memorandum shall be completed and submitted to Salmon-Safe for review within two years.

⁵ Spurred by their 2015 *Ecologically Sustainable Landscape Initiative* (<https://www.portlandoregon.gov/parks/article/540631>), the City of Portland identified ten park locations where nature patches can be created during a five-year pilot project. The goals of the program include:

- provide spaces for people to explore, play, and interact with nature;
- create ecologically robust landscapes that support native pollinators within developed parks;
- provide environmental education and stewardship opportunities;
- increase soil and plant health, and expand the diversity of natural landscapes within parks;
- foster community partnerships and Parks Department collaboration; and
- decrease maintenance costs over time.

Instream, Riparian and Wetland Habitat Protection and Restoration**Condition 11: Complete substantial design of stormwater management projects with habitat restoration elements**

The City of Shoreline has demonstrated a commitment to completing projects that improve habitat and stormwater management. Salmon-Safe applauds this commitment and would like to see it continue. Accordingly, the City shall complete at least three stormwater management projects that also include habitat restoration features, such as the stormwater detention facility at Cromwell Park. Specific projects to be completed are at the discretion of the City, but candidate projects that are already underway or partially completed include:

- **Hidden Lake dam removal**—includes restoration of Boeing Creek within the lake area and replacement of culverts crossing below NW Innis Arden Way;
- **25th Avenue NE Flood Reduction Project**—includes habitat restoration elements at Brugger’s Bog Park and Ballinger Creek;
- **Ronald Bog**—a Sound Transit funded and implemented project that includes a wetland restoration at Ronald Bog Park to replace wetlands affected by Sound Transit’s Lynnwood Link light rail project;
- **Brugger’s Bog Park Expansion**—after completion of the City Maintenance Facility and after or coincidentally with the 25th Ave. NE Flood Reduction Project, expansion of the park into remnant North Maintenance Facility property may occur; and
- **Ballinger Open Space Restoration**—environmental restoration project at Ballinger Open Space will remove invasive plants and install native vegetation.

**TIMELINE**

Three projects with habitat restoration and stormwater management elements shall have substantial design completed within five years, assuming project funding is available. Design documents shall be submitted to Salmon-Safe for review as soon as they are available.



Condition 12: *Incorporate habitat and fish use information into Surface Water Master Plan*

The *Surface Water Master Plan* discusses stream geomorphic and water quality characteristics, but there is no mention of present or historic salmon use, habitat features supportive of salmon, impediments to salmon functioning, salmon restoration potential, or actions needed to protect existing and increase future salmon populations. Accordingly, the City of Shoreline shall make a stronger and stream- or watershed-specific connection to salmon by including these elements in the updated *Surface Water Master Plan*. Specifically, the Plan shall include a prioritized list of potential instream, riparian and upland water management plus monitoring projects that benefit salmon. Much of this information is already contained in other documents prepared for the City, including the various basin plans.



TIMELINE

The *Surface Water Master Plan* update (2023/2024) shall incorporate habitat and fish use information and be submitted to Salmon-Safe for review when available.



Continuing Improvement Recommendations

In addition to the conditions for certification listed above, Salmon-Safe offers the following continuing improvement recommendations, the adoption of which is not mandatory to achieve certification, but is considered Salmon-Safe best practice:

1. Apply Salmon-Safe model stormwater guidelines to private developments.

As discussed above under Condition 1, the City has adopted more stringent requirements than Ecology for stormwater management. Although laudable, these requirements do not quite meet Salmon-Safe standards, hence the condition. That condition applies only to City-owned projects, which are admittedly a small fraction of the capital projects that occur in the City. It is hoped that the City can encourage private developers and the design community to follow their example. One recommended step beyond encouragement that the City could take would be to modify the *Engineering Development Manual* to incorporate Salmon-Safe's model guidelines. In addition, as commercial zone areas that are being redeveloped, consider requiring stormwater management to meet these standards.

2. Develop a priority point system for Salmon-Safe accredited contractors.

Salmon-Safe's contractor accreditation program is the nation's first independent accreditation program to recognize construction professionals' excellence in water quality protection practices. Contractors accredited under this program have adopted a goal of zero sediment runoff across their entire operations. The City should consider adopting a priority point system that incentivizes Salmon-Safe contractors to bid on Shoreline projects, including capital projects and any public partnership investments such as future public housing and transportation-oriented developments.

3. Look for opportunities to incorporate pollinator habitat for the Trail Along the Rail project.

The Trail Along the Rail project represents a unique opportunity to create a shared-use path running roughly parallel to the light rail alignment through Shoreline. While recognizing that there may be limited potential for creating large areas of habitat adjacent to such a trail, given its linear nature, we recommend the City explore opportunities for establishing vegetation that support pollinator species. Such pollinator pathways are well suited to such linear features, particularly when these features provide links to larger habitat patches.

4. Restore all Hidden-Lake bottom land.

The Hidden Lake Dam Removal project is expected to remove what is now known as Hidden Lake, thereby creating a true riparian corridor formed by

Boeing Creek. Although some of the restoration alternatives considered for this project included the entirety of the former lake bed and valley bottom, the current conceptual design pushes the new stream channel close to the hillside to the southeast to avoid a significant portion the lake bed that is privately owned. We recommend that all the former lake bed be considered as part of the stream relocation and riparian and wetland riparian revegetation effort.

5. Expand riparian forest at Brugger's Bog Park.

This park contains one of the few headwater streams in Shoreline that is not buried in an underground culvert. Given its high value for potential salmonid and riparian habitat, consider expanding the riparian buffer along this creek into the adjacent turf areas on both sides of the creek.

6. Create educational signage.

The City of Shoreline contains many green stormwater infrastructure features and water use reduction elements that are consistent with Salmon-Safe standards. These elements should be highlighted and publicized to foster environmental stewardship among residents and visitors. Salmon-Safe can assist the City by providing examples of appropriate signage.

7. Create stewardship staff positions to coordinate volunteers for natural area restoration projects.

The City has been largely successful in recruiting volunteers for habitat restoration projects, including projects facilitated by EarthCorps. However, the responsibility for coordinating these volunteer efforts has fallen to staff that have a wide array of other responsibilities. We recommend that a staff position be created to conduct outreach and coordinate volunteers for habitat restoration projects. The result of such a position would likely be increased participation.

CONCLUSIONS

Salmon-Safe and the science team commend the City of Shoreline for a commitment to implement the conditions listed in this report, and to continue to improve water quality and urban habitat over the next five years. We extend appreciation and congratulations to the City of Shoreline team for their work in preparing for the certification assessment and assisting the science team in its assessment.



APPENDIX A: GAP ANALYSIS COMPONENTS

Table A1. City of Shoreline Staff Interviewed

Interviewee	Title, Area of Expertise
Nora Daley-Peng	Senior Transportation Planner, Public Works
John Featherstone	Surface Water Engineer, Public Works
Eric Friedli	Director, Parks Department
Melissa Ivancevich	Water Quality Specialist, Public Works
Dan Johnson	Fleet and Facilities Manager, Administrative Services Division
Kevin Kinsella	Development Review Engineer, Public Works
Lance Newkirk	Utilities Manager, Public Works
Kirk Peterson	Superintendent, Parks
Brent Proffitt	Wastewater Utility Specialist, Ronald Wastewater District

Table A2. City of Shoreline Documents Reviewed

City of Shoreline Document Title
2009 Bio-assessment Report
2016 Echo Lake Aquatic Vegetation Report
2016 Freshwater Assessment Report
2017 Stormwater Management Program (SWMP) Plan
Boeing Creek Basin Plan
Carbon Wedge Analysis
Climate Action Plan
Complete Streets Ordinance
Comprehensive Plan
Critical Areas Regulations
Engineering Development Manual
Environmentally Preferred Purchasing Guide
Green Stormwater Infrastructure
Greenworks Brochure
Lyon Creek Basin Plan

table continues next page

Table A2. City of Shoreline Documents Reviewed, continued

City of Shoreline Document Title

McAleeer Creek Basin Plan

NPDES Permit and 2016 Annual Report

Parks, Recreation and Open Spaces Plan

Pesticide-free Parks Brochure

Puget Sound Basin Plan

Soak It Up Rain Garden Incentive Plan

Shoreline Master Program

Snow Removal and Ice Control Plan

Storm Creek Basin Plan

Stormwater Management Manual

Surface Water Master Plan

Sustainability Strategy

Thornton Creek Basin Plan

Train Along the Rail Feasibility Study

Tri-County Integrated Pest & Vegetation Management Model Policy

Urban Forest Strategic Plan

Washington Department of Ecology Low-impact Development (LID) Stormwater Manual

APPENDIX B

Salmon-Safe Gap Analysis Memo
to the City of Shoreline

April 4, 2018



4 April 2018

Miranda Redinger
City of Shoreline
17500 Midvale Ave N
Shoreline, WA 98133

317 SW Alder Street
Ste. 900
Portland, OR 97204
503.232.3750
f 503.228.3556

Dear Miranda:

As the first step in our third-party Salmon-Safe assessment of the City of Shoreline, the Salmon-Safe team has been working over the last two months on a gap analysis effort. Ellen Southard and I conducted interviews with nine staff members identified by the City's Green Team and yourself.(i) Subsequently, Salmon-Safe collected plans, policies, informational brochures and reports, etc. for expert review by our staff and independent Science Team.(ii) The gap analysis review identified many areas of consistency with Salmon-Safe standards as well as identified concerns and opportunities to improve environmental performance across City operations, and within specific division programs. Below you will find a summary of our findings. In general, the bulk of the City of Shoreline's policies and plans are largely consistent with Salmon-Safe principles for land management. Many of the gaps lie in adding greater specificity and enhancing watershed protection within existing programs.

Areas of alignment with Salmon-Safe standards:

- Natural resource-related policies and activities are largely consistent with the standards. The City has done a good job inventorying its resources and have some clearly stated policies about preserving and restoring natural resources.
- Shoreline has some excellent information in its basin plans and has probably completed, and is planning, a number of impressive capital projects, relative to other cities of similar scale.
- The Pesticide-Free Parks program is commendable and highly consistent with Salmon-Safe goals as is the strategic planning in the Parks, Recreation, and Open Space Master Plan.
- The Climate Action Plan (CAP) and Environmental Sustainability Strategy include a commitment to investigate opportunities for rainwater harvesting and greywater reuse. The CAP also indicates that high-efficiency irrigation controls are used routinely, particular in the Aurora corridor and in right-of-ways.
- The City is using the latest editions of the Department of Ecology's Stormwater Manual for Western Washington and Puget Sound Low Impact Development Manual with modifications for increased stringency as outlined in Shoreline's Engineering Development Manual, including:
 - o (1) more control of construction exits; (2) Seasonal [wet season] Suspension Plans for some larger construction projects; (3) all runoff treatment at least at the level of the Enhanced Treatment Menu; (4) rescinds allowing existing land cover as the basis for stormwater management design where there has been at least 40 percent impervious land cover since 1985 and instead requires historic cover as the basis.
 - o Requiring infiltration where conditions are appropriate, with thorough investigation of soil and subsurface properties

- List of numerous criteria to be addressed in project layout and site design based on solid LID principles.
- Requiring a stormwater pollution prevention plan for construction projects of any type and size.
- The Green Stormwater Infrastructure Program has facilitated valuable outreach to residents and a number of commendable projects between 2011-2017, including 12 neighborhood bioretention facilities plus two more awaiting grant funding, and a system of bioretention units of various configurations installed during the Aurora Avenue Corridor Project.

Questions for further investigation:

- Summary on progress in completing water quality and habitat projects – It would be very helpful to have a succinct table that lists the projects originally proposed in each basin plan (or for NPDES permitting), a short description of the project, priority, estimated cost, and current status (e.g., completed, seeking funding, not done yet)
- Summary of NPDES permit situation – Are requirements, plans be implemented? Are all streams now listed on Ecology's 303d and under NPDES permits?
- Was North Branch Thornton floodplain mapping completed in 2009 and how has this study been used?
- Summary table of *current* total impervious surface percentage in each basin, relative to 2007 data (as provided in bio-assessment report), and estimate of projected build out percentage.
- Explanation for no B-IBI monitoring since 2003 and 2007 studies and no use of 2003-2007 data in 2016 WQ assessment.
- Map and prioritized list of fish passage barriers in each basin.
- What city staffing and support is there for enforcement of Shoreline Master Program (SMP) and Critical Areas Ordinance regulations?
- What additional shoreline habitat impacts are being caused by SMP exemptions for building single-family residences, docks and bulkheads?
- If possible, please explain how water quality and habitat projects tie to basin wide objectives, such as percent of basin to be treated for stormwater.

Initial recommendations:

- Demonstrate that the capital projects underway are part of a comprehensive approach that is effectively reducing watershed impacts over time, taking into account continued development within the City. This could include basin wide quantitative goals, such as to meet water quality standards, and objectives, such as a specified percent of each basin to receive retrofit stormwater treatment. Then, the proposed projects need to clearly demonstrate how they will cumulatively meet the objectives.
- Frequency of water quality monitoring efforts needs to be increased to effectively gauge success in meeting objectives and overall goals. In tandem, an assessment of overall water quality trends since the start of data collection began in 2003 should be conducted along with genetic testing to determine the source(s) of fecal coliform.

- Conduct a riparian habitat condition survey as well as fish surveys to document distribution of species during all life stages.
- Connect stormwater management policies to specific goals related to watershed impact. For example,
 - Update the Engineering Development Manual to specifically state a goal to avoid the discharge of sediments and other pollutants from construction sites, and provide a hierarchy of practices as a means to pursue the goal.
 - Modify the Surface Water Master Plan to make a stronger and stream- or watershed-specific connection to salmon. Stream geomorphic and water quality characteristics are covered with no mention of present or historic salmon use, habitat features supportive of salmon, impediments to salmon functioning, salmon restoration potential, or actions needed to protect existing and increase future salmon populations.
 - Enhance the Snow Removal and Ice Control Plan to take into consideration impacts on aquatic life, such as mentioning existing or potential salmon habitat in relation to snow and ice control; encouraging caution to carefully use the minimum needed with any deicer in the drainage of any water body or groundwater recharge area; directing avoidance of all chloride-based deicers where runoff can flow to a headwaters (third-order or smaller) salmon spawning or rearing stream, unless runoff passes through green stormwater infrastructure (GSI); and directing use of highly targeted application of calcium magnesium acetate, if providing adequate GSI treatment is impossible and deicing is still essential (applying minimum amount, number of applications, and area covered necessary for safety).

Our overall impression is positive and we also see areas where the City of Shoreline may benefit from Salmon-Safe's expertise in utilizing a watershed-specific lens when carrying out its operations. The City is an excellent candidate for certification and we look forward to next month's site assessments and time in the field with staff.

Thank you!



Anna Huttel
Certification Manager

Cc: Dan Kent, Executive Director
Ellen Southard, Outreach Manager

ⁱ City staff interviewed included the following individuals –

1. Nora Daley-Peng, Senior Transportation Planner, Public Works
2. John Featherstone, Surface Water Engineer, Public Works
3. Eric Friedli, Director, Parks Department
4. Kevin Kinsella, Development Review Engineer, Public Works
5. Kirk Peterson, Superintendent, Parks
6. Lance Newkirk, Utilities Manager, Public Works
7. Dan Johnson, Fleet and Facilities Manager, Administrative Services Division
8. Brent Proffitt, Wastewater Utility Specialist, Ronald Wastewater District
9. Melissa Ivancevich, Water Quality Specialist, Public Works

ⁱⁱ City documents reviewed included the following –

1. Comprehensive Plan, specifically the Natural Environment Plan, 185th Plan, and 145th Street Station Subarea Plan

-
2. Parks, Recreation, and Open Space Master Plan
 3. Surface Water Master Plan
 4. DOE LID Stormwater Manual
 5. Stormwater Management Manual for Western Washington
 6. Engineering Development Manual, specifically Division 3 – Surface Water and Development Code Regulations for Erosion Control
 7. Critical Areas regulations
 8. Pesticide-free Parks Brochure
 9. Tri-County Integrated Pest and Vegetation Management Model Policy
 10. Urban Forest Strategic Plan
 11. Environmentally Preferred Purchasing Guidelines
 12. Boeing Creek Basin Plan
 13. Storm Creek Basin Plan
 14. McAleer Creek Basin Plan
 15. Lyon Creek Basin Plan
 16. Thornton Creek Basin Plan
 17. Puget Sound Basin Plan
 18. 2016 Echo Lake Aquatic Vegetation Report
 19. 2016 Freshwater Assessment Report
 20. 2009 Bioassessment Report
 21. NPDES Permit
 22. NPDES Permit 2016 Annual Report
 23. “Soak It Up” Rain Garden Incentive Program
 24. Green Stormwater Infrastructure Program brochure
 25. Greenworks brochure
 26. Trail Along the Rail Feasibility Study
 27. Complete Streets Ordinance
 28. Shoreline Master Program (coastline regulations)
 29. Sustainability Strategy
 30. Climate Action Plan
 31. Carbon Wedge Analysis
 32. Snow Removal and Ice Control Plan
 33. 2017 Stormwater Management Program (SWMP) Plan

APPENDIX C

Model Stormwater Management Guidelines
for Ultra-Urban Redevelopment

May 2018

SALMON-SAFE INC.

MODEL STORMWATER MANAGEMENT GUIDELINES FOR ULTRA-URBAN REDEVELOPMENT

MAY 2018

Introduction

Polluted stormwater is the largest threat to the health of the Pacific Northwest's urban watersheds. Pollutants targeted by Salmon-Safe's urban initiative such as heavy metals, petroleum products, pesticide runoff and construction sediment have an adverse impact on the watershed and severely compromise downstream marine health. With the goal of inspiring design that has a positive impact in our watersheds, Salmon-Safe offers stormwater design guidance for ultra-urban areas, which we define as typically those densely developed "downtown" locations mostly covered by structures and pavement. Generally first developed long ago, many such areas are brownfields now undergoing redevelopment, mostly for commercial and residential purposes.

The very extensive impervious surfaces in ultra-urban spaces create a hydrologic environment dominated by surface runoff, with little of the soil infiltration and evapotranspiration predominating in a natural landscape. Vehicle traffic drawn to such areas and the activities occurring there deposit contaminants like heavy metals, oils and other petroleum derivatives, pesticides and fertilizers (nutrients). These pollutants wash off of the surfaces with the stormwater runoff and drain into the piping typically installed to convey water away rapidly. If the piping network is a combined sanitary-storm sewer system, the large stormwater runoff volumes draining from an ultra-urban area exceed the capacity of the wastewater treatment plant at the end of the line in some storms, resulting in releases of untreated, mixed sewage and stormwater to a water body. If the piping network is a separated storm sewer system, the runoff and the pollutants it carries enter a receiving water body without treatment, to the detriment of water quality and the aquatic life there. Although salmon-spawning and rearing streams are rarely present in an ultra-urban location, if they are, the elevated runoff quantity itself is damaging to the downstream habitat that salmon and their food sources rely on and directly to the fish themselves.

Many of the pollutants conveyed by stormwater runoff are toxic to salmon and their invertebrate food sources. The toxicity of heavy metals like copper and zinc to aquatic life has been well studied. However, salmon face many more potentially toxic pollutants in both their freshwater and saltwater life stages. These contaminants include other heavy metals; petroleum products; combustion by-products; and industrial, commercial, and household chemicals. Emerging science from NOAA Fisheries shows that these agents collectively create both lethal and non-lethal impacts, the latter negatively affecting salmon life-sustaining functions to the detriment of their migration, reproduction, feeding, growth and avoidance of predators.



Salmon-Safe Inc.
1001 SE Water Ave, Suite 450
Portland, OR 97214
(503) 232-3750
info@salmonsafe.org

www.salmonsafe.org

Despite these challenges, an array of options exists to reduce, or even in the utmost application, eliminate the negative impacts of ultra-urban development stemming from the large quantities of contaminated stormwater runoff potentially generated there. This management category addresses practices to control ultra-urban stormwater runoff to reduce both water quantity and water quality impacts with the following goal.

Goal

Any development or redevelopment project with a footprint that exceeds 5,000 square feet shall use low-impact site planning, design, and operational strategies¹ for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the water quality, rate, volume, and duration of flow.

Objectives

1. Prime objective

Implement low-impact practices, especially runoff retention² practices, addressing both water quantity and water quality control to the maximum extent technically feasible in redeveloping ultra-urban parcels to achieve the stated goal of restoring the predevelopment hydrology. Provide documentation of how the objective will be achieved. If full achievement of the goal is technically infeasible, assemble documentation demonstrating why it is not and proceed to consider Objective 2A and/or 2B, as appropriate to the site.

2. Alternative objectives

Assess if achieving Objective 1 is documented to be technically infeasible.

2A Alternative water quantity control objective when the site discharges to a combined sanitary-storm sewer or a stream—Start with the low-impact practices identified in the assessment pursuant to Objective 1. To the extent that they cannot prevent the generation of stormwater runoff peak flow rates and volumes greater than in the predeveloped condition^{3,4}, implement effective alternative measures to diminish and/or slow the release of runoff to the maximum extent technically feasible, with the minimum objective of reducing the quantity discharged to comply with any applicable water quantity control requirement⁵ and, in any case, below the amount released in the preceding developed condition.⁶

¹ Collectively termed “low-impact practices” in the following points.

² Retention means keeping runoff from flowing off the site on the surface by preventing its generation in the first place, capturing it for a water supply purpose, releasing it via infiltration to the soil or evapotranspiration to the atmosphere, or some combination of these mechanisms.

³ A predeveloped condition is the natural state of the site as it typically would be for the area prior to any modification of vegetation or soil.

⁴ As determined through hydrologic modeling of the previously developed and modified conditions.

⁵ Specified for discharges to combined sewers by the municipal jurisdiction; specified for discharges to Western Washington streams by the Washington Department of Ecology’s Stormwater Management Manual for Western Washington, Minimum Technical Requirement #7.

⁶ As determined through hydrologic modeling of the previously developed and modified conditions.



2B Alternative water quality control objective when the site discharges to a water body or a separate storm sewer leading to a water body—Start with the low-impact practices identified in the assessment pursuant to Objective 1. To the extent that they cannot prevent the generation of stormwater runoff containing pollutants, implement alternative effective measures to reduce contaminants in stormwater to the maximum extent technically feasible, with the minimum objective of complying with the regulatory requirements for water quality control applying to the location.⁷

Plan Elements

1. **Inventory and analysis**—Narrative, mapping, data, and quantitative results that summarize: (1) site land uses and land covers in the redeveloped and preceding developed conditions; (2) results of hydrologic modeling of the undeveloped, previously developed and modified conditions, as the basis for pursuing quantity control objectives; and (3) stormwater drainage sub-basins, conveyance routes, and locations of receiving stormwater drains and natural water bodies in the redeveloped state.
2. **Low-impact practices**—Low-impact practices are systematic methods intended to reduce the quantity of stormwater runoff produced and improve the quality of the remaining runoff by controlling pollutants at their sources, collecting precipitation and putting it to a beneficial use, and utilizing or mimicking the hydrologic functioning of natural vegetation and soil in designing drainage systems.

The following low-impact practices are particularly relevant to ultra-urban sites:

- source control practices
 - ✓ minimizing pollutant introduction by building materials (especially zinc- and copper-bearing) and activities conducted on the site
 - ✓ isolating pollutants from contact with rainfall or runoff by segregating, covering, containing, and/or enclosing pollutant-generating materials, wastes and activities
 - ✓ conserving water to reduce non-stormwater discharges
- constructing vehicle travel ways, sidewalks and uncovered parking lot aisles to the minimum widths necessary, provided that public safety and a walkable environment for pedestrians are not compromised
- harvesting precipitation and putting it to a use such as irrigation, toilet flushing, vehicle or surface washing, or cooling system make-up water
- constructing low-traffic areas with permeable surfaces, such as porous asphalt, open-graded Portland cement concrete, coarse granular materials, concrete or plastic unit pavers, and plastic grid systems (Areas particularly suited for permeable surfaces

⁷In Western Washington, specified by the Washington Department of Ecology's Stormwater Management Manual for Western Washington, Minimum Technical Requirement #6, which is equivalent to the City of Seattle's SMC, Section 22.805.090.B.1.a.



are driveways, walkways and sidewalks, alleys, and overflow or otherwise lightly-used uncovered parking lots not subject to much leaf fall or other deposition.)

- draining runoff from roofs, pavements, other impervious surfaces, and landscaped areas into one or more of the following green stormwater infrastructure (GSI) systems:
 - ✓ bioretention area* (also known as a rain garden)⁸
 - ✓ planter box*, tree pit* (bioretention areas on a relatively small scale)
 - ✓ vegetated swale⁹*
 - ✓ vegetated filter strip*
 - ✓ infiltration trench
 - ✓ green roof

* signifies compost-amended soils as needed to maximize soil storage and infiltration

The following low-impact practices are of limited applicability to ultra-urban sites but may contribute to meeting objectives in some circumstances:

- conserving natural areas including existing trees, other vegetation and soils
- minimizing soil excavation and compaction and vegetation disturbance
- minimizing impervious rooftops and building footprints
- designing drainage paths to increase the time before runoff leaves the site by emphasizing sheet instead of concentrated flow, increasing the number and lengths of flow paths, maximizing non-hardened drainage conveyances and maximizing vegetation in areas that generate and convey runoff

3. **Alternatives**—When on-site low-impact practices alone cannot achieve Objectives 2A and/or 2B, implement one or more of the following strategies to meet at least the minimum water quantity and quality control objectives stated above:

- **For runoff quantity and/or quality control**—
 - ✓ contribute materially to a neighborhood project using low-impact practices and serving the stormwater control needs of multiple properties in the same receiving water drainage basin, with the contribution commensurate with the shortfall in meeting objectives on the site itself.
 - ✓ implement low-impact practices on-site to manage the quantity and quality of stormwater generated in a location off the redevelopment site but in the same receiving water drainage basin, with the scope of the project commensurate with the shortfall in meeting objectives using practices applied to stormwater generated by the site itself.

^{8,9}Preferably with an open bottom for the fullest infiltration, but with a liner and underdrain if the opportunity for deep infiltration is highly limited or prohibited for some specific reason, e.g., bedrock or seasonal high-water table near the surface, very restrictive soil (e.g., clay, silty clay) that cannot be adequately amended to permit effective infiltration, non-remediable contamination below ground in the percolating water pathway.



- **For runoff quantity control**—install a vault or tank¹⁰ to store water for delayed release after storms to help avoid combined sewer overflows or high flows damaging to a stream.
- **For runoff quality control**—install an advanced engineered treatment system suitable for an ultra-urban site.¹¹

Considerations for Salmon-Safe Certification

Fulfilling the stormwater component of the Salmon-Safe certification process requires submission of documentation of how Objective 1 will be achieved based on the inventory and analysis conducted for the site. On the other hand, if Objective 1 has been judged to be unachievable, pursuing certification requires documentation establishing the technical infeasibility of doing so. Relevant documentation includes, but is not necessarily limited to, site data, calculations, modeling results, and qualitative reasoning. If achieving Objective 1 is demonstrably technically infeasible, the certification process then requires similar documentation of how Objectives 2A and/or 2B, as appropriate to the site, will be achieved.

Prepared for Salmon-Safe Inc. by Dr. Richard Horner, et. al.

¹⁰ While useful for runoff quantity control, passive vaults and tanks provide very little water quality benefit.

¹¹ The most effective candidate treatment systems now available are chitosan-enhanced sand filtration and advanced media filtration coupled with ion exchange and/or carbon adsorption. Basic sand filtration is another option suitable to an ultra-urban site but is less effective than the more advanced alternatives.



APPENDIX D

Salmon-Safe Information Sheet
A Comparison of Alternative Road Deicers

May 2018
(revised February 2019)

SALMON-SAFE INC.

SALMON-SAFE INFORMATION SHEET

A Comparison of Alternative Road Deicers

Salmon-Safe recognizes the wintertime balance between public safety on ice- or snow-covered roads and environmental protection. We seek to inform companies and institutions that have achieved Salmon-Safe accreditation and certification, including road maintenance departments, about options for reducing toxicity of road deicing chemicals and potential negative effects on salmon and other aquatic life in water bodies receiving road runoff.

From the salmon perspective, the specification of a deicer should be especially carefully evaluated when a road drains to any relatively small, salmon-supporting water body. If deicer use cannot be avoided in such cases, the best protection would be to channel runoff through an extensive vegetated area to capture and hold the potentially harmful deicer components.

Sodium chloride is by far the most common deicer for roads. Magnesium and calcium chlorides are in some use, being effective to lower temperatures although more expensive and requiring greater application mass because of decreased freezing point depression. All chloride-based deicers are potentially toxic to aquatic life, damage roadside vegetation, and corrode metals in bridge structures and concrete reinforcing bars. Sodium can diminish human cardiovascular health when contaminating wells and other water supplies. Chloride is usually not a threat to human health but can cause taste and odor problems in drinking water. Magnesium, especially, but also sodium, calcium and potassium damage concrete. All of these light metals can release potentially toxic heavy metals from contaminated soils through ion exchange reactions. Additives to counter corrosion, concrete damage, and the tendency of the products to cake can also be toxic to aquatic life. The potential impact of all of these negative effects is dependent on the concentration of the chemical, pointing out the importance of using the minimum needed. In proper use, elevated potential for aquatic toxicity problems should only occur in relatively small water bodies.

Exhaustive research on calcium magnesium acetate (CMA) has demonstrated the only potential environmental problems at any anticipated environmental concentration are aquatic dissolved oxygen reduction and soil metal release (Horner 1988).¹ The concentration necessary to depress oxygen, however, is sufficiently high that it would only be expected to occur in small, poorly flushed lakes and small, slowly flowing streams. Metals in soils were not mobilized in sufficient quantities to be a concern but could be if CMA meltwater flows over a highly contaminated soil, as with any deicing option other than urea. Because of its high cost, CMA use is mostly limited to locations sensitive to aquatic toxicity or corrosion. It has, for example, been the choice for new bridges to avoid the beginning of progressive chloride corrosion. The University of Oregon, a campus transitioning to Salmon-Safe certification, uses CMA exclusively for its deicing.

Road deicers on the market differ in their deicing ability, negative effects on the environment, price and secondary costs resulting from damage to roadway materials. The following table is a summary comparison of alternative

¹ Horner, R.R. 1988. "Environmental Monitoring and Evaluation of Calcium Magnesium Acetate (CMA)", *National Cooperative Highway Research Program Report 305*. Transportation Research Board, Washington, DC.



Salmon-Safe Inc.
1001 SE Water Ave, Suite 450
Portland, OR 97214
(503) 232-3750
info@salmonsafe.org

www.salmonsafe.org

road deicers with respect to these factors. In general, Salmon-Safe recommends avoiding all chloride-based deicers where the runoff can flow to a headwaters (third-order or smaller?) salmon spawning or rearing stream, unless it passes through green stormwater infrastructure (GSI) designed to reduce the discharge quantity through infiltration and evaporation and decreases chloride in the remaining runoff through plant and soil contact. If providing adequate GSI treatment is impossible and deicing is still essential, Salmon-Safe recommends highly targeted application of CMA, using the minimum amount, number of applications, and area coverage necessary for safety. With respect to any deicer involved in the drainage of any water body or ground-water recharge area, careful use of the minimum needed is the best rule.

A Comparison of Alternative Road Deicers³

Deicer	Aquatic Ecosystem Effects	Other Environmental Effects	Material Effects	Low Temperature Limit (°F)	Freezing Point Depression (°C/unit weight)	Usage Consistent with Salmon-Safe Certification	Cost Relative to Sodium Chloride
Sodium chloride (rock salt)	Chloride and additive toxicity	Sodium contamination of drinking water source; vegetation damage; mobilization of heavy metals in soil	Corrosive; concrete damage	20	1	Avoided in drainages to headwater streams unless adequate GSI treatment; used in minimum needed amounts in drainages to larger water bodies and groundwater recharge areas	1.0x
Magnesium chloride	Chloride and additive toxicity	Vegetation damage; mobilization of heavy metals in soil	Corrosive; concrete damage	5	0.29		2.5x
Calcium chloride	Chloride and additive toxicity	Vegetation damage; mobilization of heavy metals in soil	Corrosive; concrete damage	-25	0.53		5.5x
Potassium chloride	Chloride and additive toxicity	Vegetation damage; mobilization of heavy metals in soil	Corrosive; concrete damage	12	0.78		1.5x
Calcium magnesium acetate	Dissolved oxygen reduction	Mobilization of heavy metals in soil	Concrete damage	0	0.30	Targeted usage in minimum needed amounts in drainages to headwaters streams	20x
Potassium acetate	Dissolved oxygen reduction	Mobilization of heavy metals in soil	Concrete damage	-15	0.60		25x
Urea	Ammonia and additive toxicity; eutrophication			15	0.97	same as chloride deicers	1.5x

² When two first-order streams come together, they form a second-order stream. When two second-order streams come together, they form a third-order stream. Streams of lower order joining a higher order stream do not change the order of the higher stream.

³ After: (1) Kelly, V.R., Findlay, S.E.G., Schlesinger, W.H., Chatrchyan, A.M., Menking, K. 2010. "Road Salt: Moving Toward the Solution", *The Cary Institute of Ecosystem Studies*, Millbrook, NY. (2) Public Sector Consultants, Inc. 1993. "The Use of Selected Deicing Materials on Michigan Roads: Environmental and Economic Impacts", Michigan Department of Transportation, Lansing, MI.





The Salmon-Safe Science Team: Peter Bahls, Tad Deshler, Rich Horner, Carrie Foss together with Miranda Redinger (City of Shoreline, Planning).

Additional Credits

Report design & production : *Jay Tracy Studios*
Team field photos © *Salmon-Safe 2018*



Salmon-Safe Inc.

Report of the Science Team Regarding Salmon-Safe Certification of the City of Shoreline, Washington

REFERENCES

Salmon-Safe Urban Standards

Overview: <https://salmonsafe.org/certification/urban-development/>

Requirements: <https://salmonsafe.org/wp-content/uploads/2018/03/Urban-Standards-Version-2.0-May-2018-2MB.pdf>

Pre-condition 1: General Standard A.1

- (1) **R** Development is not in violation of national, state, or local environmental laws or associated administrative rules or requirements, as determined by a regulatory agency in an enforcement action.

Pre-condition 2: Appendix F of the Urban Standards (see following page)

APPENDIX F: Model Construction-Phase Stormwater Management Program

Contractor Accreditation

Salmon-Safe provides an accreditation program (AP) for General Contractors that provides guidance for construction management. Accredited contractors have been pre-certified to adhere to the following guidelines and can streamline documentation and certification processes. Contact Salmon-Safe for a list of accredited contractors and to find out more about the accreditation process.

Construction Phase Stormwater Management

Erosion and Sediment Transport

Manage the construction site to avoid, or minimize to the greatest extent operationally feasible, the release of sediments from the site through the use of the following measures:

- i. As the top priority, emphasize construction management BMPs, such as:
 - Maintain existing vegetation cover, if it exists, to the greatest extent technically feasible.
 - Perform ground-disturbing work in the season with the smaller risk of erosion and work off disturbed ground in the higher risk season.
 - Limit ground disturbance to the amount that can be effectively controlled temporarily in the event of rain.
 - Use natural depressions and plan excavations to drain runoff internally and isolate areas of potential sediment and other pollutant generation from draining off the site, so long as safe in large storms.
 - Schedule and coordinate rough grading, finish grading and erosion control applications to be completed in the shortest possible time overall and with the shortest possible lag between these work activities.
- ii. Stabilize with a cover appropriate to the site conditions, season and future work plans; for example:
 - Rapidly stabilize disturbed areas that could drain off the site and will not be worked again, with permanent vegetation supplemented with highly effective temporary erosion control measures until at least 90 percent vegetative soil cover is achieved.
 - Rapidly stabilize disturbed areas that could drain off the site and will not be worked again for more than three days, with highly effective temporary erosion control measures.
 - If 0.1 inch of rain or more is predicted with a probability of 40 percent or greater, before the rain falls, stabilize or isolate disturbed areas that could drain off the site, and that are being actively worked or will be



within three days, with measures that will prevent or minimize to the greatest extent technically feasible the transport of sediment off the property.

- iii. As backup for cases where all of the above measures are used to the greatest extent technically feasible but sediments still could be released from the site, consider the need for sediment collection systems including, but not limited to, conventional settling ponds and advanced sediment collection devices such as polymer-assisted sedimentation and advanced sand filtration.
- iv. Specify emergency stabilization and/or runoff collection procedures (e.g., using temporary depressions) for areas of active work when rain is forecast.
- v. If runoff can enter storm drains, use a perimeter control strategy as a backup where some soil exposure will still occur, even with the best possible erosion control (the above measures) or when there is a discharge to a sensitive water body.
- vi. Specify flow control BMPs to prevent or minimize to the greatest extent technically feasible the following:
 - Flow of relatively clean off site water over bare soil or potentially contaminated areas;
 - Flow of relatively clean intercepted groundwater over bare soil or potentially contaminated areas;
 - High velocities of flow over relatively steep and/or long slopes, in excess of what erosion control coverings can withstand; and
 - Erosion of channels by concentrated flows either by using channel lining, velocity control, or both.
- vii. Minimize the number of construction entrances. Specify stabilization of construction entrance and exit areas, provision of a nearby tire and chassis wash for dirty vehicles leaving the site with a wash water sediment trap, and a sweeping plan.
- viii. Specify construction road stabilization.
- ix. Specify wind erosion control.
- x. Manage the construction site to avoid the release of pollutants other than sediments by preventing contact between rainfall or runoff and potentially polluting construction materials, processes, wastes, and vehicle and equipment fluids by such measures as enclosures, covers, and containments, as well as berming to direct runoff.
 - Construction vehicles larger than pick-up trucks parked for more than two days shall be located so that any fluid leaks cannot contaminate stormwater runoff. The best way of preventing contamination is to park in a location that cannot drain into any stormwater conveyance leaving



the site. If a selected location could drain away, it should be modified by slightly recessing the parking spots to prevent draining out. An alternative if such a location cannot be found, is to place leakage collection trays under the vehicles. Any vehicle observed to be leaking any significant quantity of a fluid should be repaired immediately.



Condition 4: Standard U.1.1

Standard U.1.1: Existing site improvements related to stormwater management have been inventoried.

Performance Requirements

- i. Information on existing stormwater infrastructure, if any, has been collected from record drawings, site mapping, or field visits. This includes locations of stormwater conveyance channels, pipes, catch basins, outlets and low-impact development stormwater facilities. **E**
- ii. Existing improvements contributing to stormwater runoff, including impervious and semi-pervious (e.g. gravel or pavers) surfaces, are mapped. **E**
- iii. Site topography has been mapped and a drainage area assessment conducted. This information shows major stormwater catchments and locations of receiving stormwater drains or streams, if present.¹ **E**
- iv. Areas suitable for low impact development stormwater facilities based in part on soil infiltration capacity (U.1.5.1) have been mapped. **E**

¹An existing site stormwater management plan, if updated and available, is generally sufficient to meet performance requirements U.1.1 (i-iii), and can be provided to the Evaluation Team as a substitute for these requirements.

Condition 5: Standards U.2.3, U.2.6, U.2.9 and Appendix G of the Urban Standards

Standard U.2.3: Opportunities for stormwater harvest, water reuse and wastewater reclamation under municipal code have been investigated during the site inventory and assessment and are employed to the greatest extent operationally feasible. **E**

Standard U.2.6: Water conservation practices are used during site maintenance. E**Performance Requirements**

- i. Modern drip irrigation, automated soil moisture sensors and other water-conserving techniques are part of the irrigation plan. Irrigation delivers water based on specific vegetation requirements, rate of infiltration, evapotranspiration and other factors. Temporary irrigation systems are used for landscape vegetation that typically require water only during establishment periods.
- ii. Stormwater reuse and gray water reuse systems, if compatible with code and regulatory requirements and investigated in Standard U.2.3, are used. Water may be reused within building water systems, irrigation or any water use that reduces consumption.
- iii. For existing developments, an analysis is performed to identify and assess opportunities to retrofit existing water systems per the above performance requirements in U.2.6 (i-ii). A report is submitted to Salmon-Safe within one year presenting a plan and schedule for implementing technically feasible water conservation projects.

Standard U.2.9: The appropriate managing authority within the development has adopted a water conservation plan as a short written document and formalizes the existing conservation practices, as detailed in Appendix G (Water Conservation Plan Guidance). E**Performance Requirements**

- i. The plan lists activities to perform, provides a schedule for activities and identifies responsible parties. Adaptive management triggers actions that respond to changes in performance. The water conservation plan shall include a drought management plan that details how significant reductions will be achieved during a drought.
- ii. This plan as a whole, or its elements therein, have been adopted into the development's guiding documentation that formalizes the appropriate managing authority's responsibility to implement and enforce all aspects of the plan on both private property or common property managed for the public good.

Condition 6: Appendix F of the Urban Standards
(see Pre-condition 2 above)

Condition 9: Salmon-Safe landscape management practices
(see next page, Appendices D & E of the Urban Standards)

APPENDIX D: IPM, Nutrient and Chemical Management Plan Guidance

Salmon depend on clean water free from harmful levels of fertilizers (nutrients), pesticides (herbicides and insecticides, fungicides and other biocides), stormwater runoff pollutants and organic waste. These contaminants can travel long distances in stormwater runoff from an urban development to receiving waters. The principal methods to avoid contamination of salmon-bearing waters are to minimize overall inputs of these contaminants, restrict the type of inputs and develop an acceptable method of application through a comprehensive management program, such as an integrated pest management (IPM) plan. The appropriate managing partner for the urban development shall require that guiding O&M documents for each eligible phase of the project incorporate a Salmon-Safe approved IPM, nutrient and chemical management plan to ensure maintenance of Salmon-Safe practices over time.

IPM Requirements within the Plan

An IPM plan or policies are developed to promote management practices that reduce the impact of, the unnecessary reliance upon, or eliminate the need for hazardous chemicals and pesticides. Hazardous chemicals and pesticide use on the development should not result in contamination of stormwater or streams with amounts of any chemical or pesticide harmful to salmon or aquatic ecosystems. These practices generally include careful monitoring and scouting of insects, weeds and disease; use of non-spray control methods (cultural practices and mechanical controls); use of reduced impact pesticide controls; and/or managing specific sites without the use of chemical or pesticides. In addition to the required elements of an IPM plan outlined in Appendix A, the IPM plan should comply with the following guidelines:

- i. **Type of pesticides**—All use of pesticides within the development, including waterways, waterway buffers and uplands, is limited in an IPM program by the specific policies on the method of use, including application type, rate, frequency, location and amount. Managers and residents use only those pesticides that are on an approved list for the development (see Appendix E). These pesticides will only be used when there is no undue risk of harm to salmon and aquatic ecosystems. This limited use list is established and reviewed on an annual basis by development management to ensure that potential harm to salmon and aquatic ecosystems is minimized.
- ii. **Minimize aquatic impacts from high-hazard pesticides**—The use of any pesticides on the Salmon-Safe Cautionary List of High Risk Pesticides requires written explanation for each pesticide used that details the methods of use, including timing and location that demonstrate that the risk to aquatic systems is negligible (Appendix E: Salmon-Safe High-Hazard Pesticide List).



- iii. **Restricted use zones**—Pesticide use is specially managed within:
(1) waterways; and (2) adjacent waterway buffer areas. For the purposes of pesticide application, the buffer zone is defined as a corridor of land that is 60 feet in width on each side of a stream or other body of water (no-development buffers may be wider). Measurement of this buffer zone begins at the edge of the water line at the time of application and is measured horizontally as if on a map. Anticipated seasonal or weather-related changes affecting water level will be included in the decision-making process when dealing with buffer zones.
- iv. **Pesticide treatment of trees**—Within riparian buffer zones, pesticides are used only on rare occasion for treating tree pests or diseases. Injection of pesticides within tree tissues or paintbrush application are the only application methods for trees allowed in riparian buffer zones.
- v. **Application equipment**—Within riparian buffers, pesticide application for vegetation other than trees is done by hand and using low-volume, low-pressure, single-wand sprayers, wiping, daubing and painting equipment or injection systems. The methods used minimize fine mists and ensure that the applied materials reach targeted plants or targeted soils surfaces.
- vi. **Pesticide drift**—Great care is taken to ensure that pesticide drift does not reach nearby surface waters by using appropriate equipment and methods. Spray applications are not allowed in the buffer area when wind speed is above 5 mph or wind direction would carry pesticides toward open water. Also, no spraying is done during an inversion.
- vii. **IPM program**—Pesticide applicators, whether employees or contractors, are trained in the IPM plan and implement it fully.
- viii. **Pesticide applicator licensing**—All persons applying pesticides must be currently licensed as private pesticide applicators by the applicable state agency (Department of Agriculture). Licensed personnel must be specifically endorsed for any of the state-defined categories of pest control they undertake, such as aquatic endorsement for all aquatic pest control activities.
- ix. **Chemical and pesticide storage, rinsates and disposal**—The managing partner of the development has rigorous policies in place to ensure that no contamination of stormwater or streams occurs due to the storage, cleaning of equipment or disposal of chemicals and pesticides. These policies are adhered to by maintenance personnel, contractors and residents.
- x. **Pesticide tracking system**—Detailed records are maintained for all pesticide applications on the part of the managing partner, including applications to aquatic areas and buffer zones, consistent with state requirements.
- xi. **Pesticide application timing**—Pesticides are not applied when it is raining (unless otherwise directed by label instructions) or when there is a potential



for transport by runoff to stormwater drains or streams. Decisions regarding scheduling of pesticide applications should account for the expected impacts of anticipated storm events.

Nutrient Management Requirements within the Plan

The potential for nutrient and lime use to contaminate stormwater and streams can be minimized through a program that uses alternative cultural and mechanical practices to maintain soil fertility, uses fertilizers with discretion based on soil fertility and plant needs, uses slow-reacting fertilizers and ensures proper application of fertilizer and lime in terms of amounts and timing. The nutrient management plan should comply with the following guidelines:

- i. **Types of fertilizers**—Fertilizer types are tailored to the existing soil conditions and plant requirements. Slow release, organic fertilizers or compost are generally used. Fertilizers must be selected through a state-approved screening and approval process to ensure the fertilizer does not contain toxic contaminants. If soluble fertilizers are used, the timing and rate of application are carefully considered (see below).
- ii. **Fertilizer application amounts**—In general turf and shrub bed areas, soluble fertilizer rates of application are limited to no more than 0.5 lb N/1,000 square feet with restraints on timing to minimize fertilizer in stormwater runoff.
- iii. **Low fertilizer landscaping**—Plants with low-fertilizer requirements are used for landscaping to the greatest extent technically feasible.
- iv. **Focused use**—Fertilizer is used only on high- and moderate-intensity use areas, such as flower beds, ball fields, golf courses, some turf areas and planting beds, and some plantings associated with construction and restoration projects, if at all. Lime is used to adjust pH to minimize fertilizer use where suitable, in a manner that does not pose impacts to water quality.
- v. **Buffer zone width**—Fertilizer and lime use is highly restricted within a waterway (riparian or wetland) buffer zone.
- vi. **Use within watercourse buffers**—Fertilizer use in buffer zones of waterways is restricted depending on the intensity of application and type of fertilizers. The allowable use of fertilizer also varies depending on whether it is being used for routine maintenance or for restoration and construction projects.
- vii. **Soil testing**—Periodic soil testing is used to determine the need for fertilizer (phosphorus and potassium), compost and lime relative to appropriate benchmarks established by the development managing partner. Testing is conducted a minimum of twice per year and prior to fertilizer application.



- viii. **Soil fertility**—Practices such as on-site mulching of leaf and grass clippings are used to reduce the need for fertilizer.
- ix. **A summary report of annual fertilizer use** is provided that shows a stable or declining trend in synthetic fertilizer use development-wide, taking into account the changes in acreage managed, specific uses and other relevant factors.

Other Contaminant Management within the Plan

Other contaminants, such as animal and chemical waste, should not contaminate stormwater or streams leaving the urban development. Recognizing that the managing partner may have a limited ability to control residents, the public and actions of other agencies, the project should comply with the following guidelines:

- i. **Chemical use control**—Eliminate or minimize the use of chemicals commonly used to maintain urban infrastructure that may cause undue risk of harm to salmon and aquatic species. Evaluate various solvents, deicers, sealants, etc., to choose the least toxic or harmful product to aquatic ecosystems without compromising the health, safety and welfare of the human environment.
- ii. **Animal waste control**—The development managing partner fosters management and education policies regarding dog or other domestic animal waste control that are effective in minimizing the contamination of stormwater or streams.
- iii. **Wildlife waste control program (geese, ducks)**—If necessary and the greatest extent technically feasible, a management program is implemented to ensure that duck and goose waste does not contaminate stormwater or streams.



APPENDIX E: Salmon-Safe's List of High Hazard Pesticides

Salmon-Safe Urban High Hazard List of Pesticides (UHHL)

High hazard pesticides are a serious threat to salmon and other aquatic life. Pesticide formulations can also contain other ingredients that are potentially more toxic than the active ingredients, such as non-ionic surfactants. In addition to killing fish, high hazard pesticides at sublethal concentrations can stress juveniles, alter swimming ability, interrupt schooling behavior, cause salmon to seek suboptimal water temperatures, inhibit seaward migration and delay spawning. All of these behavioral changes ultimately affect survival rates.

The table below lists many of the pesticides known to cause problems for salmon and other aquatic life. Use this list to identify pesticides that require special consideration.

Note: This table lists only some of the currently available and commonly used pesticides.

SALMON-SAFE URBAN HIGH HAZARD LIST OF PESTICIDES			
Insecticides / Miticides			
abamectin	chlorpyrifos ^{1,2} (2)	imidacloprid ²	prallethrin ^{1,2}
acetamiprid	cyfluthrin ^{1,2}	indoxacarb ²	spinosad ²
alpha-cypermethrin ¹	cypermethrin ^{1,2}	lamda-cyhalothrin ^{1,2}	spiromesifen ¹
bifenthrin ^{1,2}	deltamethrin ^{1,2}	malathion ^{1,2} (1)	tralomethrin ¹
carbaryl ² (2)	esfenvalerate ^{1,2}	naled ¹ (3)	zeta-cypermethrin ¹
chlorantraniliprole ²	etofenprox ¹	novaluron	
chlorfenapyr ^{1,2}	fipronil ^{1,2}	permethrin ^{1,2}	
Fungicides			
acequinocyl	cyazofamid	folpet	thiram
azoxystrobin ²	cyprodinil	pentachlorophenol (PCP) wood treatment	trifloxystrobin ¹
captan (4)	difenoconazole	propiconazole ²	
chlorothalonil ^{1,2} (4)	fluazinam ¹	pyraclostrobin ^{1,2}	
copper ^{1,2}	fludioxanil ²	thiophanate methyl	
Herbicides			
2,4-D ² (4)	dithiopyr ²	linuron ² (4)	prodiamine
atrazine ²	diuron ² (4)	oxadiazon ²	triclopyr BEE ² (4)
benefin	diquat dibromide ²	oxyfluorfen ²	trifluralin ² (5)
diclofop-methyl	flumioxazin ²	pendimethalin ² (5)	
<p>Very Highly Acutely Toxic and/or Highly Acutely Toxic¹ to fish and/or aquatic invertebrates. Based on EPA's Aquatic Life Benchmarks².</p> <p>Pesticide names followed by a number in parentheses indicates the specific NOAA /NMFS Biological Opinion where it was assessed for jeopardy and/or habitat destruction/modification to endangered salmonids in accordance with the Endangered Species Act (https://www.epa.gov/endangered-species), regarding the 37 pesticides listed in the Washington Toxics Coalition (WTC) court settlement. Completed BiOps listed below³.</p> <p>* Active ingredients being Very Highly Acutely Toxic (LC50 or EC50 <100 ug/L) to BOTH fish and aquatic invertebrates</p> <p>+ Active ingredients determined to generally have very high potential for risk of off target movement through surface runoff, based on the pesticide's adsorption to soil/sediment and it's field dissipation half-life (persistence) http://ccpestmanagement.ucanr.edu/files/237465.pdf</p>			



Salmon-Safe Urban High Hazard List of Pesticides | List and Table References with Additional Notes

1. US EPA Toxicity Classification	Acute Aquatic LC50 or EC50 (ug/L)
Practically Nontoxic	> 100,000
Slightly Nontoxic	> 10,000; <= 100,000
Moderately Toxic	> 1,000; <= 10,000
Highly Toxic	> =100; <= 1,000
Very Highly Toxic	< 100

These ratings are based on acute toxicity and do not account for chronic and/or possible sub-lethal effects:

- Fish acute toxicity is generally the lowest 96-hour LC50 or EC50 in a standardized test, commonly using rainbow trout, fathead minnow or bluegill.
- Acute invertebrate toxicity values are usually the lowest 48 or 96-hour LC50 or EC50 in a standardized test commonly using midge, scud or daphnia.

2. Both EPA-established acute and chronic aquatic benchmarks are available on the EPA website:

<https://www.epa.gov/pesticide-science-and-assessing-pesticide-risks/aquatic-life-benchmarks-pesticide-registration>

In addition to inherent toxicity, the overall assessment of the risk of a specific pesticide to aquatic water quality should consider a number of other factors: Pesticide Properties (e.g., water solubility, soil adsorption, half-life), Environmental Properties (e.g., soil makeup, climate) and Management Practices (e.g., application methods, use rate, irrigation, no-till). These properties and their possible interactions are discussed in detail in the following UC publications: <http://anrcatalog.ucanr.edu/pdf/8119.pdf> and <http://ccpestmanagement.ucanr.edu/files/237465.pdf>

The 28 Threatened or Endangered species listed in the Biological Opinions (BiOps) are described as Evolutionarily Significant Units (ESU) and are species, location/habitat and temporally specific. For example, Chinook salmon are assessed as 9 separate ESU's in the BiOps: (1) Chinook salmon (Puget Sound); (2) Chinook salmon (Lower Columbia River); (3) Chinook salmon (Upper Columbia River Spring-run); (4) Chinook salmon (Snake River Fall-run); (5) Chinook salmon (Snake River Spring/Summer-run); (6) Chinook salmon (Upper Willamette River); (7) Chinook salmon (California Coastal); (8) Chinook salmon (Central Valley Spring-run); and (9) Chinook salmon (Sacramento River Winter-run).

Refer to the Biological Opinions for a detailed list and description of each ESU and their geographic range

<http://www.nmfs.noaa.gov/pr/consultation/pesticides.htm>

Refer to the NOAA/NMFS Biological Opinion Schedule on the NOAA Fisheries website

http://www.nmfs.noaa.gov/pr/consultation/pesticide_schedule.htm

Variations and Variance Requests

Urban sites or projects using any of the pesticides indicated as "High Hazard" may be certified only if written documentation is provided that demonstrates a clear need for use of the pesticide, that no safer alternatives exist and that the method of application (such as timing, location and amount used) represents a negligible hazard to water quality and fish habitat. All variances must be approved in advance by Salmon-Safe.

For more information about the variance process, or to request a variance form, please contact Salmon-Safe at info@salmonsafe.org.



Salmon-Safe Inc.
1001 SE Water Ave, Suite 450
Portland, Oregon 97214
(503) 232-3750
info@salmonsafe.org

www.salmonsafe.org

Condition 10: Standard U.5.4

Standard U.5.4: Using the analysis conducted in the previous standards, develop site strategies for creation and retention of habitat and landscape patches that provide for food, forage and refuge for a diversity of species, including key indicators of ecosystem health. Such strategies could include:

Performance Requirements

- i. Creation of pollinator pathways of vegetation along roadways and through sites to attract bees, butterflies and other species of interest.
- ii. Usage of street tree, shrub and groundcover species that provide biological diversity and consistent food, forage and refuge for a range of urban species.
- iii. Extension of street planters and larger bulb-outs at corners to maximize street landscape coverage and diversity and incorporation of stormwater facilities to provide intermittent water, mud and nesting materials.
- iv. Reduction of turf areas and strategic integration of large patches of green roof with specific habitat elements into designs, such as woody debris, gravel/cobble and other elements typically not found in urban settings.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing the 2018 Year-End Financial Report
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget & Tax Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The 2018 Year-End Financial Report is attached to this staff report as Attachment A. This report summarizes the financial activities during 2018 for all City funds with detailed information provided on the General Fund, Street Fund, Surface Water Utility Fund, General Capital Fund and Roads Capital Fund. Additionally, the report includes the year end summary for the City's Transportation Impact Fee and Park Impact Fee collections and expenditures.

This report is provided to keep the City Council informed of the financial issues and the financial position of the City.

RESOURCE/FINANCIAL IMPACT:

The table on page 2 of the 2018 Year-End Financial Report provides a summary of the financial results for all City funds for 2018.

RECOMMENDATION

No action is required by the Council. This item is provided for informational purposes.

ATTACHMENTS

Attachment A: 2018 Year-End Financial Report

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



2018 FOURTH QUARTER FINANCIAL REPORT

PERFORMANCE AT A GLANCE

GENERAL FUND REVENUES	COMPARED TO 2018 BUDGET	COMPARED TO 2017 ACTUAL	REFERENCE
PROPERTY TAX REVENUE	◀NEUTRAL▶	▲ POSITIVE ▲	PAGE 10
SALES TAX REVENUE	▲ POSITIVE ▲	▲ POSITIVE ▲	PAGE 11, 12
UTILITY TAX, FRANCHISE FEE & CONTRACT PAYMENT REVENUE	▼ NEGATIVE ▼	▼ NEGATIVE ▼	PAGE 14, 15
DEVELOPMENT REVENUE	▲ POSITIVE ▲	▲ POSITIVE ▲	PAGE 16
PARKS AND RECREATION REVENUE	▲ POSITIVE ▲	▲ POSITIVE ▲	PAGE 17
INVESTMENT INCOME	▲ POSITIVE ▲	▲ POSITIVE ▲	PAGE 18, 24, 25
NON-GENERAL FUND REVENUES			
FUEL TAX	▲ POSITIVE ▲	▲ POSITIVE ▲	PAGE 19
REAL ESTATE EXCISE TAX	▲ POSITIVE ▲	▼ NEGATIVE ▼	PAGE 22
SURFACE WATER FEES	◀NEUTRAL▶	▲ POSITIVE ▲	PAGE 23

Key to revenue trend indicators:

▲ POSITIVE ▲ = Positive variance of >+2% compared to prior year actual.
◀NEUTRAL▶ = Variance of -1% to +2% compared to prior year actual.
● WARNING ● = Negative variance of -1% to -4% compared to prior year actual.
▼ NEGATIVE ▼ = Negative variance of >-4% compared to prior year actual.

This report reflects revenue collections and expenditures through December 31, 2018. The above table reflects differences when compared to the current budget's projection and the prior year's actual.

- General Fund receipts are 9.7% more than 2017. Expenditures are 4.6% more than 2017 with departmental expenditures more than 2017 by 7.0% and operating transfers out less by 21.3%. See pages 8-18 for details. Utility Tax, Franchise Fee and Contract Payment receipts are less than the budget projection and 2017 by 7.5% and 2.6%, respectively.
- As part of the fiscal year 2017 state audit, the State Auditor's Office recommended a change to the City's standard practice of accruing revenues received for a prior fiscal year that are received by January 31 of the current year back to that prior fiscal year. The revised accrual procedure will include accruing prior fiscal year revenues distributed by the state to the City through February 28 of the current year back to the prior year to align with BARS guidance on revenue recognition periods. For example, the impact for 2018 will include reporting thirteen periods of prior year sales tax revenues (received between February 2018 through February 2019) as opposed to the normal twelve periods as reflected in some of the tables and charts on pages 11 and 12. This change is reflected in receipts for other revenues, such as: Local Criminal Justice Tax, Intergovernmental, Gas Tax, et al. Future reports will reflect twelve months of prior fiscal year revenue for comparison purposes.
- Street Fund receipts are 16.0% more than 2017 as a result of the revised accrual procedure discussed above. Fuel Tax revenue receipts are 15.7% more than 2017. See page 19 for details. Operating expenditures, excluding transfers out, are 4.1% less than 2017. It is important to note that the transfers out included a one-time transfer of \$630,645 to the General Fund, which was planned for in the 2018 Final Budget. Per the Adopted Budget, these monies will be in reserve for future improvements for the City's maintenance facility. The General Fund contribution was reduced because the fund has sufficient fund balance to meet its operational needs at the beginning of the 2019-2020 biennium.
- Revenue receipts are 2.7% less than the year-end estimate, which is attributable to surface water fees coming in just slightly more than budgeted and grant revenues coming in 62.9% less-than-anticipated. Surface water fees are 37.1% more than 2017 as a result of the rate increase to support the Surface Water Master Plan. Surface Water Utility operations expended 63.5% of the Operating Budget, which is 32.1% more than 2017. Capital projects expended 82.1% of the Capital Budget. See page 23 for details.
- Real Estate Excise Tax revenue receipts are 9.7% less than 2017. See page 22 for details.
- More information on each budget by fund and the scope and timing of capital projects, including updated estimates, can be found in the City's 2019-2020 Adopted Biennial Budget and 2019-2024 Capital Improvement Plan book on pp. 251-276 and 302-415, respectively available at the following link:
<http://www.shorelinewa.gov/home/showdocument?id=42538>



2018 FOURTH QUARTER FINANCIAL REPORT

ALL FUNDS BUDGET AND YEAR-OVER-YEAR COMPARISON OVERVIEW

RESOURCES

FUND	2018 Current Budgeted Revenues	2018 Fourth Quarter Actual	2018 % of Current Budget	2017 Current Budgeted Revenues	2017 Fourth Quarter Actual	2017 % of Current Budget	2018 v. 2017 \$ Change	2018 v. 2017 % Change
General Fund	\$43,004,250	\$44,329,784	103.1%	\$41,251,836	\$40,399,021	97.9%	\$3,930,762	9.7%
Street Fund	1,296,037	1,465,749	113.1%	1,276,822	1,263,849	99.0%	201,900	16.0%
Code Abatement Fund	80,550	16,268	20.2%	80,550	214,892	266.8%	(198,624)	-92.4%
State Drug Enforcement Fund	18,243	14,522	79.6%	18,243	467,488	2562.6%	(452,966)	-96.9%
Public Arts Fund	5,000	10,537	210.7%	8,000	6,365	79.6%	4,172	65.5%
Federal Drug Enforcement Fund	13,000	631	4.9%	13,200	2,317	17.6%	(1,686)	-72.8%
Property Tax Equalization Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Federal Crime Forfeitures Fund	0	0	0.0%	201,500	145,922	72.4%	(145,922)	-100.0%
Transportation Impact Fee	200,000	952,660	476.3%	200,000	1,004,387	502.2%	(51,727)	-5.2%
Park Impact Fee	50,000	31,781	63.6%	0	0	0.0%	31,781	0.0%
Revenue Stabilization Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Unltd Tax GO Bond Fund	1,680,742	1,673,831	99.6%	1,700,000	1,682,952	99.0%	(9,121)	-0.5%
Limited Tax GO Bond 2009 Fund	320,000	362,655	113.3%	353,254	360,311	102.0%	2,344	0.7%
Limited Tax GO BAN 2018 Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Limited Tax GO Bond 2013 Fund	0	0	0.0%	0	0	0.0%	0	0.0%
General Capital Fund*	1,662,975	2,084,028	123.8%	2,317,477	2,333,343	100.7%	(249,315)	-10.7%
City Facility-Major Maint. Fund*	883	1,345	152.3%	12	856	7132.8%	489	57.1%
Roads Capital Fund*	4,782,989	3,842,395	80.3%	10,609,800	5,560,598	52.4%	(1,718,203)	-30.9%
Surface Water Utility Fund*	6,074,200	5,907,519	97.3%	4,184,519	4,308,638	103.0%	1,598,881	37.1%
Wastewater Utility Fund	2,297,901	1,922,872	83.7%	441,904	448,013	101.4%	1,474,859	329.2%
Vehicle Operations/ Maint. Fund	503,786	457,235	90.8%	438,123	441,611	100.8%	15,625	3.5%
Equipment Replacement Fund	505,627	466,105	92.2%	443,487	371,702	83.8%	94,403	25.4%
Unemployment Fund	0	1,109	0.0%	0	629	0.0%	480	76.4%
TOTAL REVENUE	\$62,516,183	\$63,541,026	101.6%	\$63,538,728	\$59,012,894	92.9%	\$4,528,132	7.7%
Proceeds from Capital Assets	\$2,105,700	\$30,571	1.5%	\$2,100,000	\$93,215	4.4%	(\$62,644)	-67.2%
Transfers In	7,503,327	5,846,112	77.9%	7,539,749	7,307,378	96.9%	(1,461,266)	-20.0%
Other Financing Sources	29,700,000	245,231	0.8%	0	0	0.0%	245,231	0.0%
Budgeted Use of Fund Balance	12,964,930	0	0.0%	16,725,379	0	0.0%	0	0.0%
TOTAL RESOURCES	\$114,790,140	\$69,662,940	60.7%	\$89,903,856	\$66,413,488	73.9%	\$3,249,453	4.9%

EXPENDITURES

FUND	2018 Current Budgeted Expenditures	2018 Fourth Quarter Actual	% of Current Budget	2017 Current Budgeted Expenditures	2017 Fourth Quarter Actual	2017 % of Current Budget	2018 v. 2017 \$ Change	2018 v. 2017 % Change
General Fund	\$45,210,942	\$39,799,975	88.0%	\$43,187,838	\$37,184,187	86.1%	\$2,615,788	7.0%
Street Fund	1,447,258	1,123,244	77.6%	1,397,482	1,171,024	83.8%	(47,780)	-4.1%
Code Abatement Fund	130,000	0	0.0%	100,000	4,000	4.0%	(4,000)	-100.0%
State Drug Enforcement Fund	18,243	6,471	35.5%	19,043	14,592	76.6%	(8,121)	-55.7%
Public Arts Fund	195,246	56,193	28.8%	96,203	75,836	78.8%	(19,643)	-25.9%
Federal Drug Enforcement Fund	58,000	47,923	82.6%	58,000	0	0.0%	47,923	0.0%
Property Tax Equalization Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Federal Crime Forfeitures Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Transportation Impact Fee	0	0	0.0%	0	0	0.0%	0	0.0%
Park Impact Fee	0	0	0.0%	0	0	0.0%	0	0.0%
Revenue Stabilization Fund	0	0	0.0%	0	0	0.0%	0	0.0%
Unltd Tax GO Bond Fund	1,697,925	1,695,216	99.8%	1,710,375	1,702,971	99.6%	(7,755)	-0.5%
Limited Tax GO Bond 2009 Fund	1,661,417	1,659,217	99.9%	1,662,817	1,661,094	99.9%	(1,877)	-0.1%
Limited Tax GO BAN 2018 Fund	200,000	0	0.0%	0	0	0.0%	0	0.0%
Limited Tax GO Bond 2013 Fund	260,635	260,295	99.9%	260,948	260,545	99.8%	(250)	-0.1%
General Capital Fund*	30,481,121	5,325,670	17.5%	7,562,691	5,886,115	77.8%	(560,445)	-9.5%
City Facility-Major Maint. Fund*	181,742	178,548	98.2%	103,931	103,930	100.0%	74,618	71.8%
Roads Capital Fund*	5,874,956	3,741,676	63.7%	12,747,386	5,242,135	41.1%	(1,500,459)	-28.6%
Surface Water Utility Fund*	6,565,430	4,982,436	75.9%	5,194,077	4,899,579	94.3%	82,857	1.7%
Wastewater Utility Fund	2,297,901	2,029,495	88.3%	441,904	323,423	73.2%	1,706,072	527.5%
Vehicle Operations/ Maint. Fund	523,786	388,057	74.1%	453,123	426,214	94.1%	(38,157)	-9.0%
Equipment Replacement Fund	336,844	328,674	97.6%	701,787	683,074	97.3%	(354,400)	-51.9%
Unemployment Fund	17,500	15,508	88.6%	17,500	3,896	22.3%	11,612	298.1%
TOTAL DEPARTMENTAL EXPENDITURES	\$97,158,946	\$61,638,595	63.4%	\$75,715,105	\$59,642,613	78.8%	\$1,995,983	3.3%
Transfers Out	7,505,657	5,846,112	77.9%	9,474,453	7,307,378	77.1%	(1,461,266)	-20.0%
TOTAL EXPENDITURES	\$104,664,603	\$67,484,707	64.5%	\$85,189,558	\$66,949,991	78.6%	\$534,717	0.8%

* CIP Funds "Current Budget" reflects the Revised Estimate presented in the 2019-2024 CIP



2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A



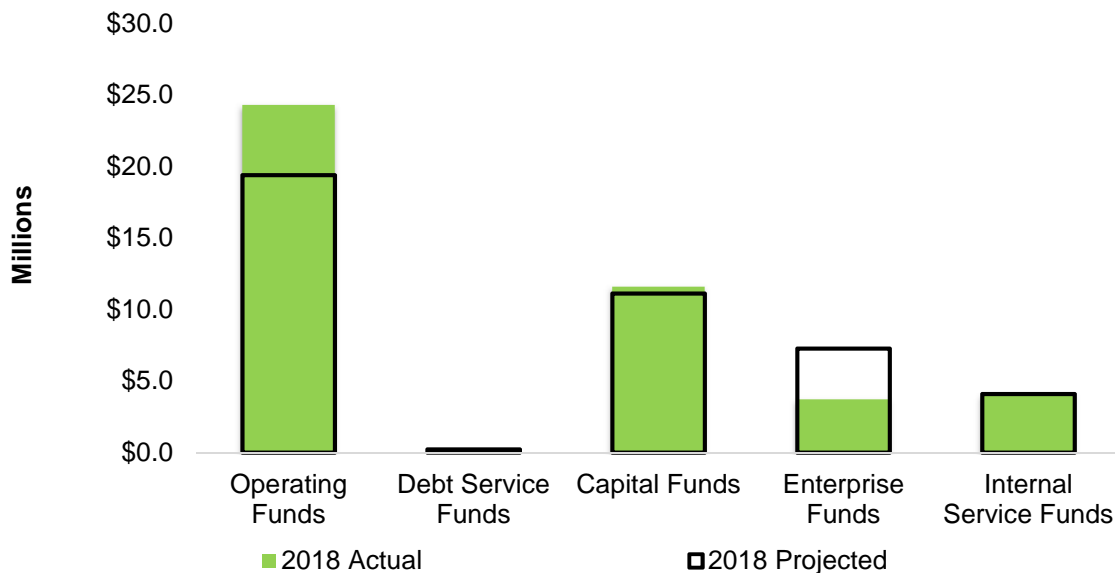
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2018 FOURTH QUARTER FINANCIAL REPORT

FUND BALANCE OVERVIEW

FUND TYPE Fund Title	Beginning Fund Balance	Plus: Revenues	Plus: Other Financing Sources	Less: Expenditures	Less: Transfers Out	Equals: Ending Fund Balance	Projected Ending Fund Balance	Variance from Projection
OPERATING FUNDS:								
General Fund	\$14,049,641	\$44,329,784	\$2,049,209	\$39,799,975	\$2,814,808	\$17,813,850	\$13,233,643	\$4,580,208
Revenue Stabilization Fund	5,150,777	0	0	0	0	5,150,777	5,150,777	0
Property Tax Equalization Fund	0	0	0	0	0	0	0	0
Street Fund	996,276	1,465,749	155,697	1,123,244	917,631	576,847	407,540	169,307
Code Abatement Fund	378,830	16,268	0	0	0	395,098	378,830	16,268
State Drug Enforcement Fund	465,730	14,522	0	6,471	399,897	73,884	66,454	7,430
Public Arts Fund	326,775	10,537	2,283	56,193	0	283,403	139,387	144,016
Federal Drug Enforcement Fund	69,543	631	0	47,923	0	22,251	24,653	(2,402)
Federal Crime Forfeitures Fund	0	0	0	0	0	0	0	0
Sub-Total Operating Funds	\$21,437,572	\$45,837,490	\$2,207,189	\$41,033,805	\$4,132,336	\$24,316,110	\$19,401,284	\$4,914,827
DEBT SERVICE FUNDS:								
Unltd Tax GO Bond Fund	\$2,276	\$1,673,831	\$20,000	\$1,695,216	\$0	\$892	\$2,276	(\$1,384)
Limited Tax GO Bond 2009 Fund	21,455	362,655	1,276,417	1,659,217	0	1,310	21,455	(20,145)
Limited Tax GO Bond 2013 Fund	470	0	260,125	260,295	0	300	470	(170)
Limited Tax GO BAN 2018 Fund	0	0	0	0	0	0	200,000	(200,000)
Sub-Total Debt Service Funds	\$24,201	\$2,036,486	\$1,556,542	\$3,614,728	\$0	\$2,502	\$224,201	(\$221,700)
CAPITAL FUNDS:								
General Capital Fund*	\$3,820,110	\$2,084,028	\$1,368,633	\$5,325,670	\$686,047	\$1,261,054	\$2,559,319	(\$1,298,265)
City Facility-Major Maint. Fund*	111,244	1,345	124,032	178,548	0	58,073	54,417	3,656
Roads Capital Fund*	6,468,370	3,842,395	739,617	3,741,676	59,477	7,249,229	6,468,370	780,859
Transportation Impact Fee	2,058,935	952,660	0	0	9,426	3,002,169	2,037,535	964,634
Park Impact Fee	0	31,781	0	0	0	31,781	0	31,781
Sub-Total Capital Funds	\$12,458,659	\$6,912,210	\$2,232,282	\$9,245,893	\$754,950	\$11,602,307	\$11,119,641	\$482,666
ENTERPRISE FUNDS:								
Surface Water Utility Fund*	\$3,409,745	\$5,907,519	\$70,359	\$4,982,436	\$710,310	\$3,694,877	\$6,976,694	(\$3,281,817)
Wastewater Utility Fund	124,590	1,922,872	0	2,029,495	0	17,967	291,055	(273,088)
Sub-Total Enterprise Funds	\$3,534,335	\$7,830,391	\$70,359	\$7,011,930	\$710,310	\$3,712,844	\$7,267,749	(\$3,554,905)
INTERNAL SERVICE FUNDS:								
Vehicle Operations/ Maint. Fund	\$292,623	\$457,235	\$0	\$388,057	\$248,516	\$113,285	\$99,668	\$13,617
Equipment Replacement Fund	3,703,663	466,105	55,543	328,674	0	3,896,637	3,941,769	(45,132)
Unemployment Fund	72,595	1,109	0	15,508	0	58,196	55,095	3,101
Sub-Total Internal Service Funds	\$4,068,881	\$924,449	\$55,543	\$732,239	\$248,516	\$4,068,118	\$4,096,532	(\$28,414)
ALL FUNDS TOTAL	\$41,523,648	\$63,541,026	\$6,121,915	\$61,638,595	\$5,846,112	\$43,701,881	\$42,109,407	\$1,592,475





2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A

DESCRIPTION OF VARIANCE (>10%) OF ENDING FUND BALANCE IN OPERATING, CAPITAL AND ENTERPRISE FUND BALANCE:

General Fund: The 2018 ending fund balance is \$4.580 million, or 34.6%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$1.098 million, or 2.5%, more but departmental expenditures are \$2.983 million, or 7.0%, less. Some areas experiencing savings include: budgeted contingencies, police services contract and jail housing. The year-end estimate anticipated it would transfer \$1.252 million to the General Capital and Roads Capital funds, of which 97.7% was transferred.

Street Fund: The 2018 ending fund balance is \$0.169 million, or 41.5%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.151 million, or 11.5%, more but operational expenditures are \$0.187 million, or 14.2%, less. The year-end estimate anticipated it would receive \$0.281 million from the General Fund, of which only \$0.101 million was transferred because the ending fund balance is sufficient to meet its operational needs at the beginning of the 2019-2020 biennium.

State Drug Enforcement Fund: The 2018 ending fund balance is \$0.007 million, or 11.2%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$4,342, or 23.0%, less but departmental expenditures are \$11,772, or 35.5%, less. The year-end estimate anticipated it would transfer \$399,897 to the General Capital Fund for the Police Station at City Hall project, of which the full amount was transferred.

Public Arts Fund: The 2018 ending fund balance is \$0.144 million, or 103.3%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$2,837, or 36.8%, more but departmental expenditures are \$138,895, or 71.2%, less due to a delay in the installation of a permanent art piece. Transfers to the Public Arts Fund are booked in 2017 from General Capital Fund for the Police Station at City Hall and Regional Trail Signage projects and from the Roads Capital Fund for the Complete Streets-Ped/Bike Gaps project.

General Capital Fund: The 2018 ending fund balance is \$1.298 million, or 50.7%, less than the projected 2018 ending fund balance. Compared to the year-end estimate, all resources, inclusive of other financing sources, are \$24.771 million, or 87.8%, less and capital expenditures are \$25.156 million, or 82.5%, less. The year-end estimate anticipated it would receive \$24.800 million in bond proceeds and acquire property for the Community and Aquatics Center, but the bonds were not issued and the property was not acquired in 2018.

Roads Capital Fund: The 2018 ending fund balance is \$0.780 million, or 12.1%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.941 million, or 19.7%, less but capital expenditures are \$2.133 million, or 36.3%, less. The year-end estimate anticipated it would receive \$0.759 million from the General Fund, of which 96.2% was transferred to support staffing and Curb Ramp, Gutter and Sidewalk, Trail Along the Rail, .147th/148th Non-Motorized Bridge, 160th and Greenwood/Innis Arden, 185th Corridor Study, and Westminster and 155th Improvements projects.

Transportation Impact Fees Fund: The 2018 ending fund balance is \$0.965 million, or 47.3%, more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.753 million, or 376.3%, more but transfers to the Roads Capital Fund are \$0.212 million, or 95.7%, less. The year-end estimate anticipated it would transfer \$0.221 million to the Roads Capital Fund, of which 4.1% was transferred to support the N 175th St – Stone Ave to I-5 project.

Park Impact Fees Fund: The 2018 ending fund balance is \$0.032 million more than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.018 million, or 36.4%, less but transfers to the General Capital Fund are \$0.050 million, or 100.0%, less. The year-end estimate anticipated it would transfer \$0.050 million to the General Capital Fund, of which 0.0% was transferred to support the Outdoor Multi-Use Sport Court project.

Surface Water Utility Fund: The 2018 ending fund balance is \$3.282 million, or 50.7%, less than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.167 million, or 2.7%, less and expenditures are \$1.583 million, or 24.1%, less. The year-end estimate anticipated it would receive \$4.700 million in bond proceeds but the City only needed \$500,000 in 2018. The balance of the bond proceeds will be received in 2019 and 2020.

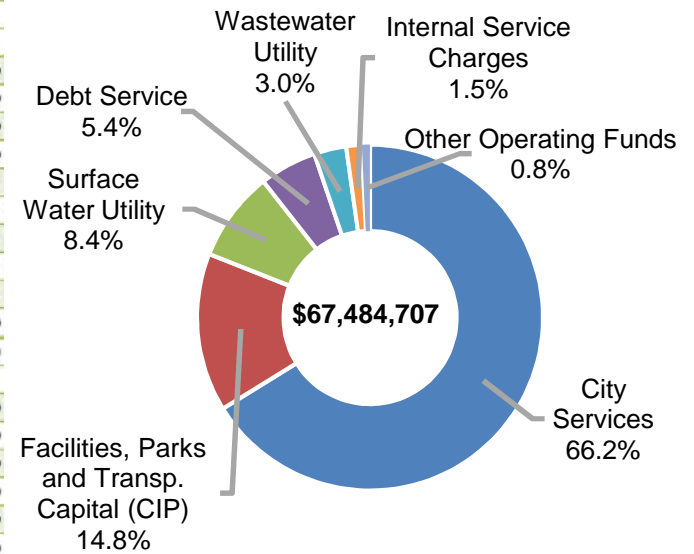
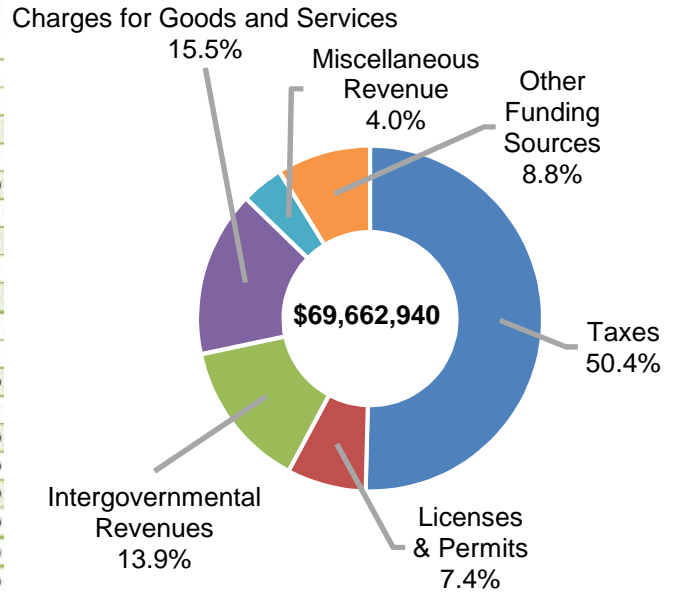
Wastewater Utility Fund: The 2018 ending fund balance is \$0.273 million, or 93.8%, less than the projected 2018 ending fund balance. Compared to the year-end estimate, receipts are \$0.375 million, or 16.3%, less and expenditures are \$0.102 million, or 4.8%, less.



2018 FOURTH QUARTER FINANCIAL REPORT

SOURCES AND USES OVERVIEW

RESOURCES BY TYPE	2018 Current Budget	2018 Year-End Estimate	2018 Actual	Variance from Year-End Estimate
BEGINNING FUND BALANCE	\$41,023,648	\$41,023,648	\$41,023,648	
REVENUES:				
Taxes	\$32,836,389	\$33,561,460	\$35,122,431	\$1,560,971
Licenses & Permits	4,820,117	4,763,562	5,157,101	393,539
Intergovernmental Revenues	20,643,557	12,435,151	9,673,971	(2,761,180)
Charges for Goods and Services	10,402,167	10,058,762	10,826,222	767,460
Fines and Forfeits	404,000	404,000	471,536	67,536
Miscellaneous Revenues	1,361,481	1,306,673	1,617,229	310,556
Investment Earnings	161,227	165,908	672,536	506,628
Total Revenues	\$70,628,938	\$62,695,516	\$63,541,026	\$845,510
OTHER FINANCING SOURCES:				
Proceeds from Capital Assets	2,105,700	2,105,700	30,571	(2,075,129)
Transfers In General Fund Overhead	1,077,991	1,077,991	1,077,991	0
Transfers In General Fund Capital Support	2,574,807	1,626,141	1,597,287	(28,854)
Transfers In General Fund Support	437,213	281,092	143,525	(137,567)
Other Transfers In	3,413,316	3,148,666	3,027,309	(121,357)
Other Financing Sources	29,700,000	29,700,000	245,231	(29,454,769)
Total Other Financing Sources	\$39,309,027	\$37,939,590	\$6,121,915	(\$31,817,675)
TOTAL FUNDING SOURCES	\$150,961,613	\$141,658,754	\$110,686,589	(\$30,972,166)
Uses by Fund Type	2018 Current Budget	2018 Year-End Estimate	2018 Actual	Variance from Year-End Estimate
USES:				
OPERATING BUDGET				
Salaries & Benefits	\$17,844,562	\$17,139,918	\$16,980,305	(\$159,613)
Supplies	1,360,871	1,483,068	1,105,893	(377,174)
Other Services & Charges	9,955,631	9,459,297	7,538,664	(1,920,633)
Intergovernmental Services	15,677,557	15,301,360	14,504,675	(796,685)
Interfund Payments/Charges	605,902	605,902	607,445	1,543
Budgeted Contingency	1,118,418	0	0	0
Capital Outlays	95,259	102,937	186,237	83,300
Debt Services - Principal	0	0	0	0
Debt Services - Interest	0	0	0	0
Transfers Out	5,132,293	4,028,306	3,732,439	(295,867)
Sub-Total Operating Uses	\$51,790,493	\$48,120,787	\$44,655,658	(\$3,465,130)
ALL OTHER FUNDS				
Other Operating Funds	801,386	681,228	510,483	(170,745)
Debt Service	3,819,977	3,619,977	3,614,728	(5,249)
Facilities, Parks and Roads Capital (CIP)	50,293,588	37,552,460	10,000,843	(27,551,617)
Surface Water Utility	7,597,735	7,275,740	5,692,746	(1,582,994)
Wastewater Utility	2,297,901	2,131,436	2,029,495	(101,941)
Internal Service Funds	1,126,646	1,051,085	980,755	(70,330)
Sub-Total All Other Funds	\$65,937,233	\$52,311,926	\$22,829,050	(\$29,482,877)
TOTAL USES	\$117,727,726	\$100,432,714	\$67,484,707	(\$32,948,006)
ENDING FUND BALANCE	\$74,257,536	\$82,249,689	\$43,201,881	\$1,975,841





2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A



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2018 FOURTH QUARTER FINANCIAL REPORT

GENERAL FUND BUDGET AND YEAR-OVER-YEAR COMPARISON OVERVIEW

RESOURCES

General Fund Resource	2018 Current Budget	2018 Fourth Quarter Actual Revenue	% of 2018 Current Budget	2017 Current Budget	2017 Fourth Quarter Actual Revenue	% of 2017 Current Budget	Operating 2018 v. 2017 \$ Change	Operating 2018 v. 2017 % Change
Property Tax	\$12,759,858	\$12,644,231	99.1%	\$12,531,317	\$12,172,701	97.1%	\$471,530	3.9%
Sales Tax	8,428,191	10,414,951	123.6%	7,969,800	8,629,376	108.3%	1,785,575	20.7%
Local Criminal Justice	1,570,543	1,960,448	124.8%	1,476,779	1,524,609	103.2%	435,839	28.6%
Gambling Tax, Utility Tax, Franchise Fee & Contract Payments	10,539,119	9,845,493	93.4%	10,314,534	10,049,376	97.4%	(203,883)	-2.0%
Development Revenue	3,009,528	3,490,490	116.0%	2,412,675	2,846,875	118.0%	643,615	22.6%
Park and Recreation Revenue	1,770,687	1,880,684	106.2%	1,752,317	1,799,502	102.7%	81,182	4.5%
Intergovernmental Revenue	2,459,756	1,906,410	77.5%	2,496,401	1,523,977	61.0%	382,433	25.1%
Grant Revenue	1,166,308	409,251	35.1%	763,695	355,956	46.6%	53,296	15.0%
Fines and Licenses	601,275	673,379	112.0%	650,225	633,098	97.4%	40,281	6.4%
Miscellaneous Revenue	628,385	714,244	113.7%	813,493	688,792	84.7%	25,452	3.7%
Interest Income	70,600	390,201	552.7%	70,600	174,757	247.5%	215,444	123.3%
Total Revenues	\$43,004,250	\$44,329,784	103.1%	\$41,251,836	\$40,399,021	97.9%	\$3,930,762	9.7%
Proceeds from Capital Assets	0	15,814	0.0%	0	2,571	0.0%	13,243	515.1%
Operating Transfers In	1,833,395	1,833,395	100.0%	1,675,308	1,537,226	91.8%	296,169	19.3%
Other Financing Sources	0	200,000	0.0%	0	0	0.0%	200,000	0.0%
Budgeted Use of Fund Balance	6,173,934	0	0.0%	0	0	0.0%	0	0.0%
Total Resources	\$51,011,579	\$46,378,992	90.9%	\$42,927,144	\$41,938,818	97.7%	\$4,440,174	10.6%

EXPENDITURES & TRANSFERS

Department	2018 Current Budget	2018 Fourth Quarter Actual Revenue	% of 2018 Current Budget	2017 Current Budget	2017 Fourth Quarter Actual Revenue	% of 2017 Current Budget	Operating 2018 v. 2017 \$ Change	Operating 2018 v. 2017 % Change
City Council	\$248,652	\$226,141	90.9%	\$247,942	\$232,857	93.9%	(\$6,716)	-2.9%
City Manager's Office ¹	4,055,298	3,105,438	76.6%	3,827,536	2,870,306	75.0%	235,133	8.2%
City Attorney	861,437	741,136	86.0%	825,590	826,688	100.1%	(85,552)	-10.3%
Community Services ²	1,768,029	1,664,931	94.2%	1,641,211	1,573,771	95.9%	91,160	5.8%
Administrative Services ³	6,284,873	5,317,942	84.6%	5,862,899	4,250,815	72.5%	1,067,127	25.1%
Citywide	1,980,831	1,142,763	57.7%	2,307,160	1,109,809	48.1%	32,953	3.0%
Human Resources	499,237	465,766	93.3%	471,496	451,664	95.8%	14,102	3.1%
Police	12,346,618	11,607,461	94.0%	12,141,260	11,186,563	92.1%	420,899	3.8%
Criminal Justice	3,133,059	2,620,087	83.6%	3,068,384	2,841,598	92.6%	(221,511)	-7.8%
Parks	7,091,753	6,372,949	89.9%	6,298,747	5,967,427	94.7%	405,521	6.8%
Planning & Community Development	3,621,742	3,377,000	93.2%	3,182,400	2,900,172	91.1%	476,828	16.4%
Public Works	3,319,413	3,158,361	95.1%	3,313,213	2,972,517	89.7%	185,844	6.3%
Departmental Expenditures	\$45,210,942	\$39,799,975	88.0%	\$43,187,838	\$37,184,187	86.1%	\$2,615,788	7.0%
Operating Transfers Out	4,202,736	2,814,808	67.0%	5,115,462	3,574,900	69.9%	(760,092)	-21.3%
Total Expenditures	\$49,413,678	\$42,614,783	86.2%	\$48,303,300	\$40,759,086	84.4%	\$1,855,696	4.6%

1. City Manager's Office includes City Clerk, Communications, Intergovernmental Relations, Economic Development, Property Management and Light Rail Stations.

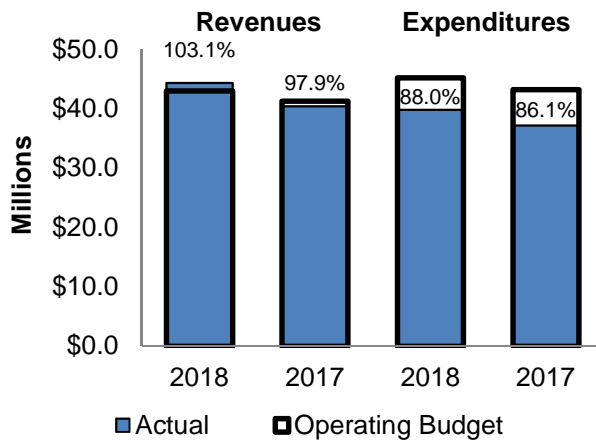
2. Community Services includes Neighborhoods, Customer Response Team, Emergency Management Planning, and Human Services.

3. Administrative Services includes Finance, Budget, Purchasing, Information Technology, and Fleet & Facilities.



2018 FOURTH QUARTER FINANCIAL REPORT

GENERAL FUND FINANCIAL OVERVIEW



General Fund	Resources	Expenditures
2018 Current Budget	\$51,011,579	\$49,413,678
Less Budgeted Use of Fund Balance	6,173,934	N/A
Less Budgeted Transfers	1,833,395	4,202,736
Operating Budget	\$43,004,250	\$45,210,942
Actual Operating Receipts/Expenditures	\$44,329,784	\$39,799,975
% of Budgeted Revenues/Expenditures	103.1%	88.0%
2017 Current Budget	\$50,103,168	\$48,303,300
Less Budgeted Use of Fund Balance	7,176,024	N/A
Less Budgeted Transfers	1,675,308	5,115,462
Operating Budget	\$41,251,836	\$43,187,838
Actual Operating Receipts/Expenditures	\$40,399,021	\$37,184,187
% of Budgeted Revenues/Expenditures	97.9%	86.1%
Operating 2018 v. 2017 \$ Change	\$3,930,762	\$2,615,788
Operating 2018 v. 2017 % Change	9.7%	7.0%

The Current Budget reflects the planned use of Fund Balance for one-time investments and transfers in from other funds as provided in the City's financial policies. Operating Receipts/Expenditures reflects revenues or expenditures to provide services accounted for within that fund.

Revenues

General Fund revenue received reflects an increase of 9.7% over 2017. Without account for the revised accrual procedure noted on the first page of this report, General Fund receipts came in \$253,262, or 0.6%, more than budget and \$25,531, or 0.06%, more than revised projections. The following pages present a detailed analysis of various General Fund revenue sources. The following are highlights comparing 2018 to 2017 for the General Fund:

- Property tax receipts are 3.9% more than those for 2017.
- Sales tax receipts reflecting activity from December 2017 through November 2018 are more than the budget's year-to-date projection by 12.8% and 2017 collections by 10.2%. Total receipts, reflecting the revised accrual procedure noted on the first page of this report, are 20.7% more than 2017 collections.
- Intergovernmental Revenue receipts are 25.1% more than 2017. Receipts from sources other than Sound Transit reimbursements total \$1,277,494 and are 24.4% more than the 2017 due to the revised accrual procedure noted on the first page of this report.
- Utility Tax, Franchise Fee and Contract Payment receipts are less than the budget projection and 2017 by 7.5% and 2.6%, respectively.
- Local development activity in 2018, in terms of the number of building permits pulled for new construction and remodels, is less than 2017; however, the valuation is \$48.0 million more. This results in increased permit fees collected. Additionally, some permit revenue from the Shoreline School District projects has been deferred but will be posted in 2019.

Expenditures

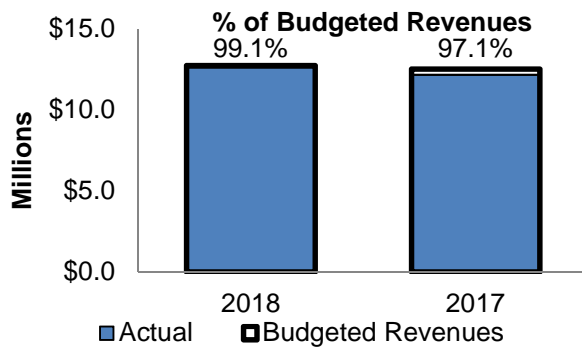
Departments spent \$39.800 million, or 88.0%, of the Operating Budget. This level of expenditures is 7.0% more than 2017 level. The General Fund transferred \$2.8 million, or 67.0%, of its budgeted support to other funds. This level is 21.3% less than 2017, largely due to timing of support needed for capital projects.

Total expenditures, including transfers out, representing expenditure of 86.2% of the Current Budget, are 4.6% more than 2017.

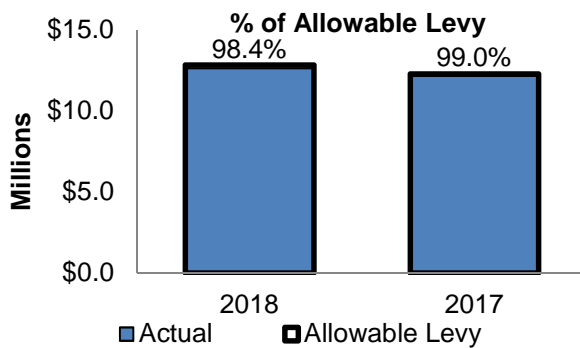


2018 FOURTH QUARTER FINANCIAL REPORT

PROPERTY TAX



2018 Current Budget	\$12,759,858
2018 Fourth Quarter Actual Revenue	\$12,644,231
2018 % of Current Budget Received	99.1%
2017 Current Budget	\$12,531,317
2017 Fourth Quarter Actual Revenue	\$12,172,701
2017 % of Current Budget Received	97.1%
2018 v. 2017 \$ Change	\$471,530
2018 v. 2017 % Change	3.9%



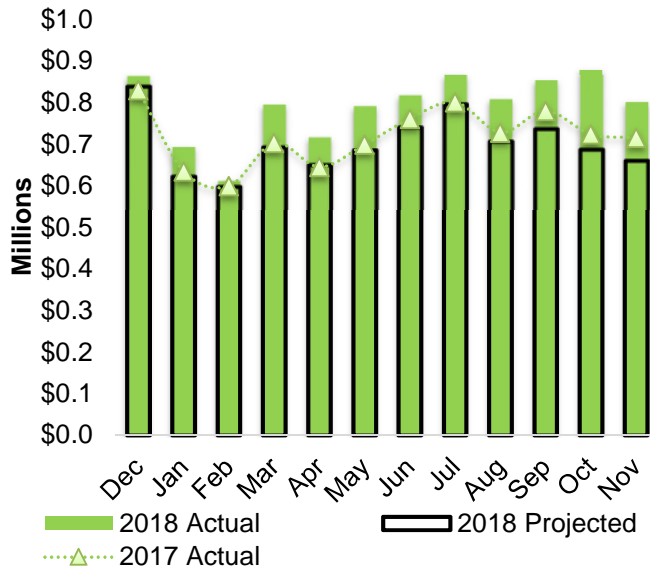
Property tax payments are due to King County in April and October. The County then must remit the City's portion resulting in the majority of collections occurring in the second and fourth quarters. Receipts for 2018 and 2017 as a percentage of the budgeted projection are at 99.1% and 97.1%, respectively. In terms of the allowable levy, which in many cases is different than the budgeted projection, receipts for 2018 and 2017 are 98.4% and 99.0%, respectively, which indicates that some taxpayers may be delinquent.



2018 FOURTH QUARTER FINANCIAL REPORT

SALES TAX

Sales Tax receipts presented in the chart and table below and on the next page reflect activity from December 2017 through November 2018 and are more than the budget's projection by \$1,080,822, or 12.8%, and 2017 collections by \$879,637, or 10.2%. Receipts from the Construction sector are more than the year-ago level by 42.2% but the Retail Trade sector saw minimal growth at 1.7%. Staff believes the increase in the All Others category is largely the result of the additional internet sales tax collections resulting from the Marketplace Fairness Act, which required internet and out-of-state retailers to collect sales taxes effective January 1, 2018.

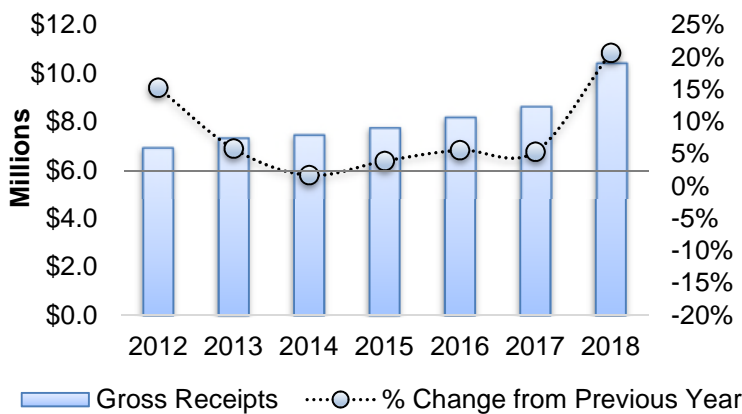


2018 Current Budget **\$8,428,191**

Sales tax revenue: December - November

Sales Activity	2017	2018
December	\$830,653	\$864,879
January	635,543	694,368
February	600,093	613,044
March	703,715	796,123
April	645,855	717,917
May	699,799	792,214
June	761,881	818,455
July	801,787	866,669
August	728,834	809,099
September	780,513	854,746
October	724,607	878,983
November	716,095	802,515
Year to date	\$8,629,376	\$9,509,013
\$ Change		\$879,637
% Change		10.2%

The following chart and table reflects a comparison of sales tax receipts by year with 2018 reflecting the revised accrual procedure noted on the first page of this report:



Year	Fourth Quarter Actual Revenue	% Change from Previous Year
2012	\$6,932,874	15.3%
2013	\$7,336,805	5.8%
2014	\$7,462,886	1.7%
2015	\$7,756,235	3.9%
2016	\$8,189,740	5.6%
2017	\$8,629,376	5.4%
2018	\$10,414,951	20.7%

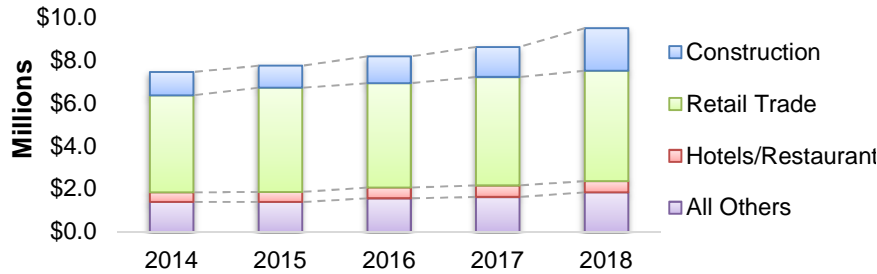


2018 FOURTH QUARTER FINANCIAL REPORT

SALES TAX (CONTINUED)

This page illustrates the performance of various sectors for the period of December 2017 through November 2018, which does not reflect the revised accrual procedure noted on the first page of this report. The chart and first table present a view of the four primary categories followed by a breakdown of the Retail Trade category.

SALES TAX BY PRIMARY CATEGORY: DECEMBER – NOVEMBER



Sector	2014	2015	2016	2017	2018
Construction	\$1,088,201	\$1,029,064	\$1,250,022	\$1,399,914	\$1,991,289
\$ Change		(\$59,137)	\$220,958	\$149,892	\$591,375
% Change		-5.4%	21.5%	12.0%	42.2%
Retail Trade	\$4,528,070	\$4,857,283	\$4,866,734	\$5,057,999	\$5,142,810
\$ Change		\$329,214	\$9,451	\$191,264	\$84,811
% Change		7.3%	0.2%	3.9%	1.7%
Hotels/Restaurant	\$440,339	\$473,001	\$501,086	\$538,542	\$528,382
\$ Change		\$32,662	\$28,085	\$37,456	(\$10,160)
% Change		7.4%	5.9%	7.5%	-1.9%
All Others	\$1,406,276	\$1,396,886	\$1,571,898	\$1,632,922	\$1,846,532
\$ Change		(\$9,390)	\$175,012	\$61,024	\$213,610
% Change		-0.7%	12.5%	3.9%	13.1%
Total Revenue	\$7,462,886	\$7,756,235	\$8,189,740	\$8,629,376	\$9,509,013
\$ Change		\$293,348	\$433,505	\$439,636	\$879,637
% Change		3.9%	5.6%	5.4%	10.2%

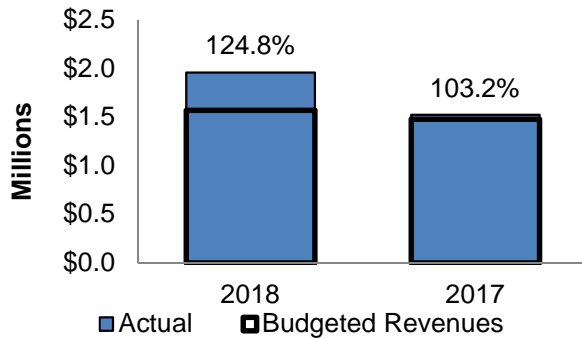
SALES TAX BY RETAIL TRADE CATEGORY: DECEMBER – NOVEMBER

Retail Trade	2015 Dec- November	2016 Dec- November	2016v.2015 \$ Change	2017 Dec- November	2017v.2016 \$ Change	2018 Dec- November	2018v.2017 \$ Change
Motor Veh. & Parts Dealer	\$1,350,157	\$1,383,558	\$33,401	\$1,406,119	\$22,560	\$1,314,403	(\$91,716)
Furn. & Home Furnishings	58,847	65,877	7,030	71,996	6,119	81,746	9,750
Electronics and Appliances	111,503	105,294	(6,209)	114,803	9,510	112,687	(2,117)
Building Material & Garden	787,425	773,383	(14,042)	848,902	75,519	880,704	31,801
Food & Beverage Stores	263,631	315,552	51,921	296,053	(19,499)	318,243	22,190
Health & Personal Care	211,545	231,800	20,255	247,638	15,838	255,614	7,976
Gasoline Stations	75,269	73,372	(1,897)	77,960	4,587	73,113	(4,847)
Clothing & Accessories	59,628	75,375	15,747	84,421	9,046	96,547	12,127
Sporting Goods, Hobby	84,163	78,834	(5,329)	79,950	1,115	90,428	10,478
General Merch. Stores	1,424,571	1,282,598	(141,973)	1,304,339	21,742	1,285,210	(19,130)
Misc. Store Retailers	236,280	245,312	9,032	268,982	23,670	454,966	185,984
Nonstore Retailers	194,265	235,779	41,514	256,836	21,057	179,150	(77,686)
Total Retail Trade	\$4,857,283	\$4,866,734	\$9,451	\$5,057,999	\$191,264	\$5,142,810	\$84,811



2018 FOURTH QUARTER FINANCIAL REPORT

LOCAL CRIMINAL JUSTICE TAX

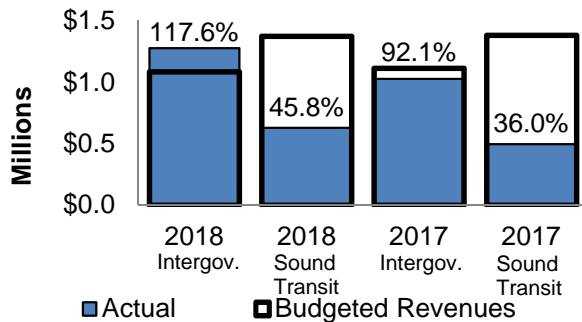


2018 Current Budget	\$1,570,543
2018 Fourth Quarter Actual Revenue	\$1,960,448
2018 % of Current Budget Received	124.8%
2017 Current Budget	\$1,476,779
2017 Fourth Quarter Actual Revenue	\$1,524,609
2017 % of Current Budget Received	103.2%
2018 v. 2017 \$ Change	\$435,839
2018 v. 2017 % Change	28.6%

Local Criminal Justice Sales Tax receipts are 28.6% more than 2017 as a result of the revised accrual procedure noted on the first page of this report. Receipts are 24.8% more than the year-to-date budget projection, largely due to the revised accrual procedure noted on the first page of this report.

The result for Local Criminal Justice Sales Tax receipts is not commensurate with the result for Sales Tax receipts because the distribution of Local Criminal Justice Sales Tax is based on the city's population and the amount of sales tax collected throughout all of King County.

INTERGOVERNMENTAL REVENUE



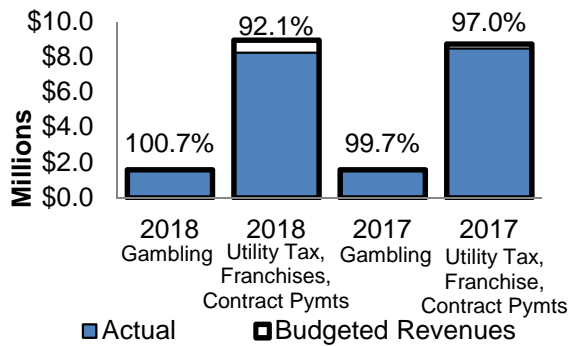
2018 Current Budget	\$2,459,756
2018 Fourth Quarter Actual Revenue	\$1,906,410
2018 % of Current Budget Received	77.5%
2017 Current Budget	\$2,496,401
2017 Fourth Quarter Actual Revenue	\$1,523,977
2017 % of Current Budget Received	61.0%
2018 v. 2017 \$ Change	\$382,433
2018 v. 2017 % Change	25.1%

Intergovernmental revenue sources are comprised primarily of funding for criminal justice programs, liquor excise tax, liquor board profits, and reimbursement from Sound Transit per the Expedited Permitting and Reimbursement Agreement. Total receipts are 25.1% more than 2017. The first bill to Sound Transit was paid in the fourth quarter of 2016, 71.0% of the year-end estimate has been reimbursed in 2018, and the balance of the reimbursement is anticipated to be received in 2019 as work on the project continues. Receipts from sources other than Sound Transit reimbursements total \$1,277,494 represent 110.2% of the 2018 year-end estimates and are 24.4% more than 2017 due to the revised accrual procedure noted on the first page of this report.



2018 FOURTH QUARTER FINANCIAL REPORT

GAMBLING TAX, UTILITY TAX, FRANCHISE FEE & CONTRACT PAYMENTS



2018 Current Budget	\$10,539,119
2018 Fourth Quarter Actual Revenue	\$9,845,493
2018 % of Current Budget Received	93.4%
2017 Current Budget	\$10,314,534
2017 Fourth Quarter Actual Revenue	\$10,049,376
2017 % of Current Budget Received	97.4%
2018 v. 2017 \$ Change	(\$203,883)
2018 v. 2017 % Change	-2.0%

The City levies tax on gross operating revenues for gambling and utility operations as shown in the table below. The City's agreement with Seattle City Light imposes a six percent contract fee on total electrical revenues. The City also has franchises with water and cable services with fees imposed at 6% and 5%, respectively. The Shoreline Municipal Code should be consulted to determine if specific deductions and credits are allowed.

Gambling	Rate on Gross Revenue (For-Profit)	Rate on Gross Revenue (Non-Profit)
Amusement Games	2.0%	2.0%
Bingo/Raffles	5.0%	5.0%
Card Rooms	10.0%	10.0%
Pull Tabs/Punch Boards	5.0%	10.0%
Utility	Rate on Gross Revenue	Effective Rate on Billed Charges
Cable	6.0%	6.0%
Natural Gas	6.0%	6.7%
Telephone/Cellular/Pager	6.0%	6.4% to 6.6%
Solid Waste	6.0%	6.5%
Storm Drainage	6.0%	6.0%

Total gambling receipts, including late payment penalties, in the amount of \$1,598,224 are 1.0% more than 2017 collections. Revenue from pull tab/punch board activity has declined year-over-year.

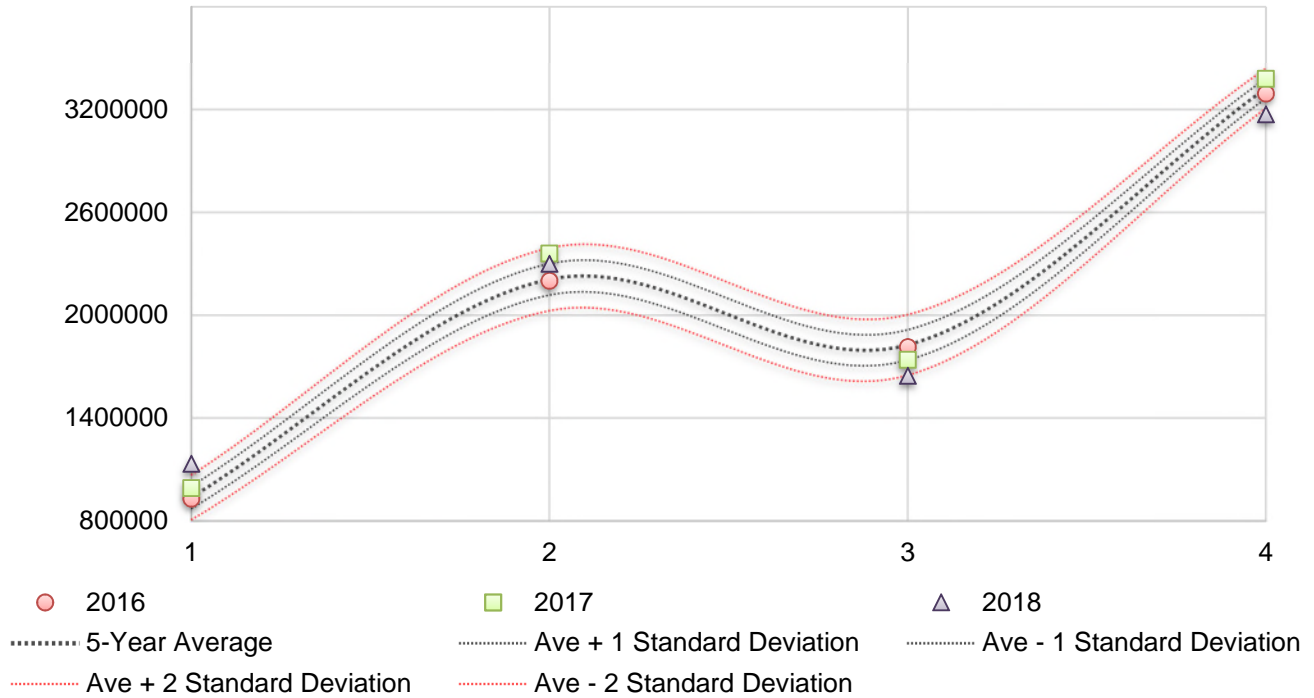
Utility Tax, Franchise Fee and Contract Payment receipts, in the amount of \$8,247,269, are less than the budget projection and 2017 by 7.5% and 2.6%, respectively.



2018 FOURTH QUARTER FINANCIAL REPORT

GAMBLING TAX, UTILITY TAX, FRANCHISE FEE & CONTRACT PAYMENTS

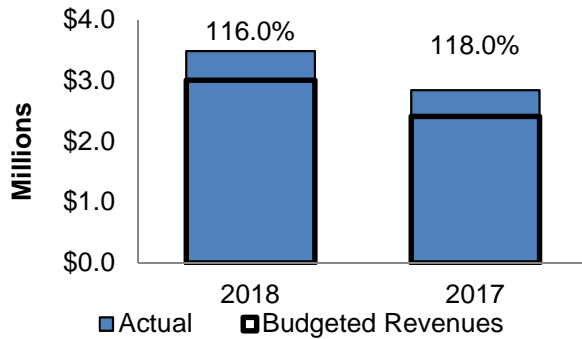
The chart below shows the five-year average plus or minus one- and two-standard deviations with the projection for fourth quarter receipts totaling between \$3,204,049 and \$3,436,060. Fourth quarter receipts totaled \$3,172,282.





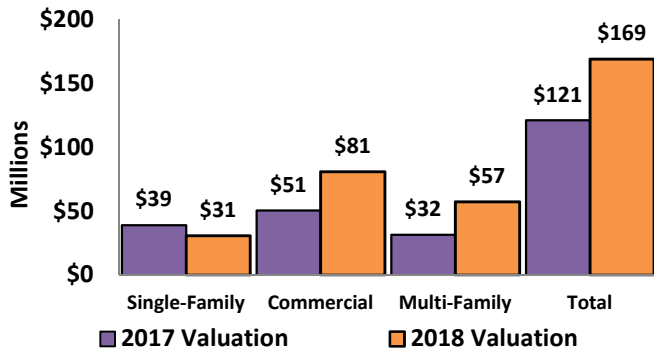
2018 FOURTH QUARTER FINANCIAL REPORT

DEVELOPMENT REVENUE



2018 Current Budget	\$3,009,528
2018 Fourth Quarter Actual Revenue	\$3,490,490
2018 % of Current Budget Received	116.0%
2017 Current Budget	\$2,412,675
2017 Fourth Quarter Actual Revenue	\$2,846,875
2017 % of Current Budget Received	118.0%
2018 v. 2017 \$ Change	\$643,615
2018 v. 2017 % Change	22.6%

Valuation of Building Permits

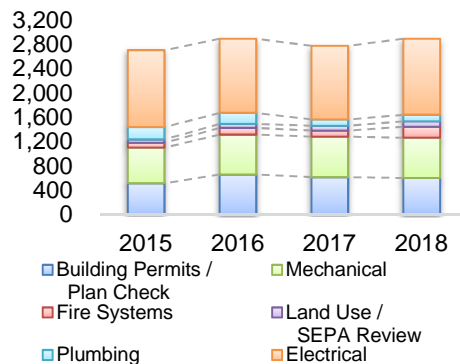


Development revenue receipts are 22.6% above 2017 receipts and are more than the budget projection by 27.5%. Total permits processed are 117, or 4.2%, more.

Local development activity in 2018, in terms of the number of building permits pulled for new construction and remodels, is less than the year-ago level but valuation is significantly higher. In 2018, 38 fewer permits have been issued for new single-family residences, with a value that is \$8.2 million less, as compared to 2017. Eighteen more permits have been issued for commercial / multi-family construction (new and remodels), with a value that is \$56.1 million more than 2017.

Valuation of 347 building permits for new construction and remodels totals \$169.1 million and is comprised of 18.2% residential and 81.8% commercial / multi-family valuation. In 2017 valuation of 367 permits totaled \$121.1 million and was comprised of 32.2% residential and 67.8% commercial / multi-family construction.

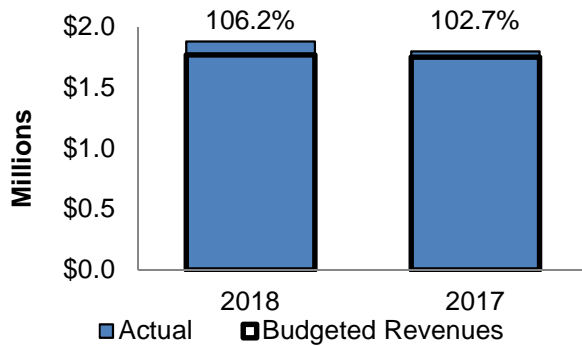
PERMIT TYPE	2015	2016	2017	2018	# Change	% Change
Building Permits / Plan Check	519	662	620	606	(14)	-2.3%
Mechanical	585	656	665	661	(4)	-0.6%
Fire Systems	79	110	100	181	81	81.0%
Land Use / SEPA Review	56	65	79	89	10	12.7%
Plumbing	202	182	102	107	5	4.9%
Electrical	1,264	1,216	1,210	1,249	39	3.2%
Total	2705	2,891	2,776	2,893	117	4.2%





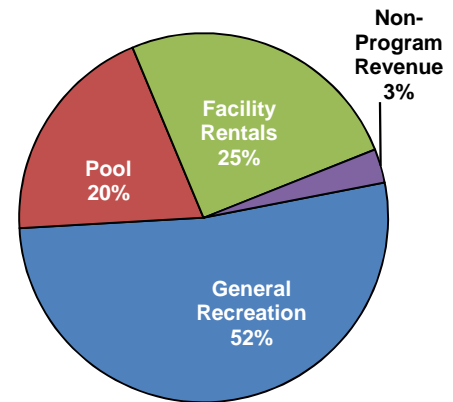
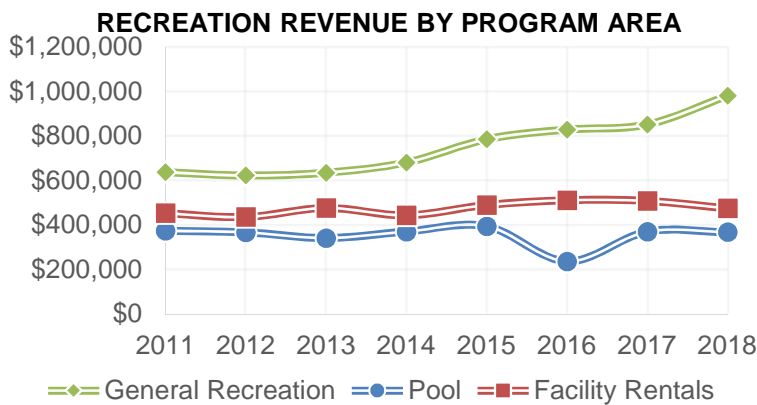
2018 FOURTH QUARTER FINANCIAL REPORT

PARKS AND RECREATION REVENUE



2018 Current Budget	\$1,770,687
2018 Fourth Quarter Actual Revenue	\$1,880,684
2018 % of Current Budget Received	106.2%
2017 Current Budget	\$1,752,317
2017 Fourth Quarter Actual Revenue	\$1,799,502
2017 % of Current Budget Received	102.7%
2018 v. 2017 \$ Change	\$81,182
2018 v. 2017 % Change	4.5%

Parks and Recreation revenue receipts are 4.5% more than 2017 with receipts for general recreation programs more by 15.1%. Receipts for facility rentals and the Shoreline Pool are less than 2017 by 6.6% and 0.6%, respectively. The decrease for facility rentals is largely attributable to less revenue from adult grass/dirt field rentals, due to renovations at Twin Ponds Park.



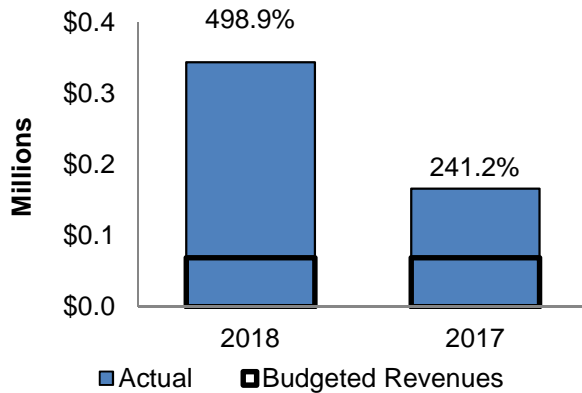
Revenue by Program Area:

Year	General Recreation	Gen Rec % of Total	Pool	Pool % of Total	Facility Rentals	Fac Rent % of Total	Total Program Revenue	Non-Program Revenue	Total Revenue
2011	\$637,929	43.5%	\$374,828	25.6%	\$453,393	30.9%	\$1,466,150	\$35,575	\$1,501,725
2012	\$622,996	43.6%	\$367,770	25.8%	\$436,651	30.6%	\$1,427,417	\$71,370	\$1,498,787
2013	\$635,767	43.7%	\$342,378	23.5%	\$477,255	32.8%	\$1,455,400	\$91,740	\$1,547,140
2014	\$681,718	45.5%	\$371,070	24.8%	\$444,438	29.7%	\$1,497,226	\$86,036	\$1,583,262
2015	\$786,086	47.0%	\$395,456	23.7%	\$490,501	29.3%	\$1,672,042	\$90,716	\$1,762,758
2016	\$829,493	52.5%	\$237,277	15.0%	\$512,083	32.4%	\$1,578,853	\$69,463	\$1,648,316
2017	\$852,094	49.2%	\$370,920	21.4%	\$508,922	29.4%	\$1,731,935	\$67,567	\$1,799,502
2018	\$980,872	53.8%	\$368,669	20.2%	\$475,189	26.0%	\$1,824,729	\$55,955	\$1,880,684



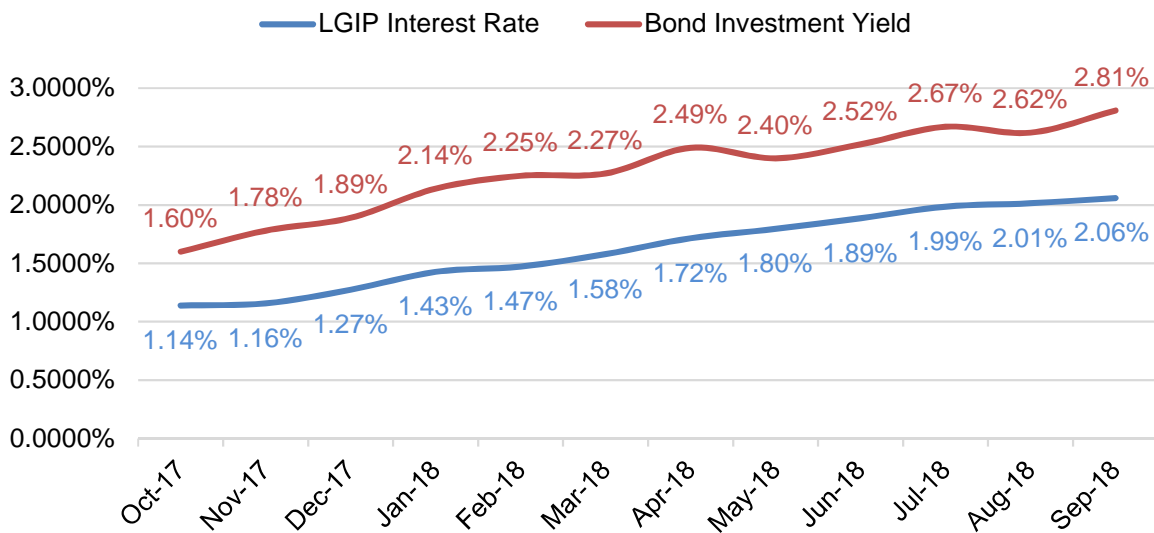
2018 FOURTH QUARTER FINANCIAL REPORT

INVESTMENT INCOME



2018 Current Budget	\$69,000
2018 Fourth Quarter Actual Revenue	\$344,243
2018 % of Current Budget Received	498.9%
2017 Current Budget	\$69,000
2017 Fourth Quarter Actual Revenue	\$166,443
2017 % of Current Budget Received	241.2%
2018 v. 2017 \$ Change	\$177,799
2018 v. 2017 % Change	106.8%

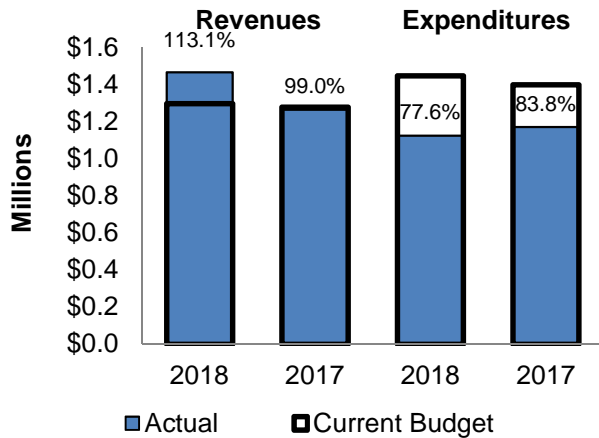
Investment earnings are more than 2017 by 106.8% as a result of rising interest rates. The City’s investment policy adheres to strict standards as prescribed by federal law, state statutes, and local ordinances, and allows the City to develop an investment model to maximize its investment returns with the primary objectives of safety and liquidity.





2018 FOURTH QUARTER FINANCIAL REPORT

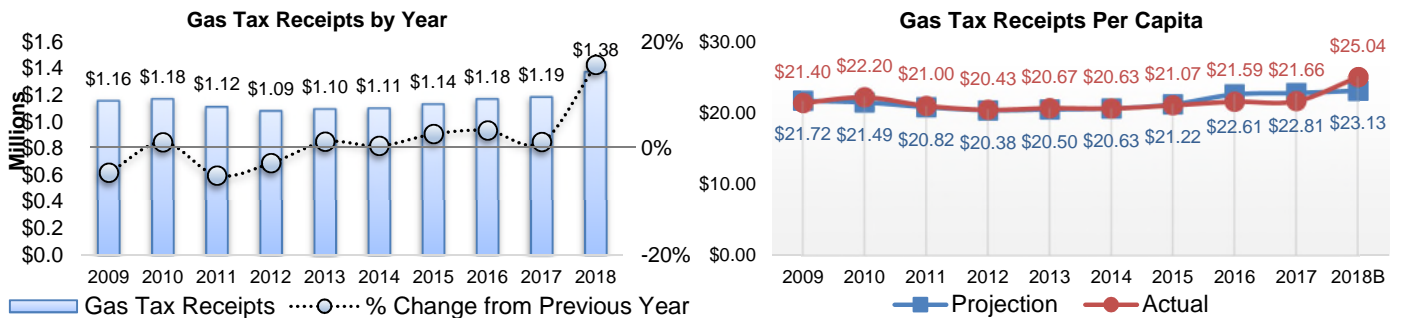
STREET FUND



Street Fund	Resources	Expenditures
2018 Current Budget	\$2,376,815	\$2,376,815
Less Budgeted Use of Fund Balance	588,738	N/A
Less Budgeted Transfers	492,040	929,557
Operating Budget	\$1,296,037	\$1,447,258
Operating Receipts/Expenditures	\$1,465,749	\$1,123,244
% of Budgeted Revenues/Expenditures	113.1%	77.6%
2017 Current Budget	\$1,721,485	\$1,721,485
Less Budgeted Use of Fund Balance	200,260	N/A
Less Budgeted Transfers	244,403	324,003
Operating Budget	\$1,276,822	\$1,397,482
Operating Receipts/Expenditures	\$1,263,849	\$1,171,024
% of Budgeted Revenues/Expenditures	99.0%	83.8%
Operating 2018 v. 2017 \$ Change	\$201,900	(\$47,780)
Operating 2018 v. 2017 % Change	16.0%	-4.1%

Total receipts, excluding transfers in, are 16.0% more than the year-ago level as a result of the revised accrual procedure noted on the first page of this report. Without account for the revised accrual procedure noted on the first page of this report, Street Fund receipts came in \$83,316, or 6.4%, more than budget and \$64,595, or 4.9%, more than revised projections.

The Motor Vehicle Fuel Excise Tax, commonly referred to as Gas Tax, is levied by the State on a per gallon basis, distributed monthly on a per capita basis to the City of Shoreline, and placed in the Street Fund. Fuel Tax revenue receipts are 15.7% more than 2017. Without accounting for the revised accrual, Gas Tax receipts came in \$101,161, or 8.5%, more than 2017, \$18,549, or 1.5%, more than budget, \$172, or 0.01%, less than revised projections, and at \$23.47 per capita, which is equal to revised estimates.

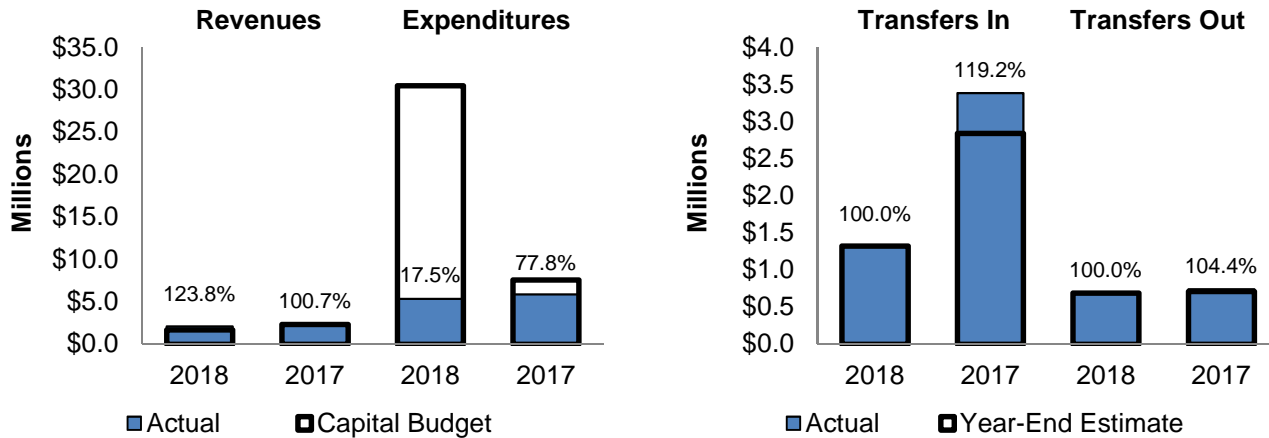


Operating expenditures, excluding transfers out, are 4.1% less than the year-ago level. Expenditures, including transfers out, are 36.0% more than the year-ago level. This is largely attributable to a one-time transfer of \$630,645, which was planned for in the 2018 Final Budget, to transfer fund balance in excess of the Street Fund's minimum required balance of \$254,700 back to the General Fund. The City Manager intends to set these monies aside in reserve for future improvements to a maintenance facility.



2018 FOURTH QUARTER FINANCIAL REPORT

GENERAL CAPITAL FUND



General Capital Fund	Resources	Expenditures
2018 Year-End Estimate	\$29,906,377	\$31,167,168
Less Other Sources & Transfers	28,223,402	686,047
Capital Budget	\$1,682,975	\$30,481,121
Actual Capital Receipts/Expenditures	\$2,084,028	\$5,325,670
% of Estimated Revenues/Expenditures	123.8%	17.5%
2017 Year-End Estimate	\$7,256,385	\$8,272,419
Less Other Sources & Transfers	4,938,908	709,728
Capital Budget	\$2,317,477	\$7,562,691
Actual Capital Receipts/Expenditures	\$2,333,343	\$5,886,115
% of Estimated Revenues/Expenditures	100.7%	77.8%
Capital 2018 v. 2017 \$ Change	(\$249,315)	(\$560,445)
Capital 2018 v. 2017 % Change	-10.7%	-9.5%

Revenue receipts are 23.8% more than the year-end estimate, which is largely attributable to Real Estate Excise Tax receipts coming in 12.6% more-than-anticipated and a \$204,000 settlement related to the Turf & Lighting Repair and Replacement project. The year-over-year change in Transfers In is mainly attributable to transfers in totaling \$943,637 from the General Fund in support of the Police Station at City Hall project. General Fund contributions to the General Capital Fund are 58.3% less than 2017. Transfers Out are comprised of transfers to the General Fund for overhead and the Limited Tax General Obligation Bond Fund for City Hall debt service payments. Transfers Out for 2017 were 4.4% more as additional transfers to the Public Arts Fund were booked from the Police Station at City Hall and Regional Trail Signage projects.

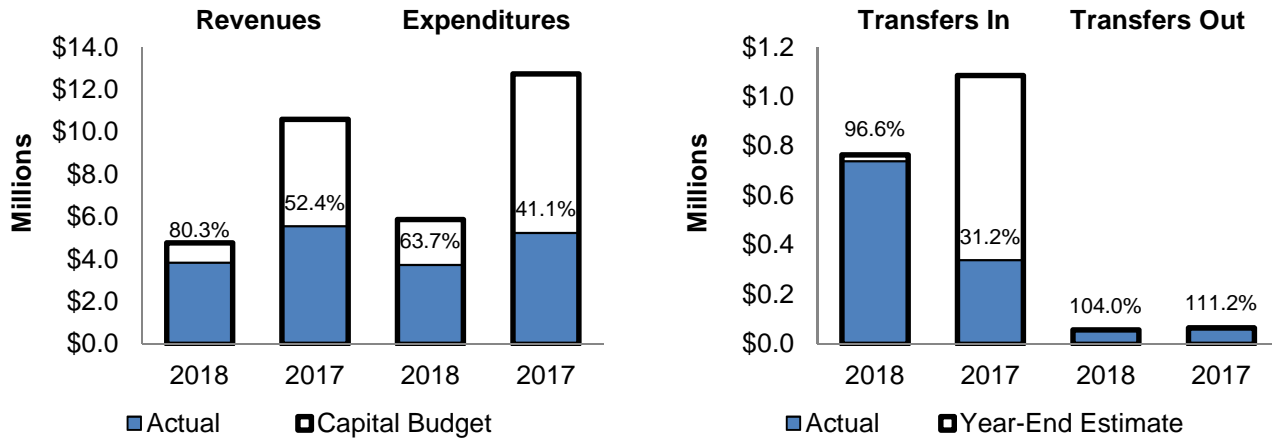
Capital projects expended 82.5% less than the year-end estimate. The adopted budget and year-end estimate anticipated it would receive \$24.800 million in bond proceeds and acquire property for the Community and Aquatics Center, but the bonds were not issued and the property was not acquired. Other capital expenditures are impacted by the timing of construction schedules.

More information on the scope and timing of capital projects, including updated estimates, can be found on pp. 302-324 of the City's 2019-2020 Adopted Biennial Budget and 2019-2024 Capital Improvement Plan book available at the following link: <http://www.shorelinewa.gov/home/showdocument?id=42538>



2018 FOURTH QUARTER FINANCIAL REPORT

ROADS CAPITAL FUND



Roads Capital Fund	Resources	Expenditures
2018 Year-End Estimate	\$5,548,784	\$5,932,150
Less Budgeted Transfers	765,795	57,194
Capital Budget	\$4,782,989	\$5,874,956
Actual Capital Receipts/Expenditures	\$3,842,395	\$3,741,676
% of Estimated Revenues/Expenditures	80.3%	63.7%
2017 Year-End Estimate	\$11,696,387	\$12,812,122
Less Budgeted Transfers	1,086,587	64,736
Capital Budget	\$10,609,800	\$12,747,386
Actual Capital Receipts/Expenditures	\$5,560,598	\$5,242,135
% of Estimated Revenues/Expenditures	52.4%	41.1%
Capital 2018 v. 2017 \$ Change	(\$1,718,203)	(\$1,500,459)
Capital 2018 v. 2017 % Change	-30.9%	-28.6%

Revenue receipts are 19.7% less than the year-end estimate, which is largely attributable to Real Estate Excise Tax receipts coming in 12.6% more-than-anticipated but grant revenue coming in 86.9% less than anticipated. General Fund contributions to the Roads Capital Fund are 115.0% more than 2017. The 2018 budget includes one-time transfers from the General Fund in support of the following capital projects listed in the table below. Funds are transferred from the General Fund as expenditures are incurred by the projects.

Project	Current Budget	Amount Spent YTD	Budgeted General Fund Support	GF Support Transferred
Trail Along the Rail	\$339,002	\$9,885	\$213,030	\$9,885
147th/148th Non-Motorized Bridge	\$499,945	\$3,962	\$349,945	\$3,962
160th and Greenwood/Innis Arden	\$105,000	\$3,453	\$105,000	\$3,453
185th Corridor Study	\$515,691	\$188,847	\$515,691	\$188,847
Westminster and 155th Improvements	\$482,017	\$482,732	\$273,436	\$273,436

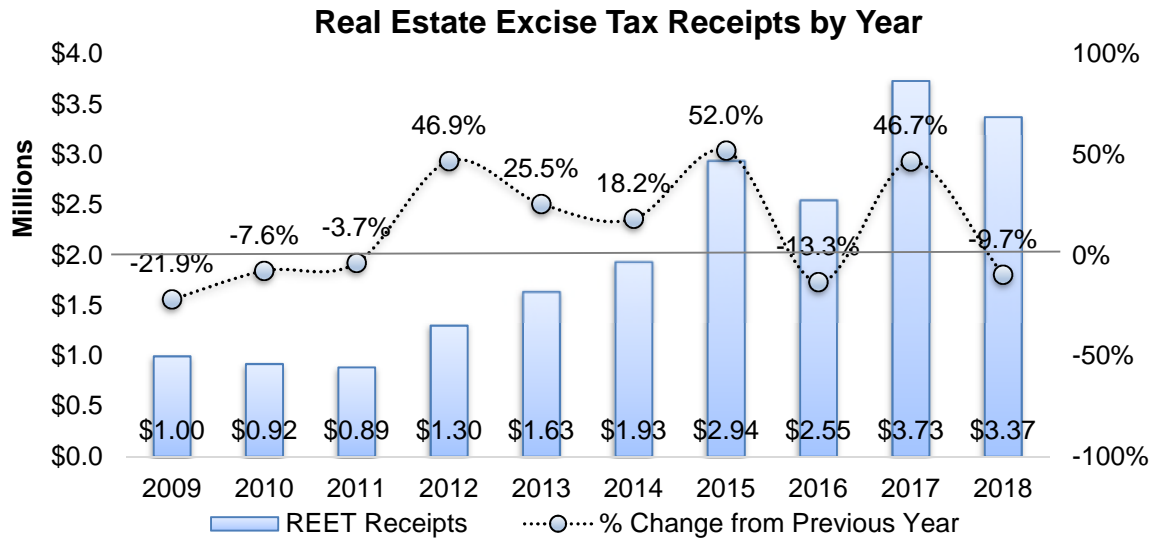
Capital projects expended 20.8% of the adopted budget but 63.7% less than the year-end estimate as budget estimates for the 145th Corridor – 99 to I5 and 145th and I5 Interchange projects were too high and construction was delayed on the Annual Road Surface Maintenance Program and Meridian Ave N & N 155th Street Signal Improvement Projects. Transfers Out are comprised of transfers to the General Fund for overhead and the Public Arts Fund from eligible projects. In 2017, the Interurban Trail/Burke-Gilman Connectors and Echo Lake Safe Routes to School projects were determined to be eligible. In 2018, the Complete Streets-Ped/Bike Gaps project was determined to be eligible. Capital expenditures are impacted by the timing of construction schedules. More information on the scope and timing of capital projects, including updated estimates, can be found on pp. 344-375 of the City's 2019-2020 Adopted Biennial Budget and 2019-2024 Capital Improvement Plan book available at the following link:

<http://www.shorelinewa.gov/home/showdocument?id=42538>



2018 FOURTH QUARTER FINANCIAL REPORT

REAL ESTATE EXCISE TAX

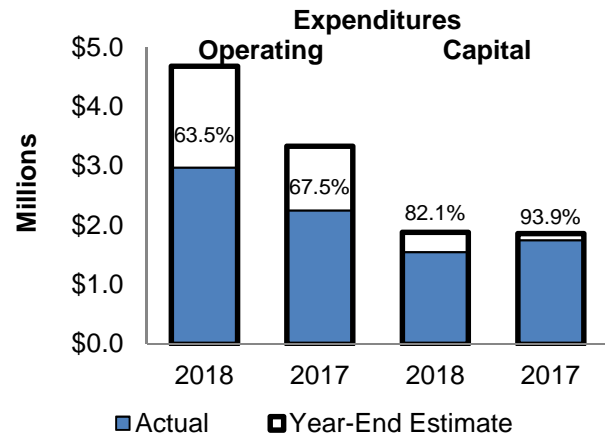
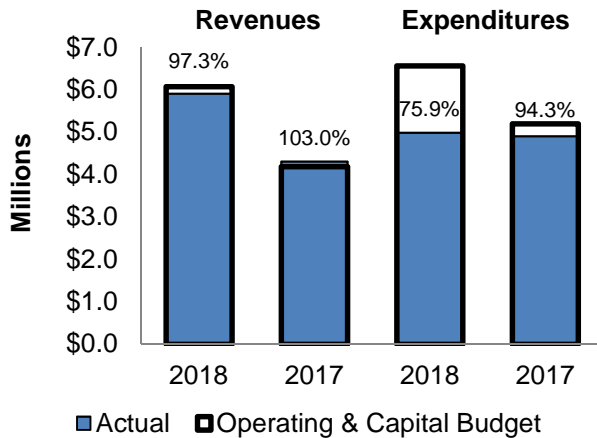


Real Estate Excise Tax (REET) revenue receipts, in the amount of \$3,372,574, are \$360,651, or 9.7%, less than 2017, but more than the budget projection and revised estimates by 23.2% and 12.6%, respectively. The number of transactions through the fourth quarter are down 11.2% as compared to 2017. Of these transactions, 101 had a value that is greater than \$1 million and accounted for 32.3% of the valuation/taxes. That is, 10.6% of transactions through the fourth quarter accounted for 32.3% of the valuation/taxes.



2018 FOURTH QUARTER FINANCIAL REPORT

SURFACE WATER UTILITY FUND



Surface Water Utility Fund	Resources	Expenditures
2018 Year-End Estimate	\$10,842,689	\$7,275,740
Less Other Sources & Transfers	4,768,489	710,310
Operating & Capital Budget	\$6,074,200	\$6,565,430
Actual Oper.+Cap. Receipts/Expenditures	\$5,907,519	\$4,982,436
% of Estimated Revenues/Expenditures	97.3%	75.9%
2017 Year-End Estimate	\$4,184,519	\$5,850,151
Less Other Sources & Transfers	0	656,074
Operating & Capital Budget	\$4,184,519	\$5,194,077
Actual Oper.+Cap. Receipts/Expenditures	\$4,308,638	\$4,899,579
% of Estimated Revenues/Expenditures	103.0%	94.3%
2018 v. 2017 \$ Change	\$1,598,881	\$82,857
2018 v. 2017 % Change	37.1%	1.7%

The Surface Water Utility Fund (SWM) includes both on-going operational programs and capital projects with both being reflected in the total expenditures and revenues for the fund.

Revenue receipts are 2.7% less than the year-end estimate, which is attributable to storm drainage fees coming in 0.0% more-than-anticipated and grant revenues coming in 62.9% less-than-anticipated. The Surface Water Utility received \$500,000 from bonds issued in 2018, which are not reflected as revenue above but are available to deliver projects as identified in the Surface Water Master Plan. SWM ongoing revenues include storm drainage fees and investment interest earnings.

Surface Water Utility operations expended 63.5% of the year-end estimate for the Operating Budget, which is 32.1% more than 2017. Capital projects expended 82.1% of the year-end estimate for the Capital Budget. Capital expenditures are impacted by the timing of construction schedules.

More information on the scope and timing of capital projects, including updated estimates, can be found on pp. 380-415 of the City's 2019-2020 Adopted Biennial Budget and 2019-2024 Capital Improvement Plan book available at the following link: <http://www.shorelinewa.gov/home/showdocument?id=42538>



2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A

INVESTMENT REPORT: DECEMBER 31, 2018

The City's investment policy adheres to strict standards prescribed by federal law, state statutes, local ordinances, and allows the City to develop an investment model to maximize its investment returns within the primary objectives of safety and liquidity.

Our yield objectives are very important and, pursuant to policy, the basis used by the City to determine whether the market yields are being achieved is through the use of a comparable benchmark. Our benchmark has been identified as the current yield to maturity of the Washington State Local Government Investment Pool (LGIP), which had been the City's primary mode of investment prior to adopting our Investment Policy. As of December 31, 2018, the City's investment portfolio, excluding the State Investment Pool had a current weighted average rate of return of 1.999%. This is slightly less than 2.3699% the rate of return of the State Investment Pool. Returns lower than LGIP are to be expected in a rising rate market, since the LGIP typically carries shorter term investments, allowing them to reinvest more quickly. However, as the City's fixed term investments mature, reinvestment rates for potential new fixed term investments are analyzed to determine if they will produce higher returns than the current LGIP rate. In a declining rate market, the City generally will outperform the benchmark.

Total annual investment interest earnings through December 31, 2018 were \$630,522 which is 332% of \$190,050 (2018's total budgeted investment earnings). The better than expected investment earning is a reflection that the economy is doing well and it helped to push interest rates up steadily. For example, the interest rate for the State Investment Pool on January 1, 2018 was 1.4268% and on December 31, 2018 it was 2.3699%.

As of December 31, 2018, the City's investment portfolio had a fair value of nearly \$36.9 million. Approximately 67% of the investment portfolio was held in U.S. government instrumentality securities, and 33% was held in the Washington State Investment Pool. The City's investment portfolio valued at cost as of December 31, 2018 was slightly over \$37 million. The difference between the cost and the market value of the portfolio represents either the loss or the gain of the portfolio if the City were to liquidate investments as of the day that the market value is stated. This would only be done if the City needed to generate cash. The City holds all of its investments until the scheduled maturity date, and therefore when the investments mature the principal market value should equal the cost of the investment. The City also holds sufficient investments within the State Pool to allow for immediate cash liquidation if needed.



2018 FOURTH QUARTER FINANCIAL REPORT

LGIP Cash and Investment Balances

Investment Instruments	CUSIP #	BROKER	Settlement		Par Value	Investment Cost	Yield To Maturity	Unrecognized Gain/(Loss)	Market Value 12/31/18
			Date	Maturity Date					
TREASURY 0.875	912828TH3	PiperJaffray	06/22/18	07/31/19	1,000,000	983,580	2.3854%	6,811	990,391
FHLB 1.18	3134G8L80	PiperJaffray	11/10/17	02/19/19	2,000,000	1,988,820	1.6243%	8,058	1,996,878
FNMA 1.250	3136G3EA9	Northw estern	03/29/16	03/29/19	1,000,000	999,500	1.2500%	(2,488)	997,012
FHLB 2.25	3130AEA G5	PiperJaffray	05/04/18	05/03/19	1,000,000	1,000,000	2.2500%	(863)	999,137
FHLB 4.375	3133XTY Y6	PiperJaffray	05/02/18	06/14/19	1,000,000	1,022,530	2.3174%	(14,483)	1,008,047
FFCB 1.18	3133EGPD1	PiperJaffray	11/08/17	08/01/19	2,000,000	1,983,300	1.6712%	840	1,984,140
FHLB 1.55	3130ACJ88	1st Empire	11/02/17	09/27/19	2,000,000	1,996,626	1.6400%	(12,646)	1,983,980
FNMA 1.250	3136G4AP8	PiperJaffray	12/31/16	09/30/19	2,000,000	2,000,000	1.2500%	(20,738)	1,979,262
FNMA 1.0	3135G0R39	PiperJaffray	04/25/18	10/24/19	1,000,000	979,490	2.4054%	7,368	986,858
FNMA 1.0	3135G0R39	PiperJaffray	04/25/18	10/24/19	1,000,000	979,490	2.4054%	7,368	986,858
FHLB 1.375	3130AA3R7	PiperJaffray	06/27/18	11/15/19	1,000,000	985,140	2.4054%	3,587	988,727
FNMA 1.20	3136G3TF2	PiperJaffray	07/16/18	12/30/19	1,000,000	980,780	2.5533%	5,028	985,808
FFCB 1.55	3133EG3J2	PiperJaffray	08/13/18	01/10/20	1,020,000	1,005,924	2.5533%	3,826	1,009,750
FHLMC 1.0	3134GBEB4	1st Empire	03/31/17	03/27/20	1,000,000	999,700	1.7000%	(10,775)	988,925
FNMA 1.37	3136G0T43	PiperJaffray	11/08/18	04/17/20	1,000,000	978,750	2.8851%	6,362	985,112
FHLMC 1.75	3134GBYR7	Security	07/27/17	07/27/20	1,000,000	1,000,350	1.7145%	(13,388)	986,962
FHLMC 2.85	3134GSYC3	PiperJaffray	09/28/18	09/28/20	1,000,000	1,000,000	2.8500%	466	1,000,466
FNMA 1.875	3136G4QF3	Time Value Investment	10/30/17	10/30/20	2,000,000	1,999,680	1.8805%	(30,542)	1,969,138
FHLB 2	3030ACU36	Time Value Investment	12/11/17	12/11/20	1,000,000	997,684	2.0800%	(11,717)	985,967
FHLB 2.125	3130ACZD9	Northw estern	12/29/17	12/29/20	1,000,000	1,000,000	2.1250%	(11,194)	988,806
Sub Total - Investments					\$ 25,020,000	\$ 24,881,344		\$ (79,120)	\$ 24,802,224
State Investment Pool						12,122,128	2.3699%		12,122,128
Total LGIP + Investments						\$ 37,003,472		\$ (79,120)	\$ 36,924,352

Portfolio Diversification

Instrument Type	Percentage	Amount at	
		Cost	Market Value
FFCB	8.1%	\$ 2,989,224	\$ 2,993,890
FHLB	24.2%	8,990,800	8,951,542
FHLMC	8.1%	3,000,050	2,976,353
FNMA	24.1%	8,917,690	8,890,048
TREASURY	2.7%	983,580	990,391
State Investment Pool	32.8%	12,122,128	12,122,128
Total LGIP + Investments	100%	\$ 37,003,472	\$ 36,924,352

Broker	Percentage	Amount at	
		Cost	Market Value
Financial Northw estern	5.4%	1,999,500	1,985,818
1st Empire	8.1%	2,996,326	2,972,905
Time Value Investment	8.1%	2,997,364	2,955,105
PiperJaffray	42.9%	15,887,804	15,901,434
Multi-Bank Security	2.7%	1,000,350	986,962
State Investment Pool	32.8%	12,122,128	12,122,128
Total LGIP + Investments	100%	\$ 37,003,472	\$ 36,924,352

Investments by Fund

Fund	Investments at Cost as of 12/31/2018	LGIP State Investment Pool as of 12/31/2018	Total LGIP + Investments as of 12/31/2018	Unrecognized Gain/(Loss) as of 12/31/2018	Total Market Value of Investments by Fund as of 12/31/2018	2018		
						Budgeted Investment Earnings	2018 Actual Investment Earnings	Over/(Under) Budget
001 General	\$ 10,869,074	\$ 4,664,356	\$ 15,533,430	\$ (34,562)	\$ 15,498,868	\$ 69,000	\$ 344,243	\$ 275,243
101 Street	294,559	130,699	425,258	(968)	424,289	2,500	7,282	4,782
107 Code Abatement	243,918	104,675	348,592	(776)	347,817	550	6,231	5,681
108 Asset Seizure	41,506.75	17,812.22	59,318.97	(131.99)	59,187	-	2,127	2,127
109 Public Arts	178,020	76,395	254,415	(566)	253,849	-	4,929	4,929
112 Fed Drug Enforcement	14,785	6,345	21,129	(47)	21,082	200	631	431
117 Transportation Impact Mitigation	1,977,488	848,620	2,826,108	(6,288)	2,819,820	1,500	43,719	42,219
118 Parks Impact Fees	22,498	9,655	32,153	(72)	32,082	-	205	205
190 Revenue Stabilization	3,263,603	1,596,252	4,859,855	(10,346)	4,849,509	-	-	-
301 General Capital	-	1,613,734	1,613,734	(2,736)	1,610,998	35,987	27,178	(8,809)
312 City Fac-Mjr Maint	5,290	2,270	7,560	(17)	7,544	883	1,345	462
330 Roads Capital	4,229,934	1,446,044	5,675,978	(10,715)	5,665,263	29,656	89,777	60,121
331 Trans Bene Dist	812,384	348,627	1,161,010	(2,583)	1,158,427	-	19,165	19,165
401Surface Water Utility Fund	1,444,753	620,002	2,064,754	(4,594)	2,060,160	41,774	34,093	(7,681)
405 Wastew ater Fund	197,426	84,724	282,150	(628)	281,522	-	5,622	5,622
501 Vehicle Oper/Maint	57,630	24,731	82,361	(183)	82,178	-	3,867	3,867
503 Equip Dep Replace	1,185,330	508,673	1,694,003	(3,769)	1,690,234	8,000	39,000	31,000
505 Unemployment	43,145	18,515	61,660	(137)	61,523	-	1,109	1,109
Total Investments	\$ 24,881,344	\$ 12,122,128	\$ 37,003,472	\$ (79,120)	\$ 36,924,352	\$ 190,050	\$ 630,522	\$ 440,472

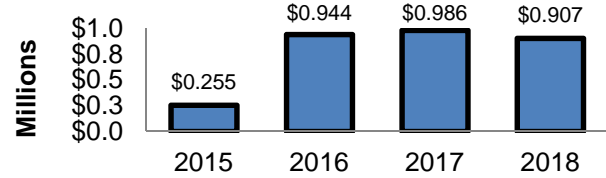


2018 FOURTH QUARTER FINANCIAL REPORT

TRANSPORTATION IMPACT FEES (PIF) 2018 ANNUAL FINANCIAL REPORT

Chapter 3.80 of the City of Shoreline’s municipal code establishes impact fees for transportation. The following annual report provides information and data on the amount of Transportation Impact fees collected, earned or received and the transportation improvements that were financed in whole or in part by these impact fees, as required by article 3.80.100.

- **Transportation Impact Fees Collected:** In 2018, the City collected \$907,336 in Transportation Impact Fees. The chart to the right exhibits TIF revenue collections from 2015 – 2018 and Attachment A provides a detailed report of the source and the amount of all moneys collected, earned or received.



- **Transportation Impact Fees Utilized:** As of December 31, 2018, \$9,426 of Transportation Impact Fees have been utilized to finance the N 175th (Stone Ave N to I-5). The 2019-2024 includes \$162,000 in funding for the N 175th (Stone Ave N to I-5) project:
- **Transportation Impact Fee Exemptions:** The following table provides information on projects that have been exempted of all transportation impact fees:

Transportation Impact Fee Exemptions				
Permit #	Name	Year	Amount	Category
125831	Walgreens	2016	Addition & Remodel	\$2,938.17
124972	Starbuck’s Parcel 6	2016	New Building	\$129,083.64
125727	Dr. Spain	2016	Addition & Remodel	\$19,417.92
SFR17-0442	Michele Tucker Salon	2017	New Building	\$1,292.72
COM17-0273	Hamlin Park Building Mod	2017	Addition & Remodel	\$21,820.70
COM17-0587	One Cup Coffee Drive Through	2017	Addition & Remodel	\$3,575.52
125711	Health Lab	2016	Light Industrial	\$4,622.40
COM17-1604	Wilson Vet	2017	Medical Dental Office	\$38,832.10
COM17-1613	Dr. Abano	2017	Medical Dental Office	\$12,444.00
COM18-0303	Starbucks TI	2018	Coffee/donut shop	\$26,264.72
TIF Exemptions Total				\$260,291.89

Transportation Impact Fee Exemptions for Community Based Services Agencies				
Permit #	Name	Year	Amount	Category
123511	Hopeline	2016	Addition & Remodel	\$25,638.82
125935	Jacob’s Well Phase III, 3-Story Building	2018	Apartment	\$38,786.33
			Day Care Center	\$88,494.08
TIF Exemptions for Community Based Services Agencies Total				\$152,919.23

Per SMC 3.80.070 Exemptions, the amount of impact fees not collected from Community-Based Human Services Agencies and Business Exemptions shall be paid from public funds other than the impact fee account.

Summary of Other Public Funds		
Growth Project	Source	Amount
N 175 th (Stone Way to I5)	STP – federal funds	\$3,546,500



2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A

PARK IMPACT FEES (PIF) 2018 ANNUAL FINANCIAL REPORT

Chapter 3.70 of the City of Shoreline's municipal code establishes impact fees for parks, open space and recreation facilities starting January 1, 2018. The following annual report provides information and data on the amount of Park Impact fees collected, earned or received and the parks projects proposed to be financed in whole or in part by these impact fees, as required by article 3.70.120.

- Park Impact Fees Collected: In 2018, the City collected \$31,576 in Park Impact Fees. The table below depicts TIF revenue collections
- Park Impact Fees Utilized: As of December 31, 2018, no Park Impact Fees have been utilized to finance any Parks, Open Space or Recreation Facility projects. The table below provides information on projects that are expected to be financed in whole or in part by Park Impact Fees:

Projects to be financed by PIF based on 2018-2024 CIP	
Project	Estimated PIF Funding
Outdoor Multi-Use Sports Court	\$50,000
Parks Facilities Recreation Amenities	\$125,000

- Park Impact Fee Exemptions: No projects were exempted in 2018.



2018 FOURTH QUARTER FINANCIAL REPORT

Attachment A



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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 854 - Amending the 2019-2020 Biennial Budget (Ord. Nos. 841 & 852) for Uncompleted 2018 Operating and Capital Projects and Increasing Appropriations in the 2019-2020 Biennial Budget
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget & Tax Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Due to delays and other unanticipated issues, some appropriations were not expended in the 2018 Budget. The 2018 Budget appropriations lapsed at the end of 2018 resulting in expenditures being less than projected and the ending fund balances being greater than projected. In order to provide adequate budget resources in the 2019-2020 biennium to pay expenditures incurred for operating programs or complete capital projects initiated in 2018, re-appropriation of a portion of the 2018 ending fund balance for expenditures in the 2019-2020 biennium, commonly referred to as a carryover, is needed. Proposed Ordinance No. 854, which is attached to this staff report as Attachment A, re-appropriates \$29,929,672.

FINANCIAL IMPACT:

Adoption of proposed Ordinance No. 854 impacts expenditures and resources, as follows:

- Increases 2019-2020 biennium appropriations for operating, debt service and capital expenditures, as follows:
 - Various programs in the General Fund by \$1,703,815
 - Street Operations in the Street Fund by \$1,339
 - Public Safety State Seizure Program in the State Drug Enforcement Forfeiture Fund by \$10,232
 - Public Art Projects in the Public Arts Fund by \$134,304
 - Limited Tax GO BAN Fund by \$200,000
 - Various projects in the General Capital Fund by \$25,029,457
 - Various projects in the Roads Capital Fund by \$2,117,955
 - Surface Water Utility operations in the Surface Water Utility Fund by \$5,468
 - Various projects in the Surface Water Utility Fund by \$610,177
 - Wastewater Utility operations in the Wastewater Utility Fund by \$6,807

- Purchase of equipment from the Equipment Replacement Fund: \$17,418
- Increases 2019-2020 biennium appropriations for transfers out, as follows:
 - General Fund of \$92,700 to the Roads Capital Fund
- Provides revenues of:
 - \$753,135 in the General Fund, comprised of grants for the RADAR and YOLO programs
 - \$94 in the Public Arts Fund, comprised of a grant from the 4Culture Community Arts Initiative
 - \$200,000 in the Limited Tax GO BAN Fund 2018 from proceeds from the anticipated sale of a bond
 - \$26,618,789 in the General Capital Fund, comprised of \$1,818,789 from the anticipated sale of the current Police Station and \$24,800,000 from proceeds from the anticipated sale of a bond
 - \$1,743,823 in the Roads Capital Fund, comprised of several grants
 - \$103,234 in the Surface Water Utility Fund from a King County Flood Control District grant
- Transfers in, as follows:
 - Roads Capital Fund of \$92,700 from the General Fund
- Uses of available fund balance of:
 - \$1,061,238 in the General Fund
 - \$1,339 in the Street Fund
 - \$10,232 in the State Drug Enforcement Forfeiture Fund
 - \$134,210 in the Public Arts Fund
 - \$160,478 in the General Capital Fund
 - \$285,489 in the Roads Capital Fund
 - \$512,411 in the Surface Water Utility Fund
 - \$6,807 in the Wastewater Utility Fund
 - \$17,418 in the Equipment Replacement Fund

The net impact of proposed Ordinance No. 854 is an increase in 2019-2020 appropriations totaling \$29,929,672, revenues totaling \$29,419,075, interfund transfers totaling \$92,700, and the use of \$417,897 in available fund balance.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance No. 854 is scheduled for April 22, 2019.

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

BACKGROUND

Shoreline's 2018 budget was adopted on a calendar year basis. The year-end estimates for 2018 presented during the discussion of the 2019-2020 Proposed Biennial Budget and 2019-2024 Capital Improvement Plan reflected staff's estimate of work that would be completed throughout the balance of 2018. Due to delays and other unanticipated issues, some appropriations were not expended in the 2018 Budget. The 2018 Budget appropriations lapsed at the end of 2018 resulting in expenditures being less than projected and the ending fund balances being greater than projected. In some cases the payment of expenditures incurred in 2018 and completion of capital projects was delayed until 2019. Those appropriations that were not expended by the end of 2018 lapsed and became part of the fund balance carried into 2019.

In order to pay the expenditures incurred in 2018 without adversely impacting the 2019-2020 Biennial Budget's appropriations, it is necessary to take a portion of the 2018 ending fund balance and re-appropriate those dollars for expenditure in the 2019-2020 biennium. In addition, this action is also necessary to deliver several operating and capital projects as previously approved by the City Council. Should the City Council choose not to approve Ordinance No. 854, as proposed, then those projects would need to be reevaluated and not completed as originally anticipated.

DISCUSSION

Proposed Ordinance No. 854 would re-appropriate \$29,929,672 from 2018 to the 2019-2020 biennium for several operating programs and capital projects. Among other reasons, re-appropriations often happen for very large projects, projects started later in the prior budget, and projects that experience unforeseen delays. Only the amount necessary to complete the project is actually re-appropriated into the succeeding year. Although most projects are capital in nature, some of these expenditures relate to operations. Attachment B to this staff report provides a table that summarizes the re-appropriation requests by fund.

ALTERNATIVES ANALYZED

Alternative 1: Take no action

If the City Council chooses to not approve proposed Ordinance No. 854, either the expenditures incurred or projects initiated in 2018 could not be paid or completed without adversely impacting existing 2019-2020 appropriations. In the case of capital projects, there would not be sufficient budget authority to complete projects in the 2019-2020 Capital Improvement Program as originally approved by the City Council. Staff would need to reevaluate the projects and determine which projects could be moved forward.

Alternative 2: Approve Ordinance No. 854 (Recommended)

Approval of proposed Ordinance No. 854 will provide the budget authority for the payment of expenditures incurred or completion of projects initiated in 2018 without

adversely impacting existing 2019-2020 Biennium Budget's appropriations. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's operating and capital funds.

FINANCIAL IMPACT

Adoption of proposed Ordinance No. 854 impacts expenditures and resources, as follows:

- Increases 2019-2020 biennium appropriations for operating, debt service and capital expenditures, as follows:
 - Various programs in the General Fund by \$1,703,815
 - Street Operations in the Street Fund by \$1,339
 - Public Safety State Seizure Program in the State Drug Enforcement Forfeiture Fund by \$10,232
 - Public Art Projects in the Public Arts Fund by \$134,304
 - Limited Tax GO BAN Fund by \$200,000
 - Various projects in the General Capital Fund by \$25,029,457
 - Various projects in the Roads Capital Fund by \$2,117,955
 - Surface Water Utility operations in the Surface Water Utility Fund by \$5,468
 - Various projects in the Surface Water Utility Fund by \$610,177
 - Wastewater Utility operations in the Wastewater Utility Fund by \$6,807
 - Purchase of equipment from the Equipment Replacement Fund: \$17,418
- Increases 2019-2020 biennium appropriations for transfers out, as follows:
 - General Fund of \$92,700 to the Roads Capital Fund
- Provides revenues of:
 - \$753,135 in the General Fund, comprised of grants for the RADAR and YOLO programs
 - \$94 in the Public Arts Fund, comprised of a grant from the 4Culture Community Arts Initiative
 - \$200,000 in the Limited Tax GO BAN Fund 2018 from proceeds from the anticipated sale of a bond
 - \$26,618,789 in the General Capital Fund, comprised of \$1,818,789 from the anticipated sale of the current Police Station and \$24,800,000 from proceeds from the anticipated sale of a bond
 - \$1,743,823 in the Roads Capital Fund, comprised of several grants
 - \$103,234 in the Surface Water Utility Fund from a King County Flood Control District grant
- Transfers in, as follows:
 - Roads Capital Fund of \$92,700 from the General Fund
- Uses of available fund balance of:
 - \$1,061,238 in the General Fund
 - \$1,339 in the Street Fund
 - \$10,232 in the State Drug Enforcement Forfeiture Fund
 - \$134,210 in the Public Arts Fund
 - \$160,478 in the General Capital Fund

- \$285,489 in the Roads Capital Fund
- \$512,411 in the Surface Water Utility Fund
- \$6,807 in the Wastewater Utility Fund
- \$17,418 in the Equipment Replacement Fund

The net impact of proposed Ordinance No. 854 is an increase in 2019-2020 appropriations totaling \$29,929,672, revenues totaling \$29,419,075, interfund transfers totaling \$92,700, and the use of \$417,897 in available fund balance. The following table summarizes the impact of the reappropriation and the resulting 2019-2020 appropriations for each of the affected funds.

Fund	2019-2020 Current Budget (A)	Reappropriation (B)	Amended 2019-2020 Budget (C) (A + B)
General Fund	\$95,772,855	\$1,796,515	\$97,569,370
Street Fund	3,974,166	1,339	3,975,505
State Drug Enforcement Forfeiture Fund	36,486	10,232	46,718
Public Arts Fund	134,413	134,304	268,717
Limited Tax GO BAN 2018 Fund	1,460,400	200,000	1,660,400
General Capital Fund	7,464,925	25,029,457	32,494,382
Roads Capital Fund	32,998,584	2,117,955	35,116,539
Surface Water Utility Fund	19,086,020	615,645	19,701,665
Wastewater Utility Fund	4,924,892	6,807	4,931,699
Equipment Replacement Fund	382,989	17,418	400,407
All Other Funds	9,205,263	0	9,205,263
Total	\$175,440,993	\$29,929,672	\$205,370,665

The table below summarizes the impact on available fund balance in each of the affected funds:

Fund	Proj. 2018 End. Fund Balance (A)	Actual 2018 Avail. Fund Balance (B)	Reappropriation Use / (Provision) (C)	Adj. 2018 Avail. Fund Balance Adj. for Reappropriation (D) (B - C)	Var. from Proj. 2018 End. Fund Balance (E) (D - A)	Budgeted Use in 2019-2020 Biennium	2018 Bal. Avail. For Use in 2019-2020 Biennium
General	\$13,233,643	\$17,813,850	\$1,043,380	\$16,770,470	\$3,536,827	\$5,429,421	\$11,341,049
Street	\$407,540	\$576,847	\$1,339	\$575,508	\$167,968	\$147,636	\$427,872
State Drug Enforcement Forfeiture	\$66,454	\$73,884	\$10,232	\$63,652	(\$2,802)	\$0	\$63,652
Public Arts Fund	\$139,387	\$283,403	\$134,210	\$149,193	\$9,806	\$123,413	\$25,780
Limited Tax GO BAN 2018	\$200,000	\$0	\$0	\$0	(\$200,000)	\$0	\$0
General Capital	\$838,688	\$1,261,054	(\$1,589,332)	\$2,850,386	\$2,011,698	\$830,576	\$2,019,810

Fund	Proj. 2018 End. Fund Balance (A)	Actual 2018 Avail. Fund Balance (B)	Reappropri- ation Use / (Provision) (C)	Adj. 2018 Avail. Fund Balance Adj. for Reappropri- ation (D) (B - C)	Var. from Proj. 2018 End. Fund Balance (E) (D - A)	Budgeted Use in 2019- 2020 Biennium	2018 Bal. Avail. For Use in 2019- 2020 Biennium
Roads Capital	\$6,085,004	\$7,249,229	\$281,432	\$6,967,797	\$882,793	\$2,940,409	\$4,027,388
Surface Water Utility	\$6,476,694	\$3,694,877	\$512,411	\$3,182,466	(\$3,294,228)	\$3,666,738	(\$484,272)
Wastewater Utility	\$202,160	\$17,967	\$6,807	\$11,160	(\$191,000)	\$0	\$11,160
Equipment Replacement	\$3,941,769	\$3,896,637	\$17,418	\$3,879,219	(\$62,550)	\$0	\$3,879,219

It is important to note that the above table does not reflect the projected 2020 ending fund balance accounting for all revenues and expenditures during the 2019-2020 biennium.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance No. 854 is scheduled for April 22, 2019.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 854
- Attachment B: 2019-2020 Reappropriations Summary

ORDINANCE NO. 854

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 852 BY INCREASING THE APPROPRIATION IN THE GENERAL FUND, STREET FUND, STATE DRUG ENFORCEMENT FORFEITURE FUND, PUBLIC ARTS FUND, LIMITED TAX GO BAN 2018 FUND, GENERAL CAPITAL FUND, ROADS CAPITAL FUND, SURFACE WATER UTILITY FUND, WASTEWATER UTILITY FUND, AND EQUIPMENT REPLACEMENT FUND

WHEREAS, the 2019-2020 Final Biennial Budget for the City of Shoreline was adopted by Ordinance No. 841 and amended by Ordinance No. 852; and

WHEREAS, various projects were included in the City's 2018 operating budget and were not completed during 2018; and

WHEREAS, the 2019–2020 Capital Improvement Program was adopted by Ordinance No. 841 and amended by Ordinance No. 852; and

WHEREAS, the 2019-2020 Final Biennial Budget has assumed completion of specific capital improvement projects in 2018; and

WHEREAS, some of these capital projects were not completed and need to be continued and completed in the 2019-2020 biennium; and

WHEREAS, due to these 2018 projects not being completed, the 2018 ending fund balance and the 2019 beginning fund balance for the General Fund, Street Fund, State Drug Enforcement Forfeiture Fund, Public Arts Fund, General Capital Fund, Roads Capital Fund, Surface Water Utility Fund, and Equipment Replacement Fund is greater than budgeted; and

WHEREAS, the City wishes to appropriate a portion of these greater-than-budgeted beginning fund balances in the 2019-2020 biennium to complete 2018 work; and

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

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

Section 1. Amendment – 2019-2020 Final Biennial Budget. The City hereby amends Section 2 of Ordinance No. 852, *Amendment – 2019-2020 Final Biennial Budget*, by increasing the appropriation for the General Fund by \$1,796,515; for the Street Fund by \$1,339; for the State Drug Enforcement Forfeiture Fund by \$10,232; for the Public Arts Fund by \$134,304; for the Limited Tax GO BAN 2018 Fund by \$200,000; for the General Capital Fund by \$25,029,457; for the Roads Capital Fund by \$2,117,955; for the Surface Water Utility Fund by

\$615,645; for the Equipment Replacement Fund by \$17,418; and, by increasing the Total Funds appropriation to \$205,370,665, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$95,772,855	\$97,569,370
Street Fund	3,974,166	3,975,505
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	46,718
Public Arts Fund	134,413	268,717
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	0
Transportation Impact Fees Fund	162,000	162,000
Park Impact Fees Fund	175,000	175,000
Revenue Stabilization Fund	0	0
Unltd Tax GO Bond 2006	3,389,937	3,389,937
Limited Tax GO Bond 2009	3,320,072	3,320,072
Limited Tax GO Bond 2018	1,460,400	1,660,400
Limited Tax GO Bond 2013	519,771	519,771
General Capital Fund	7,464,925	32,494,382
City Facility-Major Maintenance Fund	288,936	288,936
Roads Capital Fund	32,998,584	35,116,539
Surface Water Capital Fund	19,086,020	19,701,665
Wastewater Utility Fund	4,924,892	4,931,699
Vehicle Operations/Maintenance Fund	1,088,547	1,088,547
Equipment Replacement Fund	382,989	400,407
Unemployment Fund	35,000	35,000
Total Funds	\$175,440,993	\$205,370,665

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

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

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

PASSED BY THE CITY COUNCIL ON APRIL 22, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: , 2019
Effective Date: , 2019

2018-to-2019 Reappropriation (Attachment B)

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
General Fund					
	General Fund Admin Key	Trail Along the Rail	\$25,114	\$0	Project continues in 2019.
	General Fund Admin Key	N 148th Street Non-Motorized Bridge	\$46,038	\$0	Project continues in 2019.
	General Fund Admin Key	160th and Greenwood/Innis Arden	\$21,548	\$0	Project continues in 2019.
	City Manager's Office	Continuous Improvement	\$9,500	\$0	Project continues in 2019.
	ASD / Budget & Tax Office / IT-Operations	B&O Tax Implementation	\$205,652	\$0	Complete project in 2019.
	ASD / Police / PRCS	Varsity Contracts, Inc. 2018 Invoices Not Yet Received for PO 180004	\$42,949	\$0	Latent billing by vendor due to new billing software for janitorial services completed in 2018.
	ASD / IT Strategic Plan & Advstry Svc	Finance and HR System Replacement	\$487,696	\$0	Complete project in 2019.
	ASD / IT-Operations	Cellular Boosters	\$15,187	\$0	Installation of cellular boosters in specific fleet vehicles.
	Police / Special Support	RADAR Program	\$343,941	\$343,941	Project continues in 2018.
	PRCS / Parks Operations	Varsity Contracts, Inc. 2018 Invoices Not Yet Received for PO 180089	\$2,232	\$0	Latent billing by vendor due to new billing software for janitorial services completed in 2018.
	PRCS / Teen & Youth Development Program	KC Best Start for Youth Grant	\$391,336	\$409,194	Project continues in 2018.
	PRCS / General Recreation	CHOICES Greenhouse Kit and Materials	\$8,434	\$0	Complete project in 2019.
	PCD / Building and Inspections	Balance of one-time professional services appropriation to complete structural and non-structural plan review on a backlog of permits.	\$127,598	\$0	Complete project in 2019.
	PW / Engineering	ADA Self Evaluation and Transition Plan for Rights-of-Way	\$26,122	\$0	Complete project in 2019.
	PW / Traffic Services	Consultant work related to development review that started in 2017 and not yet completed.	\$1,044	\$0	Consultant work related to development review that started in 2017 and not yet complete.
	PW / Traffic Services	Pavement Markings Throughout City	\$18,111	\$0	Complete project in 2019.
	PW / Traffic Services	Traffic Data Gathering	\$24,013	\$0	Complete project in 2019.
		Total General Fund	\$1,796,515	\$753,135	
Street Fund					
	PW / Street Operations	Varsity Contracts, Inc. 2018 Invoices Not Yet Received for PO 180089	\$1,339	\$0	Latent billing by vendor due to new billing software for janitorial services completed in 2018.
		Total Street Fund	\$1,339	\$0	
State Drug Enforcement Forfeiture Fund					
	Public Safety State Seizure Program	Special Emphasis Team Training	\$10,232	\$0	Training was booked in 2018 but expensed in 2019.
		Total State Drug Enforcement Forfeiture Fund	\$10,232	\$0	
Public Arts Fund					
	Public Art Projects	Major Commission	\$134,210	\$0	Major Commission Art will be completed in 2019.
	Public Art Projects	4Culture Community Arts Initiative	\$94	\$94	Grant will be closed out in 2019.
		Total Public Arts Fund	\$134,304	\$94	

2018-to-2019 Reappropriation (Attachment B)

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
Limited Tax GO BAN 2018 Fund					
	Limited Tax GO BAN Fund 2018	Limited Tax GO BAN Fund 2018	\$200,000	\$200,000	
Total Limited Tax GO BAN 2018 Fund			\$200,000	\$200,000	
General Capital Fund					
	CIP	Police Station at City Hall	\$68,979	\$1,818,789	This project was substantially complete in 2018; however, commissioning and final close out work will continue into 2019.
	CIP	City Maintenance Facility	\$36,829	\$0	Project Schedule has been delayed by coordination needs.
	CIP	Turf and Lighting Repair Replacement	\$94,540	\$0	To resolve liquidated damages.
	CIP	PROS Plan Implementation	\$12,309	\$0	Project expected to conclude June 2019.
	CIP	Community-Aquatics Center	\$24,816,800	\$24,800,000	Project continues in 2019.
Total General Capital Fund			\$25,029,457	\$26,618,789	
Roads Capital Fund					
	CIP	Curb Ramps, Sidewalks, Gutters	\$13,670	\$0	Project continues in 2019.
	CIP	Traffic Safety Improvements	\$60,568	\$0	Project continues in 2019.
	CIP	WTSC School Zone Flashers	\$8,390	\$0	Project continues in 2019.
	CIP	Trail Along the Rail	\$25,114	\$25,114	Project continues in 2019.
	CIP	N 148th Street Non-Motorized Bridge	\$46,038	\$46,038	Project continues in 2019.
	CIP	145th Street - SR-99 to I-5	\$477,799	\$413,297	Project continues in 2019.
	CIP	N 175th Street - Stone Ave to I-5	\$39,193	\$43,250	Project continues in 2019.
	CIP	Westminster & 155th Improvements	\$19,284	\$0	Project continues in 2019.
	CIP	145th Street & I-5 Interchange	\$885,426	\$766,351	Project continues in 2019.
	CIP	160th and Greenwood/Innis Arden	\$21,548	\$21,548	Project continues in 2019.
	CIP	Annual Road Surface Maintenance	\$520,925	\$520,925	Project continues in 2019.
Total Roads Capital Fund			\$2,117,955	\$1,836,523	
Surface Water Utility Fund					
	PW / Surface Water Mgmt	Varsity Contracts, Inc. 2018 Invoices Not Yet Received for PO 180089	\$893	\$0	Latent billing by vendor due to new billing software for janitorial services completed in 2018.
	PW / Surface Water Mgmt	Confined Space Entry Equipment Needs Assessment Plan	\$4,575	\$0	Project continues in 2019.
	CIP	NE 148th Infiltration Facilities	\$2,920	\$0	Project continues in 2019.
	CIP	Hidden Lake Dam Removal	\$267,175	\$103,234	Project continues in 2019.
	CIP	25th Avenue NE Flood Reduction Project	\$76,828	\$0	Project continues in 2019.
	CIP	Boeing Creek Regional Stormwater Facility Study	\$60,704	\$0	Project continues in 2019.
	CIP	Pump Station 26 Upgrades	\$48,214	\$0	Project continues in 2019.
	CIP	Pump Station 30 Upgrades	\$48,558	\$0	Project continues in 2019.
	CIP	Pump Station Miscellaneous Improvements	\$28,650	\$0	Project continues in 2019.
	CIP	Storm Creek Erosion Management Study	\$77,128	\$0	Project continues in 2019.
Total Surface Water Utility Fund			\$615,645	\$103,234	

2018-to-2019 Reappropriation (Attachment B)

Fund	Dept / Program	Project/Item	Carryover Amount	Carryover Revenue	Justification
Wastewater Utility Fund					
	PW / Wastewater Operations Management	Varsity Contracts, Inc. 2018 Invoices Not Yet Received for PO 180089	\$2,232	\$0	Latent billing by vendor due to new billing software for janitorial services completed in 2018.
	PW / Wastewater Operations Management	Confined Space Entry Equipment Needs Assessment Plan	\$4,575	\$0	Project continues in 2019.
		Total Wastewater Utility Fund	\$6,807	\$0	
Equipment Replacement Fund					
	Equipment Replacement-Vehicles/Heavy Equipment	Purchase of hydraulic trailer to replace #209 for Street Operations.	\$17,418	\$0	Public Works Trailer was not purchased in 2018 because PW evaluated their needs and decided to pursue a different trailer that is on order now.
		Total Equipment Replacement Fund	\$17,418	\$0	
		TOTAL CARRYOVER REQUESTS	\$29,929,672	\$29,511,775	

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 855 - Amending the 2019-2020 Biennial Budget (Ordinance Nos. 841, 852 & 854)
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the first quarter of 2019, staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2018 at the time the 2019-2020 Final Biennial Budget was adopted by the City Council through Ordinance No. 841. Staff is requesting that the 2019-2020 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 855 (Attachment A) provides for this amendment.

Tonight, Council is scheduled to discuss proposed Ordinance No. 855. This Ordinance is scheduled to be brought back to Council on April 22, 2019 for adoption.

FINANCIAL IMPACT:

Adoption of proposed Ordinance No. 855 impacts expenditures and resources, as follows:

- Increases 2019-2020 biennium appropriations for operating and capital expenditures, as follows:
 - Various programs in the General Fund by \$120,710
 - Various projects in the General Capital Fund by \$262,733
 - Operating programs in the Surface Water Utility Fund by \$33,000
 - Purchase of equipment from the Equipment Replacement Fund by \$521,422
- Increases 2019-2020 biennium appropriations for transfers out, as follows:
 - General Fund of \$162,329 to the General Capital Fund
 - General Capital Fund of \$564,271 to the General Fund
- Converts existing appropriations to transfers to the Equipment Replacement Fund necessary to purchase equipment from the Equipment Replacement Fund, as follows:
 - General Fund: \$209,422
 - Street Fund: \$220,000
 - Surface Water Utility Fund: \$92,000

- Provides revenues of:
 - \$154,296 in the General Fund, comprised of \$43,518 one-time from In-Lieu of Tree fees and \$110,778 from grants
 - \$664,675 in the General Capital Fund, comprised of \$631,211 from the sale of the current Police Station and a \$33,464 reimbursement from the Washington Cities Insurance Authority
 - \$33,000 in the Surface Water Utility Fund from a grant
- Provides transfers in, as follows:
 - General Fund of \$564,271 from the General Capital Fund
 - General Capital Fund of \$162,329 from the General Fund
 - Equipment Replacement Fund of \$521,422 from the General Fund (\$209,422), Street Fund (\$220,000) and Surface Water Utility Fund (\$92,000)
- Uses available fund balance totaling \$219,521 in the General Fund.

The net impact of proposed Ordinance No. 855 is an increase in 2019-2020 appropriations totaling \$1,664,465, revenues totaling \$851,971, interfund transfers totaling \$1,248,022, and provision of fund balance for the General Fund totaling \$435,528.

The table in Attachment B lists the programs and impacts resulting from this amendment.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 855 is scheduled to be brought back to Council for adoption on April 22, 2019.

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

INTRODUCTION

During the first quarter of 2019 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2018 at the time the 2019-2020 Final Biennial Budget was adopted by the City Council through Ordinance No. 841. Staff is requesting that the 2019-2020 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 855 (Attachment A) provides for this amendment.

BACKGROUND

The table in Attachment B lists the programs and impacts resulting from this amendment. Additional details of the proposed budget amendments are discussed below:

Amendments Impacting Multiple Funds:

Conversion of Appropriations to Purchase Vehicles, Equipment and Trailers: The 2019-2020 biennial budget includes appropriations to purchase several new/used vehicles, equipment and trailers from the General, Streets and Surface Water Utility funds. It has since been determined that this equipment should be acquired from the Equipment Replacement Fund with resources transferred from the General, Streets and Surface Water Utility funds. The programs and their equipment impacted by this amendment include:

- Unified Landscape Maintenance Service:
 - \$272,000 to purchase five new ½ ton pickups (comprised of contributions from the General Fund of \$136,000; Street Fund of \$108,800; Surface Water Utility Fund of \$27,200)
 - \$28,000 to purchase four trailers (comprised of contributions from the General Fund of \$14,000; Street Fund of \$11,200; Surface Water Utility Fund of \$2,800)
 - \$20,000 to purchase landscaping mowers for PRCS / Parks Landscape (contributed from the General Fund)
- PRCS / General Programs:
 - \$39,422 to purchase a new twelve-passenger van (contributed from the General Fund)
- PW / Street Operations and Surface Water Utility:
 - \$125,000 to purchase a new used backhoe (comprised of contributions from the Street Fund of \$100,000; Surface Water Utility Fund of \$25,000)
- PW / Surface Water Utility:
 - \$37,000 to purchase a new ½ ton standard 2WD pickup (contributed from the Surface Water Utility Fund)

Echo Lake Park Site Preparation and Installation of Modular Single User Restroom: The replacement of the restroom at Echo Lake previously destroyed by a fire will be funded partially with insurance recovery and General Fund contribution to the General Capital Fund. This project provides for the costs of design and permitting and obtaining an

actual construction estimate for demolition of the existing restroom and site preparation and installation of a new modular single user restroom in a more accessible location.

Interfund Loan to the General Capital Fund from the General Fund and Sale of the Current Police Station: On April 30, 2018, the City Council approved Resolution No. 427 extending an interfund loan from the General Fund to the General Capital Fund in the amount of \$2.1 million for the timeframe of May 1, 2018 through April 30, 2019, to ensure adequate cash flow in the Capital Improvement Plan (CIP) pending the sale of the former police station property on N 185th Street. On March 25, 2019, the City Council approved Resolution No. 435 extending the interfund loan through July 31, 2020. As required by state law, the borrowing fund must pay interest to the lending fund. The additional interest expense from this extension is estimated to be approximately \$66,940. The proceeds from the sale of the current Police Station that are not needed to fund the interest expense of the interfund loan and Police Station at City Hall project will be transferred from the General Capital Fund to the General Fund to be held in reserve for other capital project support.

Amendments Impacting the General Fund:

WCIA Insurance Coverage: An increase to the budget for WCIA insurance coverage was inadvertently omitted during preparation of the 2019-2020 biennial budget. This amendment provides budget to cover the shortfalls for the General, Street, General Capital, Roads Capital and Public Arts funds.

In-Lieu of Tree: The City has collected In-Lieu of Tree money from trees being removed. This amendment provides budget to purchase and plant trees in 2019 following the 2014 Urban Forestry Strategic Plan adopted by City Council.

Urban Growth Capacity Study: The Planning & Community Development Department requires specific help in key areas to complete the Urban Growth Capacity Study (UGCS). The UGCS will provide the City feedback on accommodating targeted growth in its planned land use patterns. The UGCS answers several questions, including:

1. Is development occurring at planned urban densities?
2. How is growth tracking to adopted targets and land use assumptions?
3. Is there adequate land capacity available for anticipated growth in jurisdictions and the UGA?

The UGCS will require staff to evaluate if growth targets are being met, are densities being achieved, and is there enough capacity for targets? This requires staff to compile data from issued single-family, multifamily, mixed-use, and commercial permits. Also, staff will evaluate available land for growth to accommodate revised growth targets from King County.

Grants for PW / Environmental Services: The City will receive grants from the King County and Seattle Public Health Local Hazardous Waste Management Program (\$41,442) and Waste Reduction and Recycling Grant (69,336), of which \$20,000 will be used to fund Earth Day activities and the balance to provide funding for previously budgeted programs.

Amendment Impacting the Surface Water Utility Fund:

Local Source Control Grant: The City will receive a Local Source Control grant from the Department of Ecology. This amendment provides budget professional services to support operations of the Surface Water Utility.

Fee Schedule Amendments:

SMC 3.01.210 Hearing Examiner Fees: The City Clerk has proposed to amend the title of a fee schedule in Shoreline Municipal Code (SMC) 3.01 from *3.01.210 Hearing Examiner Fees* to *3.01.210 Hearing Examiner Appeal Hearing Fees* to clarify this fee is for appeals only as application public hearing fees are noted in SMC 3.01.010 Planning and Community Development. This amendment as reflected in Attachment A Exhibit A provides for this change to the fee schedule.

SMC 3.01.010 Planning and Community Development and SMC 3.01.014 Impact Fee Administrative Fees: An update of the *Impact Fee Administrative Fees* in SMC 3.01.014(3) and (4) from an hourly rate of \$193 to an hourly rate of \$199 was inadvertently omitted from the fee schedule adopted through Ordinance No. 841. It has since been determined that it would be much simpler to maintain hourly rate references if all fees were included in the fee schedule in SMC 3.01.010 Planning and Community Development with a note to that effect near the beginning of the fee schedule. This amendment as reflected in Attachment A Exhibit A provides for: (i) the elimination of SMC 3.01.014 Impact Fee Administrative Fees, (ii) inclusion of *Impact Fee Administrative Fees* in SMC 3.01.010(Q), and (iii) cleans up the references to the hourly rate referenced throughout SMC 3.01.010 *Planning and Community Development*.

ALTERNATIVES ANALYZED

Alternative 1: Take no action

If the City Council chooses to not approve proposed Ordinance No. 855, either the expenditures or projects listed in Attachment B will not be completed without adversely impacting existing 2019-2020 appropriations. In the case of capital projects, there would not be sufficient budget authority to complete the projects. Staff would need to reevaluate the projects and determine which projects could be moved forward. In addition, the identified amendments to the fee schedule will not be adopted.

Alternative 2: Approve Ordinance No. 855 (Recommended)

Approval of proposed Ordinance No. 855 will provide the budget authority and avoid adversely impacting existing 2019-2020 Biennium Budget's appropriations. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's operating and capital funds and adopt the identified amendments to the fee schedule.

FINANCIAL IMPACT

Adoption of proposed Ordinance No. 855 impacts expenditures and resources, as follows:

- Increases 2019-2020 biennium appropriations for operating and capital expenditures, as follows:
 - Various programs in the General Fund by \$120,710
 - Various projects in the General Capital Fund by \$262,733
 - Operating programs in the Surface Water Utility Fund by \$33,000
 - Purchase of equipment from the Equipment Replacement Fund by \$521,422
- Increases 2019-2020 biennium appropriations for transfers out, as follows:
 - General Fund of \$162,329 to the General Capital Fund
 - General Capital Fund of \$564,271 to the General Fund
- Converts existing appropriations to transfers to the Equipment Replacement Fund necessary to purchase equipment from the Equipment Replacement Fund, as follows:
 - General Fund: \$209,422
 - Street Fund: \$220,000
 - Surface Water Utility Fund: \$92,000
- Provides revenues of:
 - \$154,296 in the General Fund, comprised of \$43,518 one-time from In-Lieu of Tree fees and \$110,778 from grants
 - \$664,675 in the General Capital Fund, comprised of \$631,211 from the sale of the current Police Station and a \$33,464 reimbursement from the Washington Cities Insurance Authority
 - \$33,000 in the Surface Water Utility Fund from a grant
- Provides transfers in, as follows:
 - General Fund of \$564,271 from the General Capital Fund
 - General Capital Fund of \$162,329 from the General Fund
 - Equipment Replacement Fund of \$521,422 from the General Fund (\$209,422), Street Fund (\$220,000) and Surface Water Utility Fund (\$92,000)
- Uses available fund balance totaling \$219,521 in the General Fund.

The net impact of proposed Ordinance No. 855 is an increase in 2019-2020 appropriations totaling \$1,664,465, revenues totaling \$851,971, interfund transfers totaling \$1,248,022, and provision of fund balance for the General Fund totaling \$435,528. The following table summarizes the impact of this budget amendment and the resulting 2019-2020 appropriation for each of the affected funds.

Fund	2019-2020 Current Budget (A)	Budget Amendment (B)	Amended 2019-2020 Budget (C) (A + B)
General Fund	\$97,569,370	\$283,039	\$97,852,409
Street Fund	3,975,505	0	3,975,505
General Capital Fund	32,494,382	827,004	33,321,386
Surface Water Utility Fund	19,701,665	33,000	19,734,665
Equipment Replacement Fund	400,407	521,422	921,829
All Other Funds	51,229,336	0	51,229,336
Total	\$205,370,665	\$1,664,465	\$207,035,130

The 2018 ending fund balance for the General Fund totals \$17.814 million. In the 2019-2020 Biennial Budget, the City has planned to use some of these reserves, as follows:

- Committed for the General Fund Operating Reserve (\$3.000 million for the cash flow reserve and \$1.145 million appropriated for the Budget Contingency and Insurance Reserve);
- Assigned (\$4.284 million appropriated) for one-time outlays and to provide resources to other funds (e.g., contributions to Public Arts Fund and capital projects); and,
- Designated per the adopted budget (\$4.000 million) for future improvements for the City's Maintenance Facility.

The table below shows the impact of the above and additional uses for the 2018 carryovers and this budget amendment:

Intended Use of General Fund Reserves	2018 Projection	Actual
General Fund Beginning Fund Balance	\$13.234M	\$17.814M
Less Required General Fund Operating Reserve:		
Cash Flow Reserve	3.000M	3.000M
Budget (Operating) Contingency	0.890M	0.890M
Insurance Reserve	0.255M	0.255M
Less Assigned for One-Time Outlays through 2019-2020 Biennial Budget Adoption	4.284M	4.284M
Less Use/(Provision) for 2018 Carryovers	0.000M	1.043M
Less Use/(Provision) for 2019 Amendment	0.000M	(0.436M)
Less Designated for City Maintenance Facility	4.000M	4.000M
Unassigned and Undesignated Beginning Fund Balance	\$0.805M	\$4.753M
Revenue Stabilization Fund	\$5,150,777	\$5,150,777

The table below summarizes the impact on available fund balance in each of the affected funds.

Fund	Proj. 2018 End. Fund Balance (A)	Adj. 2018 Avail. Fund Balance Adj. for Carryover (B)	2019 Budget Amendment Use / (Provision) (C)	Adj. 2018 Avail. Fund Balance Adj. for Amendment (D) (B - C)	Var. from Proj. 2018 End. Fund Balance (E) (D - A)	Budgeted Use in 2019-2020 Biennium	2018 Bal. Avail. For Use in 2019-2020 Biennium
General	\$13,233,643	\$16,770,470	(\$435,528)	\$17,205,998	\$3,972,355	\$5,429,421	\$11,776,577
Street	\$407,540	\$575,508	\$0	\$575,508	\$167,968	\$147,636	\$427,872
General Capital	\$838,688	\$2,850,386	\$0	\$2,850,386	\$2,011,698	\$830,576	\$2,019,810
Surface Water Utility	\$6,476,694	\$3,182,466	\$0	\$3,182,466	(\$3,294,228)	\$3,666,738	(\$484,272)
Equipment Replacement	\$3,941,769	\$3,879,219	\$0	\$3,879,219	(\$62,550)	\$0	\$3,879,219

It is important to note that the above table does not reflect the projected 2020 ending fund balance accounting for all revenues and expenditures during the 2019-2020 biennium.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 855 is scheduled to be brought back to Council for adoption on April 22, 2019.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 855
Attachment A Exhibit A: Amended Fee Schedules
Attachment B: 2019-2020 Biennial Budget Amendment Summary

ORDINANCE NO. 855**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2019-2020 FINAL BUDGET BY INCREASING THE APPROPRIATION IN THE GENERAL FUND, STREET FUND, GENERAL CAPITAL FUND, SURFACE WATER UTILITY FUND, AND EQUIPMENT REPLACEMENT FUND; AND 2019 FEE SCHEDULE 2019-2020 FINAL BUDGET.**

WHEREAS, the 2019-2020 Final Budget was adopted by Ordinance No. 841 and subsequently amended by Ordinance Nos. 852 and 854; and

WHEREAS, additional needs that were unknown at the time the 2019-2020 Final Budget, as amended, was adopted have occurred; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget and, therefore, the 2018 Final Budget, as amended, needs to be amended to reflect the increases and decreases to the City's funds; and

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

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

Section 1. Amendment – 2019-2020 Final Budget. The City hereby amends the 2018 Final Budget, as adopted by Ordinance No. 841 and amended by Ordinance Nos. 852 and 854, by increasing the appropriation for the General Fund by \$283,039; for the General Capita Fund by \$827,004; Surface Water Utility Fund by \$33,000 and for the Equipment Replacement Fund by \$521,422; and by increasing the Total Funds appropriation to \$207,035,130, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$97,569,370	\$97,852,409
Street Fund	3,975,505	3,975,505
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	46,718	46,718
Public Arts Fund	268,717	268,717
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	0
Transportation Impact Fees Fund	162,000	162,000
Park Impact Fees Fund	175,000	175,000
Revenue Stabilization Fund	0	0

Fund	Current Appropriation	Revised Appropriation
Unltd Tax GO Bond 2006	3,389,937	3,389,937
Limited Tax GO Bond 2009	3,320,072	3,320,072
Limited Tax GO Bond 2018	1,660,400	1,660,400
Limited Tax GO Bond 2013	519,771	519,771
General Capital Fund	32,494,382	33,321,386
City Facility-Major Maintenance Fund	288,936	288,936
Roads Capital Fund	35,116,539	35,116,539
Surface Water Capital Fund	19,701,665	19,734,665
Wastewater Utility Fund	4,931,699	4,931,699
Vehicle Operations/Maintenance Fund	1,088,547	1,088,547
Equipment Replacement Fund	400,407	921,829
Unemployment Fund	35,000	35,000
Total Funds	\$205,370,665	\$207,035,130

Section 2. Amendment – Chapter 3.01 Fee Schedule. Shoreline Municipal Code 3.01.010 *Planning and Community Development*, 3.01.014 *Impact Fee Administrative Fees* and 3.01.210 *Hearing Examiner Fees* are repealed in their entirety and replaced with a new 3.01.010 *Planning and Community Development* and 3.01.210 *Hearing Examiner Appeal Hearing Fees* as set forth in Exhibit A attached hereto.

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

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

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

PASSED BY THE CITY COUNCIL ON APRIL 22, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: , 2019
Effective Date: , 2019

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
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. <u>The hourly rate referenced throughout SMC 3.01.010 is calculated by multiplying the minimum number of hours noted for each fee by the fee established in SMC 3.01.010(A)(1).</u>		
1. \$0 - \$10,000.00	\$199.00	\$199.00
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	\$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.	\$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.	\$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.	\$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.	\$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.	\$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	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum \$2,388.00	Hourly rate, 12 Hour Minimum \$2,388.00
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum \$796.00	Hourly rate, 4 Hour Minimum \$796.00
11. Civil Plan Review, Residential, up to 1,000 square feet (if applicable)	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
12. Floodplain Permit	\$213.00	\$213.00
13. Floodplain Variance	\$597.00	\$597.00
14. Demolition, Commercial	\$1,702.00	\$1,702.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
15. Demolition, Residential	\$638.00	\$638.00
16. Zoning Review	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
17. Affordable Housing Review	Hourly rate, 10-hour minimum \$1,990.00	Hourly rate, 10-hour minimum \$1,990.00
18. Temporary Certificate of Occupancy (TCO)- Single-Family	\$199.00	\$199.00
19. Temporary Certificate of Occupancy (TCO)- Other	\$597.00	\$597.00
B. ELECTRICAL		
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	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	\$199.00	\$199.00
New or relocated devices 6 up to 12	\$597.00	\$597.00
Each additional new or relocated device over 12	\$7.00 per device	\$7.00 per device
b. New System		
c. Each additional new or relocated device over 30	\$7.00 per device	\$7.00 per device
2. Fire Extinguishing Systems:		
a. Commercial Cooking Hoods		
1 to 12 flow points	\$597.00	\$597.00
More than 12	\$795.00	\$795.00
b. Other Fixed System Locations		
	\$795.00	\$795.00
3 Fire Pumps:		
a. Commercial Systems		
	\$795.00	\$795.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
4. Commercial Flammable/Combustible Liquids:		
a. Aboveground Tank Installations		
First tank	\$398.00	\$398.00
Additional	\$199.00	\$199.00
b. Underground Tank Installations		
First tank	\$398.00	\$398.00
Additional	\$199.00	\$199.00
c. Underground Tank Piping (with new tank)	\$398.00	\$398.00
d. Underground Tank Piping Only (vapor recovery)	\$597.00	\$597.00
e. Underground Tank Removal		
First tank	\$398.00	\$398.00
Additional Tank	\$100.00 per additional tank	\$100.00 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	\$398.00	\$398.00
6. High-Piled Storage:		
a. Class I – IV Commodities:		
501 – 2,500 square feet	\$398.00	\$398.00
2,501 – 12,000 square feet	\$597.00	\$597.00
Over 12,000 square feet	\$795.00	\$795.00
b. High Hazard Commodities:		
501 – 2,500 square feet	\$597.00	\$597.00
Over 2,501 square feet	\$995.00	\$995.00
7. Underground Fire Mains and Hydrants	\$597.00	\$597.00
8. Industrial Ovens:		
Class A or B Furnaces	\$398.00	\$398.00
Class C or D Furnaces	\$795.00	\$795.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
9. LPG (Propane) Tanks:		
Commercial, less than 500-Gallon Capacity	\$398.00	\$398.00
Commercial, 500-Gallon+ Capacity	\$597.00	\$597.00
Residential 0 – 500-Gallon Capacity	\$199.00	\$199.00
Spray Booth	\$795.00	\$795.00
10. Sprinkler Systems (each riser):		
a. New Systems	\$995.00, plus \$3.00 per head	\$995.00, plus \$3.00 per head
b. Existing Systems		
1 – 10 heads	\$597.00	\$597.00
11 – 20 heads	\$795.00	\$795.00
More than 20 heads	\$995.00, plus \$3.00 per head	\$995.00, plus \$3.00 per head
c. Residential (R-3) 13-D System		
1 – 30 heads	\$597.00	\$597.00
More than 30 heads	\$597.00, plus \$3.00 per head	\$597.00, plus \$3.00 per head
Voluntary 13-D Systems in residencies when not otherwise required	\$199.00	\$199.00
11. Standpipe Systems	\$795.00	\$795.00
12. Emergency Power Supply Systems:		
10 kW - 50 kW	\$597.00	\$597.00
> 50 kW	\$995.00	\$995.00
13. Temporary Tents and Canopies	\$199.00	\$199.00
14. Fire Review -Single-Family	\$100.00	\$100.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
16. Fire Review -Other	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
17. Emergency Responder Radio Coverage System	\$597.00	\$597.00
18. Smoke Control Systems - Mechanical or Passive	\$795.00	\$795.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
D. MECHANICAL		
1. Residential Mechanical System	\$199.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$199.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$532.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$532.00 (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 \$199.00	Hourly rate, 1-hour minimum \$199.00
E. PLUMBING		
1. Plumbing System	\$199.00 (including 4 fixtures), \$12.00 per fixture over 4	\$199.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$199.00 (including 4 outlets), \$12.00 per outlet over 4	\$199.00 (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)	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$199.00 (including 4 devices), \$12.00 per devices over 4	\$199.00 (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)	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
F. ENVIRONMENTAL REVIEW		
1. Single-Family SEPA Checklist	\$3,191.00	\$3,191.00
2. Multifamily/Commercial SEPA Checklist	\$4,787.00	\$4,787.00
3. Environmental Impact Statement Review	\$8,296.00	\$8,296.00
G. LAND USE		
1. Accessory Dwelling Unit	\$851.00	\$851.00
2. Administrative Design Review	\$1,596.00	\$1,596.00
3. Adult Family Home	\$478.00	\$478.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$17,550.00, plus public hearing (\$3,723.00)	\$17,550.00, plus public hearing (\$3,723.00)
5. Conditional Use Permit (CUP)	\$7,446.00	\$7,446.00
6. Historic Landmark Review	\$404.00	\$404.00
7. Interpretation of Development Code	\$745.00	\$745.00
8. Master Development Plan	\$26,593.00, plus public hearing (\$3,723.00)	\$26,593.00, plus public hearing (\$3,723.00)
9. Changes to a Master Development Plan	\$13,296.00, plus public hearing (\$3,723.00)	\$13,296.00, plus public hearing (\$3,723.00)
10. Planned Action Determination	\$341.00	\$341.00
11. Rezone	\$17,231.00, plus public hearing (\$3,723.00)	\$17,231.00, plus public hearing (\$3,723.00)
12. SCTF Special Use Permit (SUP)	\$15,530.00, plus public hearing (\$3,723.00)	\$15,530.00, plus public hearing (\$3,723.00)
13. Sign Permit - Building Mounted, Awning, Driveway Signs	\$426.00	\$426.00
14. Sign Permit - Monument/Pole Signs	\$851.00	\$851.00
15. Special Use Permit	\$15,530.00, plus public hearing (\$3,723.00)	\$15,530.00, plus public hearing (\$3,723.00)
16. Street Vacation	\$10,956.00, plus public hearing (\$3,723.00)	\$10,956.00, plus public hearing (\$3,723.00)
17. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments	\$1,596.00	\$1,596.00
18. Deviation from Engineering Standards	Hourly rate, 8-hour minimum \$1,592.00	Hourly rate, 8-hour minimum \$1,592.00
19. Variances - Zoning	\$9,041.00	\$9,041.00
20. Lot Line Adjustment	\$1,596.00	\$1,596.00
21. Lot Merger	\$398.00	\$398.00
22. Development Agreement	Hourly rate, 2-hour minimum \$398.00	Hourly rate, 2-hour minimum \$398.00
H. CRITICAL AREAS FEES		
1. Critical Area Field Signs	\$7.00 per sign	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum \$398.00	Hourly rate, 2-hour minimum \$398.00
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$1,915.00	\$1,915.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
4. Critical Areas Reasonable Use Permit (CARUP)	\$14,360.00, plus public hearing (\$3,723.00)	\$14,360.00, plus public hearing (\$3,723.00)
5. Critical Areas Special Use Permit (CASUP)	\$14,360.00, plus public hearing (\$3,723.00)	\$14,360.00, plus public hearing (\$3,723.00)

I. MISCELLANEOUS FEES

1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
2. Expedited Review – Building or Site Development Permits	Twice the applicable permit review fee(s)	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum \$597.00	Hourly rate, 3-hour minimum \$597.00
5. Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$199.00	\$199.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$399.00	\$399.00
7. Pre-application Meeting	Mandatory pre-application meeting \$468.00; Optional pre-application meeting \$199.00	Mandatory pre-application meeting \$468.00; Optional pre-application meeting \$199.00
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$213.00	\$213.00
9. Transportation Impact Analysis (TIA) Review (greater than 20 trips)	\$1,170.00	\$1,170.00
10. Transportation Impact Analysis (TIA) Review - additional review per hour	\$199.00	\$199.00
11. Noise Variance	\$399.00	\$399.00

J. RIGHT-OF-WAY

1. Right-of-Way Utility Blanket Permits	\$199.00	\$199.00
2. Right-of-Way Use	Hourly rate, 3-hour minimum \$597.00	Hourly rate, 3-hour minimum \$597.00
3. Right-of-Way Site	Hourly rate, 4-hour minimum \$796.00	Hourly rate, 4-hour minimum \$796.00
4. Right-of-Way Special Events	\$995.00	\$995.00
5. Residential Parking Zone Permit	\$19.00	\$19.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
6. Right-of-Way Extension	Hourly rate, 1-hour minimum \$199.00	Hourly rate, 1-hour minimum \$199.00
K. SHORELINE SUBSTANTIAL DEVELOPMENT		
1. Shoreline Conditional Permit Use	\$7,658.00	\$7,658.00
2. Shoreline Exemption	\$500.00	\$500.00
3. Shoreline Variance	\$10,637.00, plus public hearing if required (\$3,723.00)	\$10,637.00, plus public hearing if required (\$3,723.00)
Substantial Development Permit (based on valuation):		
4. up to \$10,000	\$2,659.00	\$2,659.00
5. \$10,000 to \$500,000	\$6,382.00	\$6,382.00
6. over \$500,000	\$10,637.00	\$10,637.00
L. SITE DEVELOPMENT		
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum \$597.00	Hourly rate, 3-hour minimum \$597.00
2. Subdivision Construction	Hourly rate, 10-hour minimum \$1,990.00	Hourly rate, 10-hour minimum \$1,990.00
3. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:		
4. 50-500 CY without drainage conveyance	\$199.00	\$199.00
5. 50-500 CY with drainage conveyance	\$426.00	\$426.00
6. 501-5,000 CY	\$851.00	\$851.00
7. 5001-15,000 CY	\$1,702.00	\$1,702.00
8. More than 15,000 CY	\$4,468.00	\$4,468.00
9. Tree Removal	\$199.00	\$199.00
M. SUBDIVISIONS		
1. Binding Site Plan	\$6,063.00	\$6,063.00
2. Preliminary Short Subdivision	\$6,914.00 for two-lot short subdivision, plus (\$532.00) for each additional lot	\$6,914.00 for two-lot short subdivision, plus (\$532.00) for each additional lot
3. Final Short Subdivision	\$2,021.00	\$2,021.00
4. Preliminary Subdivision	\$15,956.00 for ten-lot subdivision, plus (\$745.00) for each additional lot, and public hearing (\$3,723.00)	\$15,956.00 for ten-lot subdivision, plus (\$745.00) for each additional lot, and public hearing (\$3,723.00)

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
5. Final Subdivision	\$7,765.00	\$7,765.00
6. Changes to Preliminary Short or Formal Subdivision	\$3,936.00	\$3,936.00
7. Multiple Buildings	Hourly rate, 10-hour minimum \$1,990.00	Hourly rate, 10-hour minimum \$1,990.00

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 \$199.00 per hour, minimum of one hour.	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 \$199.00 per hour the fee established in SMC 3.01.010(A)(1) , 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 \$199.00 per hour, minimum one hour.	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$199.00 per hour the fee established in SMC 3.01.010(A)(1) , minimum of one hour.
3. Investigation inspection	\$265.00	\$265.00

O. FEE REFUNDS

The city manager or designee may authorize the refunding of:

1. One hundred percent of any fee erroneously paid or collected.
2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. 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.
4. 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.

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
P. FEE WAIVER		
1. 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.		
Q. IMPACT FEE ADMINISTRATIVE FEES		
<u>1. Administrative Fee - All applicable projects per building permit application</u>	<u>Hourly rate, 1-hour minimum \$199.00</u>	<u>Hourly rate, 1-hour minimum</u>
<u>2. Administrative Fee - Impact fee estimate/preliminary determination for building permit application</u>	<u>Hourly rate, 1-hour minimum \$199.00</u>	<u>Hourly rate, 1-hour minimum</u>
<u>3. Administrative Fee - Independent fee calculation per impact fee type</u>	<u>Hourly rate, 1-hour minimum \$199.00</u>	<u>Hourly rate, 1-hour minimum</u>
<u>4. Administrative Fee - Deferral program</u>	<u>Hourly rate, 1-hour minimum \$199.00</u>	<u>Hourly rate, 1-hour minimum</u>
<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>		

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; 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		2019 Fee Schedule
1.	Administrative Fee - All applicable projects per building permit application	Hourly rate, 1- hour minimum- \$199.00
2.	Administrative Fee - Impact fee estimate/preliminary determination per building permit application	Hourly rate, 1- hour minimum- \$199.00
3.	Administrative Fee - Independent fee calculation per impact fee type	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, or for fire impact fees, the fire chief's determination.		

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017]

**City of Shoreline
Fee Schedules**

3.01.210 Hearing Examiner Fees

	2019 Fee Schedule Adopted	2019 Fee Schedule Amended
A. HEARING EXAMINER APPEAL HEARING FEES	\$533.00	\$533.00

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; 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]

Attachment B

2019-2020 Biennial Budget Amendment (Attachment B)

Fund	Dept / Program	Project/Item	Amendment Amount	Amendment Revenue	Justification
General Fund					
	General Fund Admin Key	Echo Lake Park Site Preparation and Installation of Modular Single User Restroom	\$162,329	\$0	Transfer from the General Fund to the General Capital Fund for Echo Lake Park Site Preparation and Installation of Modular Single User Restroom.
	General Fund Admin Key	Proceeds from Sale of Current Police Station	\$0	\$564,271	Transfer of proceeds from sale of Police Station not needed to fund the Police Station at City Hall project.
	ASD / Citywide-Non-departmental	WCIA Insurance Coverage	\$42,192	\$0	WCIA Insurance Coverage
	PRCS / Parks Operations	In-Lieu of Tree	\$43,518	\$43,518	Purchase of trees that will be planted in 2019 following the 2014 Urban Forestry Strategic Plan adopted by City Council.
	PRCS / General Programs	Purchase of New 12 Passenger Van	\$0	\$0	Conversion of appropriation to purchase a new 12 passenger van to a transfer from the General Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PRCS / Parks Landscape	Purchasing of Vehicles, Equipment and Trailers for the Unified Landscape Maintenance Service	\$0	\$0	Conversion of appropriation to purchase vehicles, equipment and trailers for the Unified Landscape Maintenance Service to a transfer from the General Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PCD / City Planning	2019 Urban Growth Capacity Study	\$15,000	\$0	2019 Urban Growth Capacity Study
	PW / Environmental Services	King County and Seattle Public Health Local Hazardous Waste Management Program Grant 2019-20	\$10,000	\$41,442	King County and Seattle Public Health Local Hazardous Waste Management Program Grant 2019-20
	PW / Environmental Services	Waste Reduction and Recycling Grant 2019-20	\$10,000	\$69,336	Waste Reduction and Recycling Grant 2019-20
		Total General Fund	\$283,039	\$718,567	
Street Fund					
	PW / Street Operations	Purchase of new used backhoe	\$0	\$0	Conversion of appropriation to purchase a new used backhoe to a transfer from the Street Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PW / Street Landscape	Purchasing of Vehicles and Trailers for the Unified Landscape Maintenance Service	\$0	\$0	Conversion of appropriation to purchase vehicles and trailers for the Unified Landscape Maintenance Service to a transfer from the Street Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
		Total Street Fund	\$0	\$0	

Attachment B

2019-2020 Biennial Budget Amendment (Attachment B)

Fund	Dept / Program	Project/Item	Amendment Amount	Amendment Revenue	Justification
General Capital Fund					
	CIP	General Capital Admin Key	\$631,211	\$0	Interest Expense for Interfund Loan from General Fund to General Capital Fund (\$66,940) for Police Station at City Hall project and transfer of proceeds from sale of Police Station not needed to fund the project (\$564,271).
	CIP	Police Station at City Hall	\$0	\$631,211	Sale of Current Police Station
	CIP	Echo Lake Park Site Preparation and Installation of Modular Single User Restroom	\$195,793	\$195,793	
		Total General Capital Fund	\$827,004	\$827,004	
Surface Water Utility Fund					
	PW / Surface Water Mgmt	Purchase of new used backhoe	\$0	\$0	Conversion of appropriation to purchase a new used backhoe to a transfer from the Surface Water Utility Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PW / Surface Water Mgmt	New 1/2 ton standard 2WD pick-up	\$0	\$0	Conversion of appropriation to purchase a new 1/2 ton standard 2WD pick-up to a transfer from the Surface Water Utility Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PW / Surface Water Mgmt	Purchasing of Vehicles and Trailers for the Unified Landscape Maintenance Service	\$0	\$0	Conversion of appropriation to purchase vehicles and trailers for the Unified Landscape Maintenance Service to a transfer from the Surface Water Utility Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	PW / Surface Water Mgmt	Local Source Control Grant	\$33,000	\$33,000	Local Source Control 2017-19 Grant agreement was amended to add funding from the Department of Ecology.
		Total Surface Water Utility Fund	\$33,000	\$33,000	

Attachment B

2019-2020 Biennial Budget Amendment (Attachment B)

Fund	Dept / Program	Project/Item	Amendment Amount	Amendment Revenue	Justification
Equipment Replacement Fund					
	Equipment Replacement-Vehicles/Heavy Equipment	Purchase of New 12 Passenger Van	\$39,422	\$39,422	Conversion of appropriation to purchase a new 12 passenger van to a transfer from the General Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	Equipment Replacement-Vehicles/Heavy Equipment	Purchase of new used backhoe	\$125,000	\$125,000	Conversion of appropriation to purchase a new used backhoe to a transfer from the Street Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	Equipment Replacement-Vehicles/Heavy Equipment	New 1/2 ton standard 2WD pick-up	\$37,000	\$37,000	Conversion of appropriation to purchase a new 1/2 ton standard 2WD pick-up to a transfer from the Surface Water Utility Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
	Equipment Replacement-Vehicles/Heavy Equipment	Purchasing of Vehicles, Equipment and Trailers for the Unified Landscape Maintenance Service	\$320,000	\$320,000	Conversion of appropriation to purchase vehicles, equipment and trailers for the Unified Landscape Maintenance Service to a transfer from the General Fund to the Equipment Replacement Fund to complete the purchase from the Equipment Replacement Fund.
		Total Equipment Replacement Fund	\$521,422	\$521,422	
		TOTAL CARRYOVER REQUESTS	\$1,664,465	\$2,099,993	