



## AGENDA

### STAFF PRESENTATIONS

### PUBLIC COMMENT

## SHORELINE CITY COUNCIL VIRTUAL/ELECTRONIC SPECIAL MEETING

Monday, November 2, 2020  
5:30 p.m.

Held Remotely on Zoom  
<https://zoom.us/j/96832975894>

**TOPIC/GUESTS:** EXECUTIVE SESSION: Personnel – RCW 42.30.110(1)(g)

## SHORELINE CITY COUNCIL VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, November 2, 2020  
7:00 p.m.

Held Remotely on Zoom  
<https://zoom.us/j/95015006341>

**In an effort to curtail the spread of the COVID-19 virus, the City Council meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.**

**The City Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:**



[Click here to watch live streaming video of the Meeting on shorelinewa.gov](#)



Attend the Meeting via Zoom Webinar: <https://zoom.us/j/95015006341>



Call into the Live Meeting: 253-215-8782 | Webinar ID: 950 1500 6341



[Click Here to Sign-Up to Provide Oral Testimony](#)

*Pre-registration is required by 6:30 p.m. the night of the meeting.*



[Click Here to Submit Written Public Comment](#)

*Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.*

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Native American Heritage Month Proclamation	2a-1	
3. REPORT OF THE CITY MANAGER		

#### **4. COUNCIL REPORTS**

#### **5. PUBLIC COMMENT**

*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 by 6:30 p.m. the night of the meeting via the [Remote Public Comment Sign-in form](#). Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed.*

#### **6. APPROVAL OF THE AGENDA** 7:20

#### **7. CONSENT CALENDAR** 7:20

- (a) Approving Minutes of Regular Meeting of October 19, 2020 7a-1
- (b) Authorizing the City Manager to Execute a Vehicle Maintenance, 7b-1  
Repair and Upfitting Services Agreement with the City of  
Mountlake Terrace for an Annual Amount Not to Exceed \$150,000

#### **8. ACTION ITEMS**

- (a) Public Hearing on the 2021-2022 Proposed Biennial Budget with 8a-1 7:20  
Special Emphasis on 2021 Regular and Excess Property Tax  
Levies, to be Set by Ordinance No. 902, and Other Revenues
- (b) Public Hearing on Ordinance No. 903 - 2021-2022 Proposed 8b-1 7:40  
Biennial Budget and the 2021-2026 Capital Improvement Plan

All interested persons for both public hearings are encouraged to listen and/or attend the remote online public hearings and to provide oral and/or written comments. Written comments should be submitted to Sara Lane, Administrative Services Director, at [slane@shorelinewa.gov](mailto:slane@shorelinewa.gov) by no later than 4:00 p.m. local time on the date of the hearing. Any person wishing to provide oral testimony at the hearing should register via the [Remote Public Comment Sign-in form](#) at least thirty (30) minutes before the start of the meeting. A request to sign-up can also be made directly to the City Clerk at 206-801-2230.

#### **9. STUDY ITEMS**

- (a) Discussing Ordinance No. 904 – 2019-2020 Biennial Budget 9a-1 8:10  
Amendment
- (b) Discussing Park Improvement and Acquisition Priorities for 9b-1 8:25  
Potential Bond Measure

#### **10. ADJOURNMENT** 9:10

*Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2230 or see the web page at [www.shorelinewa.gov](http://www.shorelinewa.gov). Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.*

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Proclamation Recognizing Native American Heritage Month		
<b>DEPARTMENT:</b>	Community Services		
<b>PRESENTED BY:</b>	Sunni Tolton, Community Services		
<b>ACTION:</b>	<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

#### **ISSUE STATEMENT:**

[Native American Heritage Month](#) had its start in the early 1900s with the advocacy of Dr. Arthur C. Parker, a Seneca Indian and director of the Museum of Arts and Science in Rochester, New York. Dr. Parker sought to have a day for the “First Americans”. In 1915, Rev. Sherman Coolidge, an Arapahoe and president of the Congress of the American Indian Association, called on the United States to recognize the second Saturday in May as American Indian Day. Over the years, “American Indian Day” was observed in different months. In 1990 President George H.W. Bush approved a joint resolution designating November as “National American Indian Heritage Month” and the recognition has continued every year since 1994. Also referred to as “American Indian and Alaska Native Heritage Month,” the month highlights an opportunity to learn about and celebrate Indigenous cultures, traditions, histories, and the many contributions made by Native Americans today.

In 2019 an estimated 6.9 million people identified as American Indian or Alaska Native alone, or in combination with other racial categories, representing 2% of the population. Approximately 0.5% of Shoreline’s population identifies as American Indian or Alaska Native (2018 U.S. Census ACS 5-Year Estimates). There are 29 federally recognized tribes in Washington, of the total 574 tribes recognized in the U.S. The process for receiving federal recognition is complex and requires extensive anthropological research and documentation of a tribe’s history and genealogy. More than 200 tribes nationwide, such as the local Duwamish, Snohomish, and Chinook, continue to seek federal recognition which would allow access to federal resources and services.

The United States has a long history of harmful actions and policies designed to displace and eliminate Native Americans in order to seize land. This history and continued effects has resulted in loss of language and culture, fragmentation, marginalization, and genocide. Native communities have high poverty and unemployment rates, and lower income, health and education outcomes. Despite these challenges, Native communities work hard to support and improve the lives of their tribal members. Tribes provide many services, including: arts, culture and educational programs; environmental sustainability and protection of natural resources; housing,

health and social services; public safety services; transportation and utilities; and business and economic development programs. To be truly supportive of Indigenous people requires learning and understanding history, building meaningful relationships over time, sharing resources, and supporting the work of local Native tribes and Indigenous organizations. Issuing a Native American Heritage Month Proclamation is one simple action to honor and show respect to Native people.

### **RECOMMENDATION**

The Mayor should read and present the proclamation.

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





## PROCLAMATION

WHEREAS, Native American Heritage Month is recognized annually to honor Indigenous cultures, histories, traditions, art, and achievements; and

WHEREAS, in the face of broken treaties, violent displacement, and genocide, Native Americans have persevered and continued with remarkable strength, resistance, resilience, and self-determination; and

WHEREAS, Native Americans, including local Duwamish, Snoqualmie, Snohomish, Suquamish, Tulalip, and many others have been protectors and stewards of our natural resources and environment since time immemorial; and

WHEREAS, the City of Shoreline values the many contributions made to society by Native people in technology, science, philosophy, the arts; and especially our local Indigenous volunteers and leaders; and

WHEREAS, the City of Shoreline recognizes that we must work to combat the impacts of discrimination and racist policies on Native people, past and present, and eliminate inequities stemming from colonization; and

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, recognize that November is

## NATIVE AMERICAN HERITAGE MONTH

And encourage all residents to learn more and support the work of Native people and organizations.

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Will Hall, Mayor

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

Monday, October 19, 2020  
7:00 p.m.

Held Remotely via Zoom

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

**ABSENT:** None.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Upon roll call by the City Clerk, all Councilmembers were present.

**3. REPORT OF CITY MANAGER**

John Norris, Assistant City Manager, provided COVID-19 updates and reports and information on various City meetings, projects and events.

**4. COUNCIL REPORTS**

There were no Council reports.

**5. PUBLIC COMMENT**

*Regarding tree retention and preservation:*

Kathleen Russell, Shoreline resident and member of Save Shoreline Trees, shared an update on the trees that may be removed as part of the Washington State Department of Transportation (WSDOT) office development project and urged the City to preserve mature trees.

Ann Bates, Shoreline resident, emphasized the importance of healthy mature trees, especially in light of the climate challenges ahead, and reminded Council of City actions taken to protect trees.

Rebecca Jones, Shoreline resident and member of Save Shoreline Trees, shared information on the important of trees and said the City needs to do better at maintaining and retaining large conifer trees, as well as planting new trees.

Janet Way, Shoreline resident and member of the Shoreline Preservation Society, spoke to the importance and value of the tree canopy. She said better solutions are needed and offered examples of areas that need improvement.

*Regarding the proposed Enhanced Shelter at 16357 Aurora Avenue N:*

Ed Jirsa, Shoreline resident, said his main concern is that there is nothing in writing that ensures that if the surrounding community is negatively impacted, the City would have the authority to take action to close the Shelter.

Joanne Godmintz, Shoreline resident, asked for information on the projected additional costs for emergency services connected to the Shelter and shared her opinions on the decision-making process thus far.

Margaret Willson, Shoreline resident, shared concerns raised by social media posts indicating that the decision on siting the Shelter will be made by tallying the comments received for and against the facility.

Nathan Pfeil, Shoreline resident, said he is an employee at a daycare near the proposed site. He is concerned this project is being rushed, and will be run by an inexperienced team. He shared information on the community impacts of a similar shelter and asked if the Council thinks they will have any control if the County owns the property.

Jackie Kurle, Shoreline resident, said until there is more evidence there will be no harm or that the benefits will outweigh the risks, a shelter at this site should be reconsidered.

Vinay Venkatesh, Shoreline resident, asked when Council would be answering the community's questions, how the petition submitted against the proposal would be used, and for an example of a successful low-barrier shelter in a single-family neighborhood.

Sudeeptha Jothiprakash, Shoreline resident, said she has tried to bring facts and data to support her comments. She agreed that homelessness is a problem that must be addressed, but she questions the location, format, and decision-making process for the siting of a low-barrier shelter.

Nancy Pfeil, Shoreline resident, asked if the City's emergency services can handle the addition of a high need population and maintain good response times. She expressed concern for the potential increase in drug availability and use in the neighborhood.

Diane Pfeil, Shoreline resident, said all her research points to a low-barrier facility having a negative impact on the surrounding neighborhood and suggested establishing smaller group homes throughout the community to meet this critical need.

## 6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

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

- (a) Approving Minutes of Regular Meeting of September 21, 2020  
Approving Minutes of Regular Meeting of September 28, 2020  
Approving Minutes of Regular Meeting of October 5, 2020**
- (b) Adopting Ordinance No. 905 - Authorizing a One-Year Extension to the Right-of-Way Franchise with Northwest Fiber LLC (dba Ziply) Originally Granted to Verizon Northwest Inc. (Ordinance 522) to Construct, Maintain, Operate, Replace, and Repair a Cable System Over, Along, Under, and Through Designated Public Rights-of-way in the City of Shoreline**
- (c) Adopting Ordinance No. 900 - Amending SMC 8.12 to Establish the Purpose of and Authorizing Guidelines for Use of the Veteran's Recognition Plaza at City Hall**

8. ACTION ITEMS

- (a) Adopting Ordinance No. 901 - Amending Certain Sections of the Shoreline Development Code to Provide for Commercial Space on the Ground Floor of Multifamily Buildings

Steve Szafran, Senior Planner; and Cate Lee, Associate Planner, delivered the staff presentation. Mr. Szafran summarized the development of this Ordinance, which included Planning Commission study sessions, a public hearing, and Council discussion.

Mr. Szafran and Ms. Lee reviewed the amendments requested by Council for consideration, which include:

- Removal of the limitation on certain commercial uses being allowed in commercial spaces, which would also make the associated definitions unnecessary.
- Clarification that buildings subject to these standards are eligible for parking reductions.
- Clarification that any multifamily building amenity that is open to the general public will not be included in the maximum 25 percent lineal frontage limitation.

Ms. Lee said staff recommends that Council adopt the Development Code amendments as recommended by the Planning Commission, and if Council wishes to amend the recommendations, she requested the proposed amendatory language be used.

**Councilmember Chang moved adoption of Ordinance No. 901, amending certain sections of the Shoreline Development Code to provide for commercial space on the ground floor of multifamily buildings. The motion was seconded by Councilmember McConnell.**

Councilmember Chang said she is excited to see the Ordinance move forward. She said it creates better alignment with the Commercial zoning regulations in other jurisdictions and she is hopeful for the success of this pilot area and future expansion to other areas of the City.

Councilmember Robertson echoed Councilmember Chang's enthusiasm and expressed gratitude to the member of the community who brought the amendment forward; and to staff, the Planning Commission and the Council for recognizing the need.

**Councilmember Roberts moved to modify the Planning Commission's recommendation by adding a new sentence to proposed SMC 20.40.465(C) which reads: Buildings subject to these standards are also eligible for the parking reductions available in SMC 20.50.400. The motion was seconded by Councilmember Chang.**

Councilmember Roberts said this amendment improves readability and helps clarify that the commercial parking spaces are also subject to the existing code. Ms. Lee confirmed that this amendment would just clarify that the buildings are eligible for the parking reduction.

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

**Councilmember Roberts moved to modify the Planning Commission's recommendation to add a sentence to proposed SMC 20.50.250(C)(3) which reads: Amenities, such as fitness centers that offer memberships to the general public, shall not be included in the maximum 25 percent lineal frontage limitation. The motion was seconded by Councilmember Chang.**

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

Councilmember Roberts said he is torn about proposing an amendment to remove limitation on certain commercial uses being allowed in commercial spaces. He said in principle he supports it, but his real concern is that if the code were expanded to other areas it might have the unintentional effect of zoning out legal businesses which, while not 'family friendly', are services people want.

Councilmember Chang said she prefers the Planning Commission's recommendation on eligible businesses, stating that it helps drive a vision for the North City and Ridgcrest business districts and since incentives are being given, the City should get back businesses that are desirable for the area.

Councilmember McConnell said she supports the Planning Commission's recommendation and said the exclusions are valid when taking into consideration that the building will include residential units. She thanked Councilmember Roberts for his observations and amendment suggestions.

Councilmember McGlashan said he considered moving this amendment because he fears that filling retail spaces with the additional restrictions may be challenging for developers, and he does not want to see a bunch of empty storefronts. He said the Council needs to pay attention to the impacts that these limitations may have.

Councilmember Robertson clarified that the provisions would only apply to the new developments going into the portions of North City and Ridgecrest specified in the staff report.

Mayor Hall said he would have supported this change to the proposal and said the Council may wish to revisit this in the future.

Mayor Hall thanked the Planning Commission, staff, and the members of the public who initially brought this proposal forward.

**The motion to adopt Ordinance No. 901 as recommended by the Planning Commission and as further amended by Council passed unanimously, 7-0.**

9. STUDY ITEMS

(a) Discussing the 2021-2022 Proposed Biennial Budget – Department Presentations

Sara Lane, Administrative Services Director, opened the staff presentation and said all departments except for Public Works would be presenting tonight. She said it is important to remember that some across-the-board adjustments have been made to ensure a good base budget. She said the reorganization of the Parks, Recreation, and Cultural Services Division has been incorporated into the Parks, Fleet, and Facilities and the Recreation, Cultural, and Community Services Departments and explained the format of the upcoming presentations. Ms. Lane emphasized that stewardship, innovation, and sustainability are core values of the City, which fosters the commitment to continuous improvement, and she shared some examples of ways this has been implemented.

Councilmember Roberts asked if the most recent Resident Satisfaction Survey results would be added into the Budget Book, as has been done in previous years. Ms. Lane said she would make sure the updated results were incorporated in all sections.

Ms. Lane reviewed the financial and staffing trends for each Department. She identified an error in a formula in the City Manager section and described where the corrected information could be found. She said some departments reflect significant COVID-19 costs, exceeding the budget.

City Council: Ms. Lane said there are no projected changes to expenditures or staffing.

City Manager's Office: Mr. Norris listed the programs that make up the office and displayed a graph with the expenditures by program and described the proposed 2021-2022 budget and staffing changes. He said the budget changes include the Shoreline North/185<sup>th</sup> Pedestrian Bridge partnership commitment and staffing reductions to the Lynnwood Link Extension Light Rail project.

Human Resources: Mr. Norris reported that there are no changes to staffing or significant expenditure increases projected. He listed the proposed additional one-time costs for professional services for a compensation study and a collective bargaining successor contract.

City Attorney: Ms. Lane said there is minimal financial change to expenditures and no change to staffing. She noted the need to increase prosecution services to support Community Court.

Administrative Services/Citywide: Ms. Lane explained that the 2019-2020 Budget is significantly higher than projected as a result of budget reorganization in efforts to ensure the City could address the financial challenges of 2020. She continued that the 2021-2022 proposed budget and FTE increases are due to the shift of Parks operations into the Administrative Services Division. She displayed a graph of the budget distribution and listed the divisions within the Administrative Services Department. She said one-time budget change requests include 2022 Levy Lid Lift Engagement and Election costs and updates to the Permitting Cost Recovery Study, and she described the ongoing budget change requests from Information Technology for Public Records Request and Contract Management software. She shared examples of citywide, or non-program, expenses.

Recreation, Cultural, and Community Services: Ms. Lane said the expenditure comparison reflects the increase in budget and staffing that comes with the addition of Recreation and Cultural Services to the Community Services Department. Colleen Kelly, Recreation, Cultural and Community Services Director, described the emphasis of the newly reorganized department. She reviewed the services included and the breakdown of the expenditures by program. She explained that the pool closure is reflected in the revenue projections and emphasized that the 2021 projections assume that the City will move to Phase 4 of COVID-19 guidelines. She said the 2021-2022 budget changes include a one time request for the Climate Action Plan update, additional human services funding for a .5 FTE staffing increase, and noted that two vacant positions will be held open. She shared details on revenue allocations to other agencies in the form of human services grants.

Councilmember Roberts said he is excited about the idea of having a housing coordinator on staff and asked if the position would provide direct support to renters. Ms. Kelly said this person would be a contact for renters, but this position would help with management of the Multi-Family Tax Exemption and Inclusionary housing policies, in order to have more robust customer service for those programs. Councilmember Roberts asked if this position is anticipated to become full time within the medium-term, and Ms. Kelly said this will be evaluated.

Councilmember Roberts confirmed that while Council is approving funds for the Grants Administrator position, filling the position is on hold. Ms. Kelly explained that department staff will take more of a hands-on role with some of the grants management over the next year. Ms. Tarry said she intends to have the position's budgeted dollars available in case contracted support is determined to be necessary.

Police: Ms. Lane said the budget reflects the projected increase in the Police Services contract, and that staffing will stay constant. Shawn Ledford, Police Chief, reviewed some program highlights, including RADAR (Response Awareness, De-escalation and Referral program), park patrols, and trainings. He shared data on the Police workload in different categories of response activity and said COVID-19 has possibly affected some trends. He displayed a graph of response

times, which improved this year, and said the contributing factors were the decrease in on-views and traffic issues because of COVID-19.

Councilmember Chang asked when and with whom a discussion of how the City can add services to address calls that may need support beyond police response. Chief Ledford described the crisis response teams that currently assist the Police on those types of calls. He said Police are more than willing to discuss options, but he is not sure that there is an entity available 24/7 for response to mental health calls. Ms. Tarry added that identifying a solution is going to be a longer term process and described the steps staff is taking towards gathering information on policing services reform. She said the goal is to be able to provide Council initial feedback from community engagement processes at the Strategic Planning Workshop early next year. She said there will be continued evaluation of how mental health professionals are being used through the RADAR program.

Councilmember Roberts said he looks forward to conversations on different approaches to mental health response and to hearing the results of community conversations on policing issues. He asked for information on staffing levels over the past few years, and about financial impacts potential police reforms would have on cities, like the addition of body cameras. Chief Ledford said he thinks the contracted jurisdictions would share the costs of body cameras based on a percentage of FTEs that are equipped with them. Ms. Tarry said that the Sheriff's Office requested full funding for body cameras in their 2021-2022 proposed budget, but that the request was denied. She added that a smaller pilot program for body cameras has been funded. If the program were to move forward, she said she anticipates that the allocation of the initial investment dollars would occur over time. Councilmember Roberts asked how a gap in funding for the School Resource Officer (SRO) would be handled if the school district cuts this expense, as is being considered. Ms. Tarry said the current SRO has accepted another position elsewhere, so if the school decides to continue with the SRO program, the City will need to find a replacement officer to fill that role.

Deputy Mayor Scully emphasized that Council has parallel interests for the Police Department in increasing accountability and augmenting availability. He said he is not interested in cutting the Police Budget, but he is interested in funding additional support services. He noted that he confirmed with the City Manager that the Budget can always be revisited at a later date.

Criminal Justice: Ms. Lane displayed the expenditure comparison and Christina Arcidy, Management Analyst; said the 2021-2022 budget reflects a 20% percent decrease of the adopted budget, primarily due to jail costs. She described the services included and listed the factors that influence costs. She described the City costs in conjunction with Community Court and reviewed the three booking facilities used for jail services. She said because of a change in judicial sentencing philosophies there has been a decline in jail usage over the past several years. She stated that last year the City decided to pay for fewer guaranteed beds at the SCORE Jail, which should have resulted in significant savings but COVID-19 has made it difficult to determine if this strategy is working, since jail usage overall is dramatically lower this year. She said in bed usage in the contracted jails will continue to be monitored and Community Court may divert individuals away from the jail process.



Planning and Community Development: Ms. Lane said there are no projected changes to expenditures and there is a slight decrease in FTEs. Rachael Markle, Planning and Community Development Director, listed the four divisions within the Department and said over 90 percent of the Department is devoted to the direct delivery of development permit related services and long-range planning. Ms. Markle said the decline in FTEs is due to the elimination of term limited positions and she described the one-time budget request for a Comprehensive Plan element update and the ongoing budget request for overtime funding associated with Building and Inspections and Permit Services. She stated that one-time revenue from the School District capital projects increased permitting revenues collected through 2017-2020 but the pandemic has affected permitting in 2020, with permit revenue estimated to be 40% less than what was originally projected for 2020. She concluded that additional impacts to revenue are anticipated through 2022.

Councilmember Roberts said he is glad to see the efficiency measures in the proposed budget and asked that comparison information from peer cities on permit issuance times be added to the Budget Matrix.

10. EXECUTIVE SESSION: Litigation – RCW 42.30.110(1)(i)

At 9:02 p.m., Mayor Hall recessed into an Executive Session for a period of 30 minutes as authorized by RCW 42.30.110(1)(i) to discuss with legal counsel matters relating to agency enforcement actions or litigation. Staff attending the Executive Session included Debbie Tarry, City Manager; John Norris, Assistant City Manager; Margaret King, City Attorney; Rachael Markle, Planning and Community Development Director; and Nora Gierloff, Planning Manager. The Executive Session ended at 9:32 p.m.

11. ADJOURNMENT

At 9:32 p.m., Mayor Hall declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

**AGENDA TITLE:** Authorizing the City Manager to Execute a Vehicle Maintenance, Repair and Upfitting Services Agreement with the City of Mountlake Terrace for an Annual Amount Not to Exceed \$150,000

**DEPARTMENT:** Administrative Services Department

**PRESENTED BY:** Sara Lane, Administrative Services Director  
Dan Johnson, Parks, Fleet & Facilities Manager

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☒ Motion  
                 ☐ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting City Council approval to authorize the City Manager to execute a Vehicle Maintenance, Repair and Upfitting Services Agreement with the City of Mountlake Terrace (MLT) for an annual amount not to exceed \$150,000. The current agreement with MLT was approved on November 23, 2015 and will expire on December 31, 2020. The new proposed agreement has been approved by the City of Mountlake Terrace City Council.

In accordance with Shoreline Municipal Code Section 2.60.070, this agreement requires City Council approval. The new agreement includes an initial term from January 1, 2021 to December 31, 2023. In addition, the agreement includes two additional one-year extensions that automatically renew unless terminated by either City.

**RESOURCE/FINANCIAL IMPACT:**

The 2021 Vehicle Operations Budget includes funding to pay MLT for the requested annual amount not to exceed \$150,000 for Vehicle Maintenance, Repair and Upfitting services. The following table provides a summary of historical MLT expenditures. While expenditures have varied from 2011 through 2016, they have steadily increased from 2017 through 2019. This reflects annual hourly rate adjustments and the growth of the City's fleet. The shop hourly rates are proposed at \$100.62/Hour for 2021 and \$103.64/Hour for 2022. These rates are reasonable and within the market rate for the Seattle area.

Calendar Year	Expenditures
2011	\$48,745
2012	\$70,613
2013	\$40,559
2014	\$61,390
2015	\$45,512
2016	\$39,328
2017	\$74,524
2018	\$75,537
2019	\$125,178

## **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute the Vehicle Maintenance, Repair and Upfitting Services Agreement with the City of Mountlake Terrace for an annual amount not to exceed \$150,000.

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

## **BACKGROUND**

The City of Shoreline began its partnership with the City of Mountlake Terrace (MLT) for vehicle maintenance and repair services in 2010. Since then, the service agreement was revised to also include upfitting services. The current agreement with MLT to provide these services was approved on November 23, 2015 and will expire on December 31, 2020.

The maintenance, repair and upfitting service provided by MLT for Shoreline vehicles and equipment has remained consistent even as the Shoreline fleet has grown with the addition of fleet vehicles and equipment from the Ronald Wastewater District and the Public Works Grounds Maintenance Division. The partnership between the two cities has provided benefits to the City of Shoreline, such as competitive hourly rates and fast turnaround services

## **DISCUSSION**

Staff is requesting City Council approval to authorize the City Manager to execute a new Vehicle Maintenance, Repair and Upfitting Services Agreement with MLT for an annual amount not to exceed \$150,000. The new Agreement would begin January 1, 2021 and extend to December 31, 2023. The agreement would also include two additional one-year extensions for a total of five years. The two additional one-year extensions are subject to satisfactory performance.

All other terms and conditions of the Agreement remain the same from the City's current agreement with MLT, including a 10% markup charge for parts and materials. The new proposed agreement has been approved by the City of Mountlake Terrace City Council. The scope of services of this Agreement is attached to this staff report as Attachment A.

The proposed Agreement provides the following benefits to the City:

- Regular and comprehensive service inspections and repairs of the City's vehicles and equipment to ensure safe and efficient operation.
- Serve as a technical resource for knowledge and expertise in fleet maintenance vehicles, equipment and services.
- A work order system that describes work performed on a vehicle or equipment.
- Fast turnaround time when completing service repairs, maintenance, inspections and upfitting services.

In accordance with Shoreline Municipal Code Section 2.60.070, this Agreement requires City Council approval. Tonight, staff is seeking Council authorization for the City Manager to enter into the new Agreement with the City of Mountlake Terrace.

## **RESOURCE/FINANCIAL IMPACT**

The 2021 Vehicle Operations Budget includes funding to pay MLT for the requested annual amount not to exceed \$150,000 for Vehicle Maintenance, Repair and Upfitting services. The following table provides a summary of historical MLT expenditures. While expenditures have varied from 2011 through 2016, they have steadily increased from 2017 through 2019. This reflects annual hourly rate adjustments and the growth of the City's fleet. The shop hourly rates are proposed at \$100.62/Hour for 2021 and

\$103.64/Hour for 2022. These rates are reasonable and within the market rate for the Seattle area.

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2011	\$48,745
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2013	\$40,559
2014	\$61,390
2015	\$45,512
2016	\$39,328
2017	\$74,524
2018	\$75,537
2019	\$125,178

### **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute the Vehicle Maintenance, Repair and Upfitting Services Agreement with the City of Mountlake Terrace for an annual amount not to exceed \$150,000.

### **ATTACHMENT**

Attachment A – Scope of Services of Agreement for Vehicle Maintenance, Repair and Upfitting Services Between the Cities of Shoreline and Mountlake Terrace

## Attachment A

### Scope of Services

The scope of services includes vehicle repair, maintenance and upfitting services for the City of Shoreline by the City of Mountlake Terrace. Shoreline vehicles identified for repair, maintenance or upfitting service will be delivered to the City of Mountlake Terrace Maintenance Shop, 6204 215<sup>th</sup> ST SW, Mountlake Terrace, WA 98043.

1. **Rates, Charges, and Payment.** Mountlake Terrace shall charge and Shoreline shall pay Mountlake Terrace for the services rendered pursuant to this Agreement as follows:
  - A. **Labor.** Labor will be charged at the hourly rate in half hour increments as follows:
    - i. \$100.62/hour for calendar year 2021
    - ii. \$103.64/hour for calendar year 2022
  - B. **Parts and Materials.** Parts, materials and supplies used in connection with the services rendered pursuant to this Agreement shall be charged at Mountlake Terrace's invoice costs plus ten percent (10%).
  - C. **Sales/Use Tax:** Washington State Sale or Use Tax shall be applied as applicable.

#### **MOUNTLAKE TERRACE Fleet Maintenance Shop Rate**

	<b>2021</b>	<b>2022</b>
<b>Labor charge:</b>	<b>\$100.62/Hour</b>	<b>\$103.64/Hour</b>
<b>Parts and Materials Overhead:</b>	<b>Original invoice plus 10%</b>	

2. **Priorities for Repair.** The repair, maintenance or upfitting services provided by Mountlake Terrace shall be performed to vehicles or equipment in substantially the order of priorities for repair as follows:
  - 1) MOUNTLAKE TERRACE critical emergency vehicle or equipment repairs (which may include public works vehicles depending on the circumstances);
  - 2) CITY OF SHORELINE critical emergency vehicle repairs (which may include public works vehicles depending on the circumstances);
  - 3) CROSS VALLEY WATER DISTRICT critical emergency vehicle repairs (which may include public works vehicles depending on the circumstances);
  - 4) MOUNTLAKE TERRACE critical non-emergency vehicle or equipment repairs;
  - 5) CITY OF SHORELINE critical non-emergency vehicle or equipment repairs;
  - 6) CROSS VALLEY WATER DISTRICT critical non-emergency vehicle repairs;
  - 7) MOUNTLAKE TERRACE non-emergency vehicle or equipment repairs;
  - 8) CITY OF SHORELINE non-emergency vehicle or equipment repairs;
  - 9) CROSS VALLEY WATER DISTRICT non-emergency vehicle repairs.

Mountlake Terrace will provide a good faith estimate of time to complete work upon a request for services under this contract.

**CITY COUNCIL AGENDA ITEM**

CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Public Hearing on the 2021-2022 Proposed Biennial Budget with Special Emphasis on 2021 Regular and Excess Property Tax Levies, to be Set by Ordinance No. 902, and Other Revenues		
<b>DEPARTMENT:</b>	City Manager's Office Administrative Services Department		
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget and Tax Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2021-2022 Proposed Biennial Budget to the City Council on October 12, 2020. Department budget presentations were provided on October 19 and October 26. A presentation of the proposed 2021-2026 Capital Improvement Plan (CIP) was also made on October 26. This is the first of three scheduled public hearings on the 2021-2022 Proposed Biennial Budget, two of which are required by statute. This first public hearing addresses revenue sources including the 2021 regular and excess property tax levies. The second and third public hearings on the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP are scheduled to be held after this hearing tonight and on November 9. Proposed Ordinance No. 902 (Attachment A) will set the 2021 regular and excess property tax levies in Shoreline. Adoption of the 2021 regular and excess property tax levies (Ordinance No. 902), budget and Capital Improvement Program (Ordinance No. 903) are scheduled for November 16.

**FINANCIAL IMPACT:**

The City's 2021-2022 Proposed Biennial Budget appropriations as presented to the City Council on October 12 total \$231.191 million and resources totaling \$245.022 million. The General Fund's resources total \$96.465 million with general operating revenues totaling \$86.052 million. The 2021-2022 Proposed Operating Budget is balanced using approximately \$1.4 million dollars of fund balance to address short-term revenue shortfalls as allowed by the City's financial policies.

**RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2021-2022 Proposed Biennial Budget, 2021 regular and excess property tax levies, and other revenue sources for the 2021-2022 Proposed Biennial Budget as required by state statute. Staff further recommends that Council direct staff to prepare a resolution of "substantial need" allowing it to increase the levy up to the full one percent (1.0%) as allowed by state statute.

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

## **DISCUSSION**

### **General Fund Projections**

Budget and Tax Office staff formally began the base budget development process with departments in early June. Through this process, base budget projections for 2021 and 2022 were updated to reflect current information, including:

- An estimation of ongoing salaries and wages, including cost of living adjustments, step increases, health insurance premiums and state retirement changes;
- An assessment of revenue collections under current economic conditions, based on departmental input;
- New information on contractually and/or statutorily derived rates; and
- Basic budget information supporting current service levels as submitted by departments in July and August.

This updated financial projection provided the basis for budget meetings with the City Manager. The City Council's last full briefing on the City's financial outlook was at its September 14, 2020 meeting.

The City collects a variety of revenues to support ongoing City services. State law requires the City Council to hold a public hearing on revenue sources for the upcoming budget. The hearing must include consideration of property tax revenues and must be held before the ordinance setting the regular and excess property tax levies is adopted and submitted to King County. The City of Shoreline is required to adopt that ordinance and certify the amount to the County Assessor by November 30, 2020.

The revenue sources used to fund the City's budget are explained in detail on pages 79 through 94 of the 2021-2022 Proposed Biennial Budget and 2021-2026 Capital Improvement Plan (CIP) book (available here:

<https://www.shorelinewa.gov/government/departments/administrative-services/budget-and-capital-improvement-plan>). Following is a more detailed discussion of current revenue and expenditure assumptions.

### **General Fund Revenues**

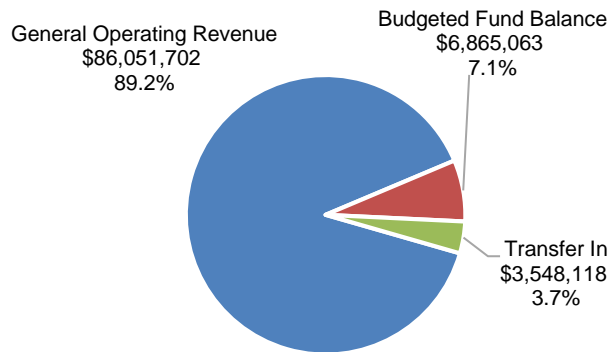
The General Fund resource base is \$96.465 million and is comprised of general operating revenues (\$86.052 million), the budgeted use of fund balance (\$6,865,063), and transfers-in from other funds (\$3.548 million) as reflected in the General Fund Resources chart on the left below.

For the purposes of this discussion, general operating revenues will be discussed by category as shown in the chart on the right below. Some of these categories are further discussed on pages 79 through 91 of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book.



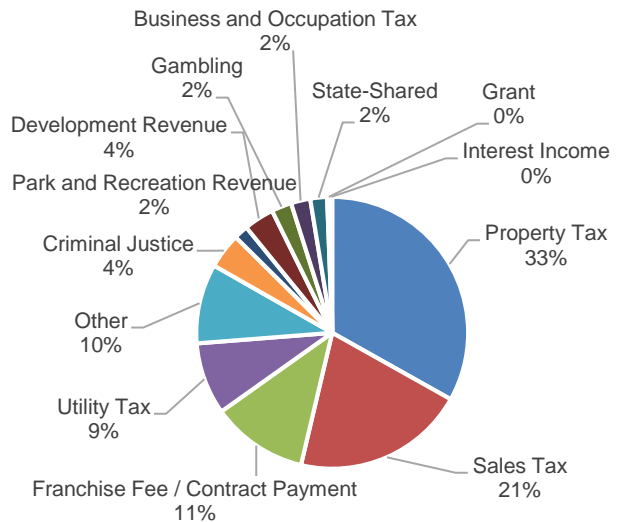
## General Fund Resources

**\$96,464,883**

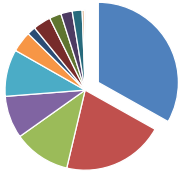


## General Fund Operating Revenues

**\$86,051,702**



## 2021 Regular Property Tax Levy



The preliminary estimate for City property taxes that will be collected in 2021 totals \$14.106 million, assumes a 100% collection rate, and is \$190,000, or 1.4%, more than the projected 2020 tax collections. This revenue is discussed in more detail on pages 71, 80 and 81 in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book.

Property tax levy increases by local governments are limited to the lower of the Implicit Price Deflator (IPD) or 101% without voter approval. The Revised Code of Washington (RCW) Chapter 84.55.005 and Washington Administrative Code (WAC) Section 458-19-005 provide limit factors and processes which the City must follow in adopting its property tax levy. For cities with a population of 10,000 or greater, the limit factor is the lesser of 100% plus inflation, as measured by the IPD, or 101% of the previous year's levy. State law also limits the levy rate to \$1.60 per \$1,000 of assessed valuation (AV). The July IPD was 0.60%. Therefore, if Shoreline Proposition 1 was not approved by voters, the City Council would be required to adopt a resolution of substantial need in order to increase the levy by 1.0% from the 2020 levy plus new construction and refunds.

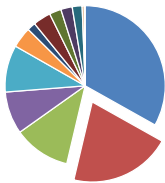
However, City of Shoreline Proposition 1, which was approved by voters in 2016, allows the City to increase its property tax levy annually by the June-to-June percentage change in the Consumer Price Index for All Urban Consumers for the Seattle/Tacoma/Bellevue Area (CPI-U). When this CPI-U is applied for 2021, it results in an increase of 0.87%. Since inflation is less than 1.0%, Council may adopt a resolution of "substantial need" allowing it to increase the levy up to the full one percent (1.0%) as allowed by statute.

Staff recommends that Council direct staff to draft a resolution of "substantial need". The impact of using the 1.0% instead of the 0.87% is \$18,059 for 2021 prior to the adding the value of new construction and relevely for prior year refunds to the levy. As was mentioned, this would become part of the levy basis grown in future years.

It is projected that CPI-U for 2022 will be 1.73%, and therefore the delta added to the 2022 levy would be \$18,371. The total delta for the biennium would be \$36,430. Assuming the Levy Lid Lift is not approved in 2023 and the limit factor returns to 1% annually, the total delta for the ten-year forecast period of 2021-2030 would be approximately \$190,000.

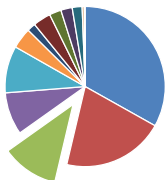
In either case, the levy is allowed to also increase by the actual value of new construction determined by the King County Assessor as of October 19 to be \$179.179 million, and re-levy for prior year refunds of \$15,771. As a result, the total levy may increase \$326,000, or 2.3%. Given that AV has increased more than the increase allowed in the City's property tax levy, the City's property tax levy rate is estimated to decrease from the current rate of \$1.19583 to \$1.19259 per \$1,000 of AV.

### **Sales Tax**



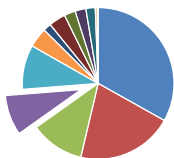
Sales tax collections in 2020 have been significantly impacted by the economic impacts of COVID-19. Staff's year-end estimates reflect a conservative estimate and do not consider one-time revenues associated with construction that may buoy the overall actual results. Staff is projecting slow growth for 2021 and 2022 with a return to pre-COVID levels in 2023. Revenues from sales tax (\$17.694 million) reflects decreases over the 2020 revised projection for the Current Biennium of \$1.431 million, or 7.5%. This revenue is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 82.

### **Franchise Fee/Contract Payments**



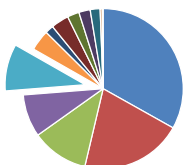
The City has entered into agreements with the many public utilities that provide services to Shoreline residents. Agreements are in place with Seattle City Light, Seattle Public Utilities (Water), the North City Water District, and the Ronald Wastewater District. All these utilities pay either a contract fee or franchise fee to the City in an amount equal to six percent of their revenues generated in Shoreline. The City also receives a five percent franchise fee from the cable television providers in Shoreline. Projected revenues in 2021-2022 from franchise fees and contract payments total \$9.906 million. This revenue is discussed in more detail on page 86 in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book.

### **Utility Tax**



The City collects a six percent utility tax on natural gas, telephone services, sanitation services, cable television, and storm drainage. Projected revenues in 2021-2022 from utility taxes total \$7.370 million. This revenue is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 85.

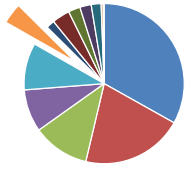
### **Other**



Revenues that do not fall into a general operating revenue category such as those discussed in detail in this staff report and the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book are combined into the "Other" category. Significant revenues included in this category are those from the Shoreline School District's share of the School Resource Officer, traffic infraction refund, Surface Water Utility for North Maintenance Facility rent, cell tower lease revenue, contribution from the solid waste provider, and

reimbursement from Sound Transit per the Expedited Permitting and Reimbursement Agreement.

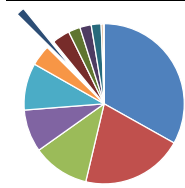
### **Criminal Justice Funding**



There are two sources of dedicated funding for local criminal justice programs: an optional County sales tax of 0.1% and state shared funding. Projected revenues in 2021-2022 for criminal justice total \$3.591 million. The largest revenue source in this category is the Criminal Justice Retail Sales tax. This tax is collected at the county level and distributed to the cities on a per capita basis. This revenue is discussed in more detail in the

2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 88.

### **Park and Recreation Revenue**

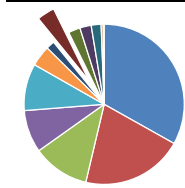


Fees are charged for participation in recreational classes and activities; athletic field, recreation center, picnic shelter and Spartan Recreation Center rentals; indoor and summer playground programs; and teen trips and classes. In 2015, the Parks, Recreation and Cultural Services department developed a Cost Recovery and Fee Setting Framework (available online at: <http://shorelinewa.gov/government/departments/parks-recreation-cultural-services/boards/parks-recreation-and-cultural-services-tree-board>). A key element of the Framework is assigning programs and service categories to a cost recovery guideline range based on how much it benefits general community goals versus benefits to an individual. Fees for some programs and services have been reviewed using these guidelines and the outcome has been incorporated into the 2021-2022 Fee Schedule (Shoreline Municipal Code 3.01.300 Parks, Recreation and Cultural Services).

Projected revenues for 2020 are estimated at \$582,000. The reduction of \$660,000 from 2019 results from the program closures associated with the impacts of COVID-19 mandated closures. Projected revenues in 2021-2022 from recreation fees total \$1.467 million. Revenue projections for 2021-2022 are projected excluding pool revenues and assuming that recreation programs are resumed at regular levels for the whole biennium. Staff recognizes that the level of operations will be dictated by state mandates and the COVID-19 operating phase as determined by the Governor. Staff will be monitoring closely and programs and expenditures will be adjusted accordingly as was done in 2020.

In the future, the fees are expected to increase by the June-to-June percentage change of the CPI-U. These revenues are discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 87.

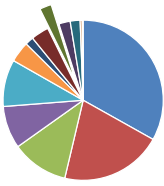
### **Development Revenue**



Fees are charged for a variety of development permits, inspections and reviews obtained through the City's Planning and Community Development department. These include building, structure, plumbing, electrical, and mechanical permits; land use permits; permit inspection fees; plan check fees; and fees for environmental reviews. In spite of the economic impacts of COVID-19, staff is projecting some growth for 2021 and 2022. These

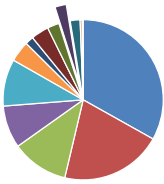
revenues are discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 90.

### **Gambling Tax**



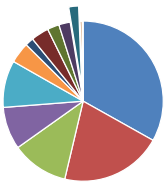
Four gambling establishments that operated card rooms in Shoreline have ceased operations in the last ten years. The remaining two are still in operation and the level of annual card room gross receipts appeared to be holding somewhat steady. Like other industries gambling establishments were significantly impacted by COVID-19 operating restrictions and 2020 and 2021 estimated and budgeted revenues are adjusted accordingly. In 2021-2022, collections are projected to total \$2.1 million. A baseline of \$2.8 million and no growth is assumed throughout the ten-year forecast. These revenues are discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 84.

### **Business & Occupation Tax**



Effective January 1, 2019, Shoreline began imposition and collection of a B&O Tax primarily measured on gross proceeds of sales or gross income. For purposes of calculating the B&O Tax, businesses may be divided into several classifications (e.g., retailing, manufacturing, services, or wholesale) and those conducting multiple activities will report in more than one classification. All businesses operating in Shoreline that have gross receipts in excess of \$500,000 per year (or \$125,000 per quarter), except 501(C)(3) non-profits, are subject to the tax. A rate of 0.001 will be applied to all gross receipts for all business classifications except services which will be taxed at a rate of 0.002. More information regarding tax and licensing in the City of Shoreline may be found at the following link: <http://www.shorelinewa.gov/government/departments/administrative-services/taxes-in-shoreline>. This revenue is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 83. While first year collections significantly exceeded budget, the budget and forecast follow the projections for sales tax using the 2020 budget as the base. Staff will wait to adjust the base and projections until more collection history is available as a basis for such a forecast.

### **State-Shared: Liquor Excise Tax, Liquor Profits and Marijuana Excise Tax**



Revenue sources in this category are comprised of a state shared distribution from the liquor revolving account for licensing fees, commonly referred to as "liquor profits", a distribution from the liquor excise tax account that represents a portion of the excise tax collected on liquor sales, and a distribution from a portion of the marijuana excise tax. Projected revenues in 2021-2022 from liquor excise tax and liquor profits totals \$1.548 million. Projected revenues from marijuana excise tax total \$130,000. The forecast is based on state-provided per capita estimates. Liquor excise tax and liquor profits are discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 89.

### **Shoreline Secure Storage Fund**

This fund is a managerial fund used to pay the expenses and liabilities of the operation of Shoreline Secure Storage. The primary source of revenue is rental income from the operation of the Shoreline Secure Storage facility. This revenue source will also be transferred to the 2020 Limited Tax General Obligation Bond Fund to make principal and debt service payments related to the 2020 bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan.

### **Street Fund Revenues**

The major source of revenue for the City's Street Fund is fuel tax. State collected gasoline and diesel fuel tax is shared with cities and towns on a per capita basis. These revenues are used for street repairs and maintenance but do not provide sufficient funding for the City's needs. As a result, the General Fund will provide a \$1.681 million subsidy to this fund.

#### **Fuel Tax**

Fuel taxes are assessed as cents per gallon; therefore, fuel tax revenue depends on the number of gallons sold, not the dollar value of the sales. The 2015 legislative session produced a transportation package, which resulted in an increase in the motor vehicle fuel tax of 11.9 cents, with the first increase in place as of August 1, 2015 and the second as of July 1, 2016. The year-end estimate for 2020 includes the impact of COVID-19 restrictions. Given the uncertainty and likelihood of continued increased telecommuting, staff tempered estimates for 2021 and 2022, which totals \$2.415 million. This source is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 92.

### **General Obligation Bond Fund**

#### **Excess Property Tax (Bond) Levy**

Shoreline voters approved an excess levy in 2006 to fund parks improvements and the purchase of open space. The City repays the General Obligation Bond Fund (Parks Bonds) through an excess property tax levy. These bonds were refunded in 2016 and will be fully repaid in 2021. The 2021 bond debt service totals \$1,135,144. The final AV determined by the King County Department of Assessments will determine the final levy rate.

The 2020 Parks Bond Anticipation Notes (BAN) are due to be repaid at the end of 2022. Interest payments will be supported by income from the properties until development of the facility is started. Revenues in excess of expenses, including interest payments from those properties will create fund balance that will be used to help retire the debt principal. Repayment of BAN may also be supported by a potential Parks Bond Levy or issuance of a new BAN.

### **Sidewalk Limited Tax General Obligation Bond Fund**

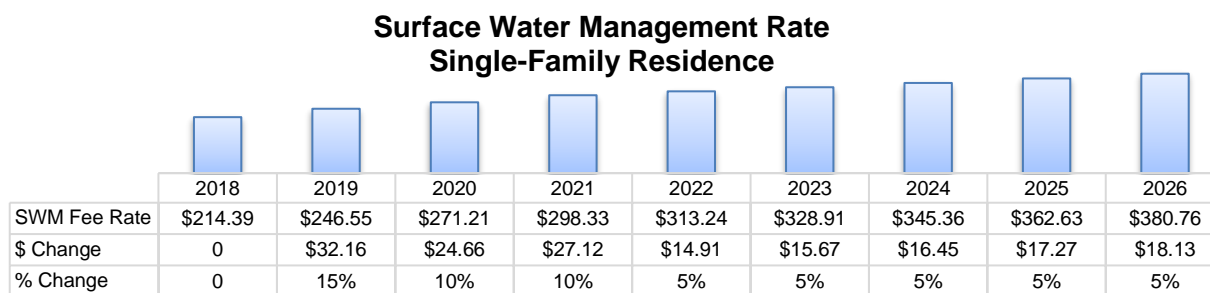
RCW 36.73.040(3)(a) gives Transportation Benefit Districts the authority to impose a Sales Tax up to 0.2% for a period exceeding ten years if the moneys received are dedicated to the repayment of indebtedness incurred in accordance with the requirements of RCW 36.73. Council passed Resolution No. 430 placing a ballot measure for a 0.2% Sales Tax dedicated to sidewalk expansion and/or repair, which voters approved. The Sales Tax went into effect in April 2019. The Sidewalk Limited Tax General Obligation Bond Fund will be used to record the Sales Tax receipts and principal and debt service payments related to the bonds issued for the purpose specified in the ballot measure. Project expenditures are tracked in the Sidewalk Expansion Fund.

## **Surface Water Utility Fund**

The 2021-2022 budget accounts for the surface water utility operations in a Surface Water Utility Fund. This complex utility fund includes revenue from storm drainage utility fees, debt financing, grants, and investment interest. It serves in both an operating and capital capacity and operates much like a private business. In 2016, the City began the update of the 2011 Surface Water Master Plan (SWMP). The 2018 SWMP provides a long-range plan for the Surface Water Utility to ensure the viability of the surface water management program in the future. The City Council considered three levels of service, minimal, proactive, and optimal and directed staff to implement a plan and rates that support a proactive strategy for the utility.

### **Surface Water Utility Fee and Other Revenues**

The City contracts with King County to collect the Surface Water Utility fees via the annual property tax assessments. The proposed rate increases are necessary to support the proactive strategy. Rates will be increased by 10% in 2021 and 5% in 2022 through 2026. The chart below shows annual increases for a single family residential home. This source is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 93.



Source: City of Shoreline

## **Wastewater Utility Fund**

In 2002, the City and Ronald Wastewater District (RWD) entered into an agreement to unify sewer services with City operations through assumption of the RWD by the City of Shoreline effective October 23, 2017. In mid-2017 the RWD Board of Commissioners and the City mutually agreed to extend the assumption date. Although this is the case, RWD executed an Operating Services Agreement with the City to operate the utility on the behalf of RWD (the staff report is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport100217-7b.pdf>).

The City took over operations of the wastewater utility on October 23, 2017. Staff developed the 2021-2022 wastewater budget based on the experience of operating the utility, including personnel, maintenance and operations costs necessary to operate the utility. The budget also includes some shifting of funding and a reallocation of staff between the various wastewater functions. RWD has retained all revenue and costs associated with interlocal agreements and certain operating contracts. The Operating Service Agreement provides that RWD will reimburse the City based on annual budgeted costs with quarterly reconciliation of direct costs.



## **Capital Improvement Plan (CIP) Revenues**

Capital projects are funded from a variety of revenue sources, including real estate excise tax, grants, debt financing, investment earnings and funds that the City has set aside for capital projects.

### **Vehicle License Fee**

On July 13, 2009, a \$20 vehicle license fee was established by the Shoreline Transportation Benefit District (TBD) Board of Directors. The TBD was subsequently assumed by the City of Shoreline through City Council action (Ordinance No. 726). This revenue was accounted for within the Roads Capital Fund and provided funding for the Annual Road Surface Maintenance Program.

On June 4, 2018, the City Council adopted Ordinance No. 822 authorizing an additional vehicle license fee of \$20 to preserve, maintain and operate the transportation infrastructure of the City, including funding for sidewalk repairs and retrofits. Collections for this source began March 1, 2019. This revenue was accounted for within the Roads Capital Fund to provide funding for the Sidewalk Rehabilitation Program.

In 2019, Washington voters passed Initiative 976 (I-976), repealing City imposed vehicle license fees. In response to the initiative, the City created a plan to address funding for street and sidewalk maintenance supported by the VLF pending court challenges as to the constitutionality of the Initiative. The proposed budget implements that plan, funding road and sidewalk maintenance at an overall lower level but allocating previously unspent reserves to fully fund planned projects through the biennium.

The Washington State Supreme Court issued their decision regarding the constitutionality of I-976 on October 15<sup>th</sup> of this year. The Supreme Court found that the Initiative was unconstitutional on two points: the title of the initiative was misleading, and that the initiative contained more than one subject. While this decision does not impact what is being proposed in the budget for Road and Sidewalk Maintenance projects for the 2021-2022 biennium, the decision does provide the City with additional “one-time” revenue since the fees collected since the election have been placed in reserve pending the resolution of the court case. Staff will be evaluating how to program that revenue into the two programs as well as strategies for maintaining this revenue sources in the face of other potential future challenges. Staff recommendations will be included in the mid-biennium budget update or through a budget amendment if funds are required sooner.

### **Real Estate Excise Tax (REET)**

All real estate property sales in the county are taxed at a rate of 1.28%. A portion of these revenues, equal to a 0.5% tax rate, is distributed to the cities by King County monthly. The use of REET funds is restricted by State law. The first 0.25% of the REET tax rate must be spent on capital projects listed in the City’s Comprehensive Plan. These projects could include local capital improvements, including streets, parks, pools, municipal buildings, etc. The second 0.25% of the REET tax rate must be spent on public works projects for planning, acquisition, construction, reconstruction, repair, replacement, or improvement of streets, roads, highways, sidewalks, street lighting, etc. This source is discussed in more detail in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on page 94.

### **Capital Grants**

Grants are applied for and received for specific capital improvements. The amount of capital grants received in any given year can vary greatly depending on the number of projects, their cost, and the amount of grant funding available. In many cases Shoreline competes with other cities for these revenues and grant awards may go to other cities. For more details, see the Capital Improvement Plan section of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book on pages 299 through 414.

### **FINANCIAL IMPACT**

The City's 2021-2022 Proposed Biennial Budget appropriations as presented to the City Council on October 12 total \$231.191 million and resources totaling \$245.022 million. The General Fund's resources total \$96.465 million with general operating revenues totaling \$86.052 million. The 2021-2022 Proposed Operating Budget is balanced using approximately \$1.4 million dollars of fund balance to address short-term revenue shortfalls as allowed by the City's financial policies.

### **RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2021-2022 Proposed Biennial Budget, 2021 regular and excess property tax levies, and other revenue sources for the 2021-2022 Proposed Biennial Budget as required by state statute. Staff further recommends that Council direct staff to prepare a resolution of "substantial need" allowing it to increase the levy up to the full one percent (1.0%) as allowed by state statute.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 902 - Setting the 2021 Regular and Excess Property Tax Levies



**ORDINANCE NO. 902**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON LEVYING THE GENERAL TAXES FOR THE CITY OF SHORELINE IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021, THE FIRST YEAR OF THE CITY OF SHORELINE'S 2021-2022 FISCAL BIENNIUM, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY, WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CONDUCT CITY BUSINESS FOR THE SAID FISCAL YEAR AS REQUIRED BY LAW, AND LEVYING AN EXCESS LEVY FOR THE REPAYMENT OF UNLIMITED GENERAL OBLIGATION BONDS.**

WHEREAS, as required pursuant to RCW 35A.33.135, the City Council for the City of Shoreline and the City Manager have considered the City's anticipated financial requirements for 2021 and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property; and

WHEREAS, as required pursuant to RCW 84.55.120, a public hearing was held on November 2, 2020 to consider the revenue sources for the City's current expense budget for the 2021-2022 Biennial Budget, including the consideration of possible increases in property tax revenues; and

WHEREAS, on November 8, 2016, Shoreline Proposition No. 1 (Basic Public Safety, Parks & Recreation, and Community Services Maintenance and Operations Levy) limiting annual levy increases for the years 2018 to 2022 to the June-to-June percentage change in the Seattle/Tacoma/Bellevue CPI-U was approved by the voters; and

WHEREAS, the maximum change from the 2020 levy to be used for calculating the 2021 regular levy, in addition to new construction, is based on the CPI-U index change from June 2019 to June 2020 which is 0.87 percent, applied to the City's highest previous levy of \$13,891,601.00; and

WHEREAS, application of this methodology will set the estimated 2021 regular property tax levy rate at \$1.19259 per \$1,000.00 of assessed valuation; and

WHEREAS, on May 16, 2006, Shoreline Proposition No. 1 (Parks and Open Space General Obligations Bonds) for the issuance of \$18,795,000.00 in unlimited general obligation bonds was approved by the voters;

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

**Section 1. Regular Property Tax Levy.** Based on the voter-approved limitation on annual levy increases, the City Council of the City of Shoreline has determined that the property tax levy for the year 2021 is fixed and established in the amount of \$14,242,496.00. This property tax levy represents a dollar increase of \$120,857.00 and a percentage increase of 0.87

percent from the levy amount of the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and administrative refunds made as shown below:

	<b>Amount</b>
<b>2021 Regular Levy</b>	<b>\$14,242,496</b>
Less 2020 Levy	13,891,601
Less New Construction	214,267
Less Refunds	15,771
<b>Total Increase</b>	<b>\$120,857</b>
<b>Percent Increase</b>	<b>0.87%</b>

**Section 2. Voter-Approved Excess Tax Levy for Unlimited General Obligation Bonds.** In addition, a further tax is hereby levied to raise revenue to provide for the interest and redemption of the 2006 voter-approved unlimited general obligation bonds for the fiscal year of 2021 in the amount of \$1,135,144.00. This tax is applicable to all taxable property within the City of Shoreline.

**Section 3. Notice to King County.** This Ordinance shall be certified to the proper County officials, as provided by law, and taxes herein levied shall be collected to pay to the Administrative Services Department of the City of Shoreline at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

**Section 4. 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 5. 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 6. Effective Date.** This Ordinance shall be in full force five days after publication of this Ordinance, or a summary consisting of its title, in the official newspaper of the City, as provided by law.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 16, 2020.**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

Date of Publication:                   , 2020  
Effective Date:                       , 2021

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Public Hearing on Ordinance No. 903 - 2021-2022 Proposed Biennial Budget and the 2021-2026 Capital Improvement Plan
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget and Tax Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2021-2022 Proposed Biennial Budget and the 2021-2026 Capital Improvement Plan (CIP) to the City Council on October 12, 2020. The 2021-2022 Proposed Biennial Budget and 2021-2026 Capital Improvement Plan (CIP) book is available online at the following link:

<https://www.shorelinewa.gov/government/departments/administrative-services/budget-and-capital-improvement-plan>.

Department budget presentations were provided on October 19 and October 26. A presentation of the proposed 2021-2026 CIP was also made on October 26. This is the second of three scheduled public hearings on the 2021-2022 Proposed Biennial Budget, two of which are required by statute. This first public hearing addressed revenue sources including the 2021 regular and excess property tax levies. This and the third public hearing are on the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP, with the third scheduled to be held on November 9. Proposed Ordinance No. 902 (Attachment A) will set the 2021 regular and excess property tax levies in Shoreline. Adoption of the 2021 regular and excess property tax levies (Ordinance No. 902), budget and Capital Improvement Program (Ordinance No. 903) are scheduled for November 16.

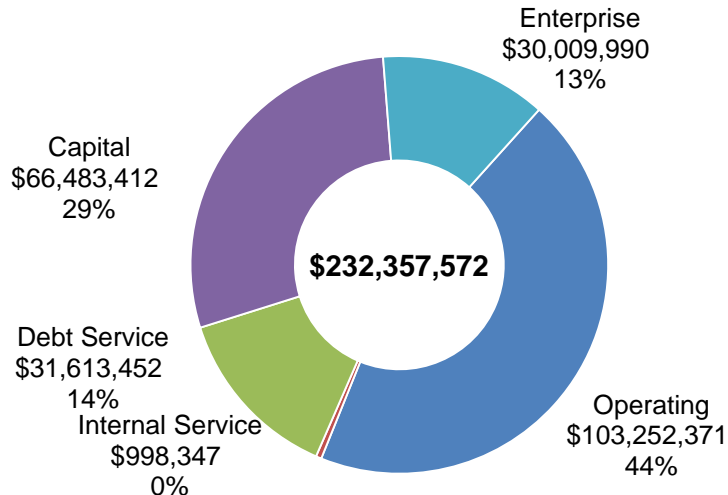
This staff report will support the City Council's continued discussion following the public hearing of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP. Specifically, this staff report will present any proposed changes to the fee and salary schedules.

## RESOURCE/FINANCIAL IMPACT:

The City's 2021-2022 Proposed Biennial Budget is balanced in all funds and totals \$232.358 million. The

budget can be divided into five types of funds as shown in the chart to the right. The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting,

communications, emergency management, and administration. The Operating Funds also include some special revenue funds that must be used for designated purposes such as police services.



The Debt Service Funds account for the annual repayment of the voter approved park bonds; the councilmanic bonds issued to pay for a portion of City Hall, acquisition of property for a maintenance facility, and construction of new sidewalks; and, the bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan. The Enterprise Funds consist of the operation and capital improvements of the surface water utility and operation of the Ronald Wastewater District (RWD) under a service contract. The RWD will retain all revenue and costs associated with interlocal agreements and certain operating contracts. In addition, the RWD Board of Commissioners will be responsible for addressing policy matters, setting rates and managing capital improvements for the Utility. The City's 2021-2022 Proposed Biennial Budget includes revenues and expenditures developed based on the personnel and maintenance and operations costs necessary to operate the RWD under a service contract. RWD will reimburse the City based on budgeted costs with annual reconciliation of direct costs. The Capital Funds represent the cost of making improvements to the City's facilities, parks, and transportation systems. The Internal Service Funds represent transfers between funds (Vehicle Operations, Equipment Replacement, Public Art, and Unemployment funds) to fund maintenance and replacement of City equipment, installation of public art, and unemployment claims.

The 2021-2022 Proposed Biennial Budget is \$22.613 million, or 10.8%, more than the estimated expenditures for the 2019-2020 biennium (2019 actual plus 2020 year-end estimates). The increase can be linked to the following changes:

- \$9.452 million increase in the City's Enterprise Funds;
- \$6.144 million increase in the City's Capital Funds; and,
- \$1.243 million increase in the Operating Funds.

The 2021-2022 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

### **RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP. Staff recommends that the City Council present any potential budget amendments by November 4 and that the City Council continue discussion on the 2021-2022 Proposed Biennial Budget. Proposed Ordinance No. 903, which would adopt the 2021-2022 Biennial Budget and the 2021-2026 Capital Improvement Plan, is scheduled to return to the City Council for adoption on November 16, 2020.

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

## **DISCUSSION**

Following the public hearing, this staff report will support the City Council's discussion of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP prior to their scheduled adoption on November 16. Specifically, this staff report will discuss any proposed changes to the fee and salary schedules. The Staff Reporting supporting continued discussion of the Public Works Department, the Capital Improvement Plan, and other funds, postponed from discussion on October 26, 2020, is provided at Attachment C to this staff report.

The City's 2021-2022 Proposed Biennial Budget is balanced in all funds and totals \$232.358 million. The budget can be divided into five types of funds: Operating, Internal Service, Debt Service, Capital and Enterprise as shown in the chart presented in the Resource/Financial Impact section of this staff report. The relationship of the departments and funds which they manage is illustrated on the 2021-2022 Proposed Biennial Budget Department/Fund Overview on p. 69 of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book.

### ***Operating Funds***

The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting, communications, emergency management, and administration. The Operating Funds also include some special revenue funds that must be used for designated purposes such as police services.

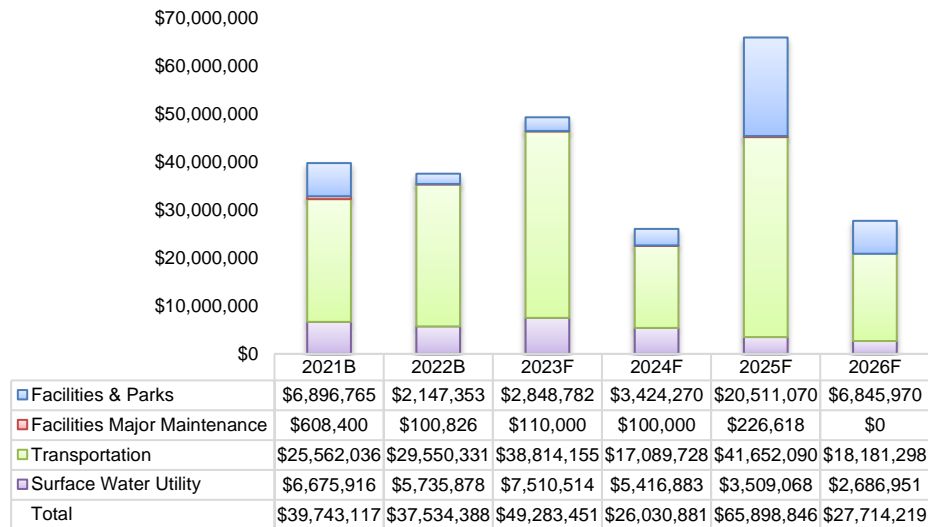
### ***Debt Service Funds***

The Debt Service Funds account for the annual repayment of the voter approved park bonds; the councilmanic bonds issued to pay for a portion of City Hall, acquisition of property for a maintenance facility, and construction of new sidewalks; and, the bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan.

### ***Capital Funds***

Staff discussed the proposed 2021-2026 CIP, which is balanced as required by the Growth Management Act, with the City Council on October 26. The CIP covers projects over \$10,000 and includes buildings, land acquisition, park facilities, road and transportation projects, and drainage system improvements. Much of the capital improvement activity is funded through contributions from the General Fund, real estate excise tax (REET), grants, and debt issuance. The 2021-2026 CIP, including surface water projects, totals \$246.205 million. The 2021-2022 capital budget reflects the 2021-2022 CIP projects, including surface water projects, proposed in the 2021-2026 CIP, which totals \$77.278 million.

This chart provides a breakdown of the allocation of capital spending throughout the 2021-2026 CIP. The change in spending can vary significantly from year to year based on available resources to complete projects and the impact of previously completed capital projects on the City's operating budget. Detailed information about projects can be found in pages 299 through 414 of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book. Attachment B – Exhibit B presents the 2021-2026 Capital Improvement Plan staff recommends be adopted through Ordinance No. 903.



### ***Enterprise Funds***

The Enterprise Funds consist of the operation and capital improvements of the surface water utility and operation of the Ronald Wastewater District (RWD) under a service contract. The RWD will retain all revenue and costs associated with interlocal agreements and certain operating contracts. In addition, the RWD Board of Commissioners will be responsible for addressing policy matters, setting rates and managing capital improvements for the Utility. The City's 2021-2022 Proposed Biennial Budget includes revenues and expenditures developed based on the personnel and maintenance and operations costs necessary to operate the RWD under a service contract. RWD will reimburse the City based on budgeted costs with annual reconciliation of direct costs.

### ***Internal Service***

The Internal Service Funds represent transfers between funds (Vehicle Operations, Equipment Replacement, Public Art, and Unemployment funds) to fund maintenance and replacement of City equipment, installation of public art, and unemployment claims.

The 2021-2022 Proposed Biennial Budget is \$22.613 million, or 10.8%, more than the 2019-2020 biennial budget (2019 Actual plus 2020 Current Budget as amended, excluding re-appropriations from 2019 to 2020, which have been adopted by the City Council through September 2020). The increase can be linked to the following changes:

- \$9.452 million increase in the City's Enterprise Funds;
- \$6.144 million increase in the City's Capital Funds; and
- \$1.243 million increase in the Operating Funds.

The increase in the Enterprise Funds is the result of a full biennium of wastewater operations in 2021-2022 as well as the implementation of the Proactive Management Strategy for surface water operations and capital. The increase in the Operating Funds is largely due to addition of Shoreline Secure Storage and normal operational increases, offset by the closure of the Shoreline Pool and reduction of jail costs.



The 2021-2022 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

### **DISCUSSION: FEE SCHEDULES**

As prescribed in Shoreline Municipal Code (SMC) Section 3.01.820, increases of the fees contained in the fee schedules shall be calculated on an annual basis by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle / Tacoma / Bellevue Consumer Price Index for all urban consumers (CPI-U; link to historical table:

<https://data.bls.gov/timeseries/CUURS49DSA0>), unless the SMC calls for the use of another index/other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee.

The City Manager may choose to change user fees for all, some, or none of the fees listed, except those set by another agency (e.g., solid waste or fire impact fees). The text in the fee schedules included in the 2021-2022 Proposed Biennial Budget and 2021-2026 Capital Improvement Plan (CIP) book on pages 462 through 478 have changes from the current adopted fee schedules with deletions shown as ~~striketrough~~ and additions shown as **bold**. Attachment B – Exhibit A presents the 2021 fee schedule staff recommends be adopted through Ordinance No. 903.

#### **Land Use and Non-Building Permit Fees** **(SMC 3.01.010 Planning and Community Development)**

The land use and non-building permit fees are based on an hourly rate. The hourly rate will increase from the current rate of \$204.00 to \$206.00 based on the increase in the CPI-U and rounded to the nearest whole dollar. Building permit fees are based on the value of construction. Therefore, inflationary increases or decreases are automatically taken into account within the fee calculation. Plan check fees are based on the building permit fee and therefore no adjustment is needed to these fees.

#### **Impact Fees** **(SMC 3.01.015 Transportation Impact Fees; SMC 3.01.016 Park Impact Fees)**

Transportation and Park Impact Fees are adjusted by the same percentage changes in the most recent annual change of the CCI published in the Engineering News-Record (ENR) for the Seattle area. Application of the ENR CCI results in a year-over-year increases for 2021 and 2022 of 0.9% and 3.2%, respectively.

#### **Fire Impact Fees** **(SMC 3.01.017 Fire Impact Fees)**

Much of the background information regarding the City's adoption of Fire Impact Mitigation Fees is available in the November 20, 2017 staff report (available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport112017-8c.pdf>) The Fire Impact Mitigation Fees were adopted through Ordinance No. 791 and became effective on January 1, 2018.

**Fire – Operational**  
**(SMC 3.01.020 Fire – Operational)**

The City adopts the fee schedule for the Shoreline Fire Department's operational fees.

**Affordable Housing Fee In-Lieu**  
**(SMC 3.01.025 Affordable Housing Fee In-Lieu)**

Much of the background information regarding the City's adoption of the Affordable Housing Fee In-Lieu is available in the April 16, 2018 staff report (available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport041618-7c.pdf>). The fee in-lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit.

**Animal Licensing and Service Fees**  
**(SMC 3.01.100 Animal Licensing and Service Fees)**

Fees for licensing animals and related services will remain unchanged from 2020.

**License and Public Record Fees**  
**(SMC 3.01.200 Business License Fees; 3.01.205 Filmmaking Permit Fees; 3.01.210 Hearing Examiner Fees; 3.01.220 Public Records)**

The fee schedule for initial business registrations continues to incorporate *FileLocal's* standard proration approach, under which the fee for initial applications for a City-issued license filed between January 1 and June 30 is set at \$40 and those filed between July 1 and December 31 are set at \$20. The license issued under either application will expire at the end of the calendar year.

Upon further review, the City Clerk's Office discovered that 3.01.210(A) Hearing Examiner Appeal Hearing Fee should be set at \$545 for 2020 to reflect the current adopted amount. Application of the June-to-June percentage change of the CPI-U of 0.87% will result in a 2021 fee of \$550. Attachment B – Exhibit A reflects this correction.

**Parks, Recreation and Community Services Fees**  
**(SMC 3.01.300 Parks, Recreation and Community Services)**

The Recreation, Cultural and Community Services (RCCS) Department's comprehensive cost recovery evaluation ensures that fees continue to meet identified objectives and stay competitive in the market. Fees not evaluated each year are adjusted by CPI-U as described above. Attachment D to the September 14 Preliminary View of the 2021-2022 Biennial Budget and 2021-2026 Capital Improvement Plan staff report (available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport091420-9b.pdf>) describes the many changes to the proposed fee schedule.

Upon further review, the RCCS Department discovered that the fee schedule needs to strike 3.01.300(F) Indoor/Aquatics Joint Pass Fees since the Shoreline Pool has been closed. Other sections have been renumbered accordingly and Attachment B – Exhibit A reflects these corrections.

**Surface Water Utility Fees**  
**(SMC 3.01.400 Surface Water Management Rate Table)**

The City Council provided direction to staff to pursue the Proactive Management Strategy for the 2018 Surface Water Master Plan update. The 2021 and 2022 Surface Water Management fees reflect the financial impacts of the Proactive Management Strategy as was presented to the City Council in development of the 2018 Surface Water Master Plan.

**Solid Waste Fees**

Recology CleanScapes provides solid waste (garbage, recycling and composting) services to the Shoreline community and is responsible for billing and collecting fees. The City executed a new contract on May 2, 2016 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport050216-8a.pdf>) with Recology CleanScapes effective March 1, 2017. Per section 4.3.1 of the Comprehensive Garbage, Recyclables, and Compostable Collection Contract with Recology CleanScapes Inc., Recology has until October 1 to submit a 2020 Rate Adjustment Schedule for City review and verification. Collection service charges, miscellaneous fees and contract options, excluding waste disposal fees, for each level of service shall increase or decrease each year by the June-to-June percentage change of the CPI-W for the Seattle / Tacoma / Bremerton area. Additionally, the contract calls for an annual rate adjustment to the collection fee component of contract rates to take place. The contract requires Recology to mail to customers its finalized rates and updated service information on or before November 15, which is 45 days in advance of the new rates taking effect. Therefore, since Council adoption is not required prior to Recology taking that action, a rate table is not included in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book and will not be presented to Council for adoption.

**Wastewater Rate Schedule**

The fee schedules do not contain a wastewater rate schedule as the Ronald Wastewater District Board of Commissioners will be responsible for addressing policy matters and setting rates for the utility.

**Miscellaneous Fees**  
**(SMC 3.01.800 Fee Waiver; 3.01.805 Damage Restitution Administrative Fee; 3.01.810 Collection Fees (Financial); 3.01.820 Annual Adjustments)**

An administrative fee to cover a portion of the cost of collecting information and processing damage restitution invoices has been added to this fee schedule. This fee shall be added to the amount of calculated restitution necessary to repair, replace or restore damage to City property when invoiced. The administrative fee may be reduced or waived as provided.

**DISCUSSION: CLASSIFICATION AND COMPENSATION PROGRAM**

Pages 428 through 442 of the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book presents the draft proposed 2021 salary schedule for exempt, non-exempt and extra help employees in accordance with the City's Compensation Plan. Both tables reflect

application of a recommended 0.87% cost of living adjustment (COLA), which is 100% of the June-to-June percentage change of the CPI-U.

### **DISCUSSION: PROPOSED BUDGET AMENDMENTS**

Staff will be asking Council to provide individual budget amendment proposals to the City Manager by November 4. Proposed amendments received thus far will be reviewed and discussed during this workshop. Any additional proposed amendments received by staff after November 9 will need to be considered as part of the budget adoption process on November 16.

Proposed Ordinance No. 903 (Attachment B) will adopt the 2021-2022 Biennial Budget including the City's appropriations for 2021-2022, as amended; the 2021 salary schedule; the 2021 Fee Schedule; the 2021-2026 Capital Improvement Plan; and appropriations for the 2021-2022 Capital Improvement Program.

### **RESPONSES TO CITY COUNCIL QUESTIONS**

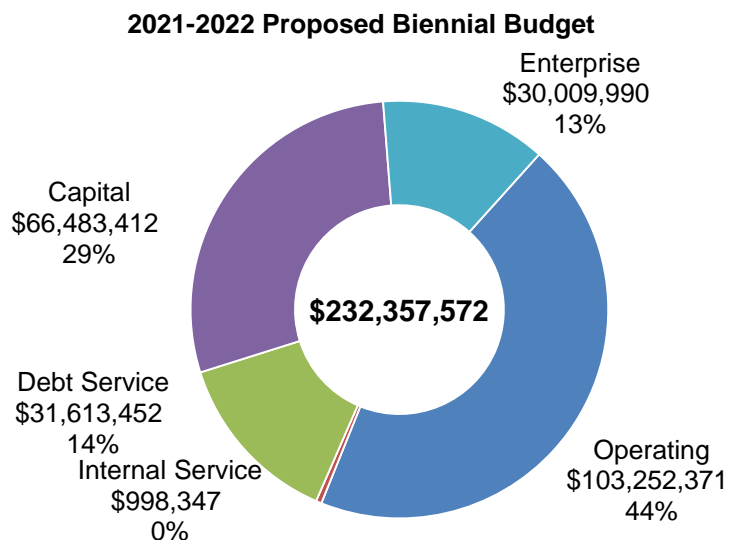
As part of the City Council's fiduciary responsibilities to citizens, businesses, and other taxpayers, the Mayor and Councilmembers have asked several questions throughout this budget process. Answers to those questions will be provided in an updated Budget Questions Matrix prior to tonight's meeting.

### **RESOURCE/FINANCIAL IMPACT**

The City's 2021-2022 Proposed Biennial Budget is balanced in all funds and totals

\$232.358 million. The budget can be divided into five types of funds as shown in the chart to the right. The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting, communications, emergency management, and

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The 2021-2022 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

### **RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP. Staff recommends that the City Council present any potential budget amendments by November 4 and that the City Council continue discussion on the 2021-2022 Proposed Biennial Budget. Proposed Ordinance No. 903, which would adopt the 2021-2022 Biennial Budget and the 2021-2026 Capital Improvement Plan, is scheduled to return to the City Council for adoption on November 16, 2020.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 902  
Attachment B: Proposed Ordinance No. 903, including Exhibit A and Exhibit B  
Attachment C: 10/26/2020 Staff Report – Department Presentations and Discussion of the 2021-2026 Capital Improvement Plan

**ORDINANCE NO. 902**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON LEVYING THE GENERAL TAXES FOR THE CITY OF SHORELINE IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021, THE FIRST YEAR OF THE CITY OF SHORELINE'S 2021-2022 FISCAL BIENNIUM, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY, WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CONDUCT CITY BUSINESS FOR THE SAID FISCAL YEAR AS REQUIRED BY LAW, AND LEVYING AN EXCESS LEVY FOR THE REPAYMENT OF UNLIMITED GENERAL OBLIGATION BONDS.**

WHEREAS, as required pursuant to RCW 35A.33.135, the City Council for the City of Shoreline and the City Manager have considered the City's anticipated financial requirements for 2021 and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property; and

WHEREAS, as required pursuant to RCW 84.55.120, a public hearing was held on November 2, 2020 to consider the revenue sources for the City's current expense budget for the 2021-2022 Biennial Budget, including the consideration of possible increases in property tax revenues; and

WHEREAS, on November 8, 2016, Shoreline Proposition No. 1 (Basic Public Safety, Parks & Recreation, and Community Services Maintenance and Operations Levy) limiting annual levy increases for the years 2018 to 2022 to the June-to-June percentage change in the Seattle/Tacoma/Bellevue CPI-U was approved by the voters; and

WHEREAS, the maximum change from the 2020 levy to be used for calculating the 2021 regular levy, in addition to new construction, is based on the CPI-U index change from June 2019 to June 2020 which is 0.87 percent, applied to the City's highest previous levy of \$13,891,601.00; and

WHEREAS, application of this methodology will set the estimated 2021 regular property tax levy rate at \$1.19259 per \$1,000.00 of assessed valuation; and

WHEREAS, on May 16, 2006, Shoreline Proposition No. 1 (Parks and Open Space General Obligations Bonds) for the issuance of \$18,795,000.00 in unlimited general obligation bonds was approved by the voters;

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

**Section 1. Regular Property Tax Levy.** Based on the voter-approved limitation on annual levy increases, the City Council of the City of Shoreline has determined that the property tax levy for the year 2021 is fixed and established in the amount of \$14,242,496.00. This property tax levy represents a dollar increase of \$120,857.00 and a percentage increase of 0.87

percent from the levy amount of the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and administrative refunds made as shown below:

	<b>Amount</b>
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<b>Total Increase</b>	<b>\$120,857</b>
<b>Percent Increase</b>	<b>0.87%</b>

**Section 2. Voter-Approved Excess Tax Levy for Unlimited General Obligation Bonds.** In addition, a further tax is hereby levied to raise revenue to provide for the interest and redemption of the 2006 voter-approved unlimited general obligation bonds for the fiscal year of 2021 in the amount of \$1,135,144.00. This tax is applicable to all taxable property within the City of Shoreline.

**Section 3. Notice to King County.** This ordinance shall be certified to the proper County officials, as provided by law, and taxes herein levied shall be collected to pay to the Administrative Services Department of the City of Shoreline at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

**Section 4. 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 5. 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 6. Effective Date.** This Ordinance shall be in full force five days after publication of this Ordinance, or a summary consisting of its title, in the official newspaper of the City, as provided by law.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 16, 2020.**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

Date of Publication:                      , 2020  
Effective Date:                              , 2021



**ORDINANCE NO. 903**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING THE BIENNIAL BUDGET OF THE CITY OF SHORELINE FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2022, ADOPTING THE 2021-2026 SIX YEAR CAPITAL FACILITIES PLAN, AND ADOPTING THE FEE SCHEDULE, CHAPTER 3.01 OF THE SHORELINE MUNICIPAL CODE.**

WHEREAS, as authorized by Chapter 35A.34 Revised Code of Washington (RCW), Chapter 3.02 Shoreline Municipal Code (SMC) establishes a two-year fiscal biennium budget system and directs the City to follow the procedures set forth in Chapter 35A.34 RCW in adopting a biennial budget; and

WHEREAS, the Growth Management Act, at RCW 36.70A.070(3) and 36.70A.130(2), requires a six-year plan for financing capital facilities (CIP) and permits amendment of the City's Comprehensive Plan to occur concurrently with the adoption of the city budget; and

WHEREAS, as part of the city budget process, a Fee Schedule, setting forth the applicable fees, charges, rates, and administrative procedures for the public provision of city services is needed; and

WHEREAS, a proposed budget for fiscal biennium 2021-2022 has been prepared, filed, and submitted to the Shoreline City Council in a timely manner for review; and

WHEREAS, the Shoreline City Council conducted duly noticed public hearings on November 2, 2020 and November 9, 2020, for the purposes of fixing the final budget, including a public hearing on revenues held on November 2, 2020, to take public comment from all persons wishing to be heard with respect to the proposed Biennial Budget of the City of Shoreline for 2021-2022 were heard; and

WHEREAS, the Shoreline City Council has deliberated and has made adjustments and changes deemed necessary and proper;

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

**Section 1. 2021-2022 Biennial Budget Adopted.** The 2021-2022 Final Biennial Budget for the City of Shoreline for the period January 1, 2021 through December 31, 2022 as set forth in the 2021-2022 Proposed Biennial Budget, as amended, is hereby adopted.

**Section 2. Summary of Revenues and Expenditures.** The budget sets forth totals of estimated revenues and estimated expenditures of each separate fund, and the aggregate totals for all such funds, as summarized as follows:

<b>Fund</b>	<b>Appropriation</b>
General Fund	\$96,464,883
Shoreline Secure Storage Fund	2,259,500
Street Fund	4,140,897

<b>Fund</b>	<b>Appropriation</b>
Code Abatement Fund	200,000
State Drug Enforcement Forfeiture Fund	36,486
Public Arts Fund	124,605
Federal Drug Enforcement Forfeiture Fund	26,000
Transportation Impact Fees Fund	867,701
Park Impact Fees Fund	750,000
2006/2016 Unlimited Tax General Obligation Bond Fund	1,135,144
2009/2019 Limited Tax General Obligation Bond Fund	2,202,688
2020 Limited Tax GO Bond	25,960,000
2013 Limited Tax General Obligation Bond Fund	516,520
Sidewalk Limited Tax General Obligation Bond Fund	1,799,100
General Capital Fund	9,044,118
City Facility-Major Maintenance Fund	709,226
Roads Capital Fund	49,710,564
Sidewalk Expansion Fund	5,401,803
Surface Water Capital Fund	24,336,730
Wastewater Utility Fund	5,673,260
Vehicle Operations/Maintenance Fund	478,891
Equipment Replacement Fund	484,456
Unemployment Fund	35,000
<b>Total Funds</b>	<b>\$232,357,572</b>

**Section 3. Repeal, Chapter 3.01.** Shoreline Municipal Code Chapter 3.01 *Fee Schedule* is repealed in its entirety and replaced with a new Chapter 3.01 *Fee Schedule* as set forth in Exhibit A attached hereto.

**Section 4. Capital Improvement Plan (CIP) Adoption.** The *Capital Improvement Plan (2021-2026)* is adopted as set forth in Exhibit B attached hereto.

**Section 5. Copies of Budget to be Filed.** The City Clerk is directed to transmit a complete copy of the 2021-2022 Final Biennial Budget as adopted by the City Council to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

**Section 6. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 7. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 8. 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 at 12:01 am on January 1, 2021.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 16, 2020.**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

Date of Publication: \_\_\_\_\_, 2020  
Effective Date: January 1, 2021

**City of Shoreline  
Fee Schedules**

**Exhibit A**

**3.01.010 Planning and Community Development**

Type of Permit Application	2021 Proposed
<b>A. BUILDING</b>	
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. 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).	
1. \$0 - \$11,000.00	\$206.00
2. \$11,000.01 - \$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.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum
11. Civil Plan Review, Residential, up to 1,000 square feet (if applicable)	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$220.00
13. Floodplain Variance	\$618.00
14. Demolition, Commercial	\$1,756.00
15. Demolition, Residential	\$659.00
16. Zoning Review	Hourly rate, 1-hour minimum
17. Affordable Housing Review	Hourly rate, 10-hour minimum
18. Temporary Certificate of Occupancy (TCO)-Single-Family	\$206.00
19. Temporary Certificate of Occupancy (TCO)-Other	\$618.00
<b>B. ELECTRICAL</b>	
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee
<b>C. FIRE - CONSTRUCTION</b>	
1. Automatic Fire Alarm System:	
a. Existing System	
New or relocated devices up to 5	\$206.00
New or relocated devices 6 up to 12	\$618.00
Each additional new or relocated device over 12	\$7.00 per device
b. New System	\$824.00
c. Each additional new or relocated device over 30	\$7.00 per device
2. Fire Extinguishing Systems:	
a. Commercial Cooking Hoods	
1 to 12 flow points	\$618.00
More than 12	\$824.00
b. Other Fixed System Locations	\$824.00
3 Fire Pumps:	
a. Commercial Systems	\$824.00
4. Commercial Flammable/Combustible Liquids:	
a. Aboveground Tank Installations	
First tank	\$412.00
Additional	\$206.00

**City of Shoreline  
Fee Schedules**

**Exhibit A**

**3.01.010 Planning and Community Development**

<b>Type of Permit Application</b>	<b>2021 Proposed</b>
b. Underground Tank Installations	
First tank	\$412.00
Additional	\$206.00
c. Underground Tank Piping (with new tank)	\$412.00
d. Underground Tank Piping Only (vapor recovery)	\$618.00
e. Underground Tank Removal	
First tank	\$412.00
Additional Tank	\$103.00 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	\$412.00
6. High-Piled Storage:	
a. Class I – IV Commodities:	
501 – 2,500 square feet	\$412.00
2,501 – 12,000 square feet	\$618.00
Over 12,000 square feet	\$824.00
b. High Hazard Commodities:	
501 – 2,500 square feet	\$618.00
Over 2,501 square feet	\$1,030.00
7. Underground Fire Mains and Hydrants	\$618.00
8. Industrial Ovens:	
Class A or B Furnaces	\$412.00
Class C or D Furnaces	\$824.00
9. LPG (Propane) Tanks:	
Commercial, less than 500-Gallon Capacity	\$412.00
Commercial, 500-Gallon+ Capacity	\$618.00
Residential 0 – 500-Gallon Capacity	\$206.00
Spray Booth	\$824.00
10. Sprinkler Systems (each riser):	
a. New Systems	\$1,030.00 plus \$3.00 per head
b. Existing Systems	
1 – 10 heads	\$618.00
11 – 20 heads	\$824.00
More than 20 heads	\$1,030.00 plus \$3.00 per head
c. Residential (R-3) 13-D System	
1 – 30 heads	\$618.00
More than 30 heads	\$618.00 plus \$3.00 per head
Voluntary 13-D Systems in residencies when not otherwise required	\$206.00
11. Standpipe Systems	\$824.00
12. Emergency Power Supply Systems:	
10 kW - 50 kW	\$618.00
> 50 kW	\$1,030.00
13. Temporary Tents and Canopies	\$206.00
14. Fire Review -Single-Family	\$103.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum
16. Fire Review -Other	Hourly rate, 1-hour minimum
17. Emergency Responder Radio Coverage System	\$618.00
18. Smoke Control Systems - Mechanical or Passive	\$824.00
<b>D. MECHANICAL</b>	
1. Residential Mechanical System	\$206.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$550.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4

**City of Shoreline  
Fee Schedules**

**Exhibit A**

**3.01.010 Planning and Community Development**

<b>Type of Permit Application</b>	<b>2021 Proposed</b>
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum
<b>E. PLUMBING</b>	
1. Plumbing System	\$206.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$206.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical permit	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$206.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing systems permit	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum
<b>F. ENVIRONMENTAL REVIEW</b>	
1. Single-Family SEPA Checklist	\$3,296.00
2. Multifamily/Commercial SEPA Checklist	\$4,944.00
3. Planned Action Determination	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$8,560.00
<b>G. LAND USE</b>	
1. Accessory Dwelling Unit	\$879.00
2. Administrative Design Review	\$1,648.00
3. Adult Family Home	\$493.00
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$18,128.00 , plus public hearing (\$3914.00)
5. Conditional Use Permit (CUP)	\$7,683.00
6. Historic Landmark Review	\$412.00
7. Interpretation of Development Code	\$770.00
8. Master Development Plan	\$27,439.00 , plus public hearing (\$3914.00)
9. Changes to a Master Development Plan	\$13,719.00 , plus public hearing (\$3914.00)
10. Rezone	\$17,779.00 , plus public hearing (\$3914.00)
11. SCTF Special Use Permit (SUP)	\$16,024.00 , plus public hearing (\$3914.00)
12. Sign Permit - Building Mounted, Awning, Driveway Signs	\$440.00
13. Sign Permit - Monument/Pole Signs	\$879.00
14. Special Use Permit	\$16,024.00 , plus public hearing (\$3914.00)
15. Street Vacation	\$11,305.00 , plus public hearing (\$3914.00)
16. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments and Emergency Temporary Shelters	\$1,648.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum
18. Variances - Zoning	\$9,329.00
19. Lot Line Adjustment	\$1,648.00
20. Lot Merger	\$412.00
21. Development Agreement	Hourly rate, 125-hour minimum , plus public hearing (\$3914.00)
<b>H. CRITICAL AREAS FEES</b>	
1. Critical Area Field Signs	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$1,976.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$14,817.00 , plus public hearing (\$3914.00)
5. Critical Areas Special Use Permit (CASUP)	\$14,817.00 , plus public hearing (\$3914.00)
<b>I. MISCELLANEOUS FEES</b>	
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee

**City of Shoreline  
Fee Schedules**

**Exhibit A**

**3.01.010 Planning and Community Development**

<b>Type of Permit Application</b>	<b>2021 Proposed</b>
2. Expedited Review – Building or Site Development Permits	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum
5. Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$206.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$412.00
7. Pre-application Meeting	\$483.00 Mandatory pre-application meeting
	\$206.00 Optional pre-application meeting
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$206.00
9. Transportation Impact Analysis (TIA) Review (20 or more trips)	Hourly rate, 1-hour minimum
10. Noise Variance	\$412.00
<b>J. RIGHT-OF-WAY</b>	
1. Right-of-Way Utility Blanket Permits	\$206.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum
3. Right-of-Way Use	Hourly rate, 3-hour minimum
4. Right-of-Way Use Full Utility Permit	Hourly rate, 4-hour minimum
5. Right-of-Way Site	Hourly rate, 4-hour minimum
6. Right-of-Way Special Events	\$1,030.00
7. Residential Parking Zone Permit	\$20.00
8. Right-of-Way Extension	Hourly rate, 1-hour minimum
<b>K. SHORELINE SUBSTANTIAL DEVELOPMENT</b>	
1. Shoreline Conditional Permit Use	\$7,902.00
2. Shoreline Exemption	\$516.00
3. Shoreline Variance	\$10,976.00 , plus public hearing (\$3914.00)
Substantial Development Permit (based on valuation):	
4. up to \$10,000	\$2,744.00
5. \$10,000 to \$500,000	\$6,586.00
6. over \$500,000	\$10,976.00
<b>L. SITE DEVELOPMENT</b>	
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum
2. Subdivision Construction	Hourly rate, 10-hour minimum
3. Multiple Buildings	Hourly rate, 10-hour minimum
4. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:	
5. 50-500 CY without drainage conveyance	\$206.00
6. 50-500 CY with drainage conveyance	\$440.00
7. 501-5,000 CY	\$879.00
8. 5001-15,000 CY	\$1,756.00
9. More than 15,000 CY	\$4,611.00
10. Tree Removal	\$206.00
<b>M. SUBDIVISIONS</b>	
1. Binding Site Plan	\$6,256.00
2. Preliminary Short Subdivision	\$7,135.00 for two-lot short subdivision, plus (\$549.00) for each additional lot
3. Final Short Subdivision	\$2,086.00
4. Preliminary Subdivision	\$16,464.00 for ten-lot subdivision, plus \$770.00 for each additional lot and \$3,914.00 for public hearing
5. Final Subdivision	\$5,618.00
6. Changes to Preliminary Short or Formal Subdivision	\$4,062.00
7. Plat alteration	Hourly rate, 10-hour minimum
8. Plat alteration with public hearing	Hourly rate, 10-hour minimum , plus public hearing (\$3914.00)

**City of Shoreline  
Fee Schedules**

**Exhibit A**

**3.01.010 Planning and Community Development**

Type of Permit Application	2021 Proposed	
<b>N. SUPPLEMENTAL FEES</b>		
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 the fee established in SMC 3.01.010(A)(1), minimum of one hour.	
2. Reinspection fees	\$274.00	Reinspection fees may be assessed if work is incomplete and corrections not completed.
3. Additional Inspection fees	Additional inspection fees may be assessed for phased construction work or if more inspections are required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.	
4. Investigation inspection	\$274.00	
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.	
<b>O. FEE REFUNDS</b>		
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.		
<b>P. FEE WAIVER</b>		
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.		
<b>Q. IMPACT FEE ADMINISTRATIVE FEES</b>		
1. Administrative Fee - All applicable projects per building permit application	Hourly rate, 1-hour minimum	
2. Administrative Fee - Impact fee estimate/preliminary determination for	Hourly rate, 1-hour minimum	
3. Administrative Fee - Independent fee calculation per impact fee type	Hourly rate, 1-hour minimum	
4. Administrative Fee - Deferral program	Hourly rate, 1-hour minimum	
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. 872 § 3 (Exh. A), 2019; Ord. 857 § 2 (Exh. B), 2019; Ord. 855 § 2 (Exh. A), 2019; 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

### 3.01.015 Transportation Impact Fees

ITE Code	Land Use Category/Description	2021 Proposed	
		Impact Fee Per Unit @	
		\$7,675.28 per Trip	
A. Rate Table			
90	Park-and-ride lot w/ bus svc	3,638.09	per parking space
110	Light industrial	9.94	per square foot
140	Manufacturing	7.49	per square foot
151	Mini-warehouse	2.67	per square foot
210	Single family house Detached House	7,111.87	per dwelling unit
220	Low-Rise Multifamily (Apartment, condo, townhome, ADU)	4,608.25	per dwelling unit
240	Mobile home park	3,323.57	per dwelling unit
251	Senior housing	1,520.95	per dwelling unit
254	Assisted Living	697.10	per bed
255	Continuing care retirement	2,268.91	per dwelling unit
310	Hotel	4,754.55	per room
320	Motel	3,787.52	per room
444	Movie theater	14.91	per square foot
492	Health/fitness club	19.63	per square foot
530	School (public or private)	5.77	per square foot
540	Junior/community college	15.10	per square foot
560	Church	3.88	per square foot
565	Day care center	37.29	per square foot
590	Library	18.84	per square foot
610	Hospital	9.13	per square foot
710	General office	13.74	per square foot
720	Medical office	24.97	per square foot
731	State motor vehicles dept	120.34	per square foot
732	United States post office	28.72	per square foot
820	General retail and personal services (includes shopping center)	10.40	per square foot
841	Car sales	19.12	per square foot
850	Supermarket	28.40	per square foot
851	Convenience market-24 hr	52.77	per square foot
854	Discount supermarket	28.96	per square foot
880	Pharmacy/drugstore	16.72	per square foot
912	Bank	40.69	per square foot
932	Restaurant: sit-down	29.34	per square foot
934	Fast food	67.51	per square foot
937	Coffee/donut shop	85.65	per square foot
941	Quick lube shop	30,454.32	per service bay
944	Gas station	27,693.48	per pump
948	Automated car wash	59.20	per square foot
B. Administrative Fees - See SMC 3.01.010			

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 2 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 720 § 1, 2015; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 690 § 2 (Exh B), 2014]

## City of Shoreline Fee Schedules

### 3.01.016 Park Impact Fees

		2021 Proposed
<b>A. Rate Table</b>		
Use Category	Impact Fee	
Single Family Residential	4,327	per dwelling unit
Multi-Family Residential	2,838	per dwelling unit
<b>B. Administrative Fees - See SMC 3.01.010</b>		

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 786 § 2 (Exh. B), 2017]

## City of Shoreline Fee Schedules

### 3.01.017 Fire Impact Fees

		2021 Proposed	
A. Rate Table			
Use Category		Impact Fee	
Residential			
Single-Family Residential		2,311.00	per dwelling unit
Multi-Family Residential		2,002.00	per dwelling unit
Commercial			
Commercial 1		2.84	per square foot
Commercial 2		1.83	per square foot
Commercial 3		5.73	per square foot
B. Administrative Fees - See SMC 3.01.010			

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 791 § 2 (Exh. 2), 2017]

**City of Shoreline  
Fee Schedules**

**3.01.020 Fire - Operational**

Type of Permit Application	2021 Proposed
<b>A. FIRE - OPERATIONAL</b>	
1. Aerosol Products	\$206.00
2. Amusement Buildings	\$206.00
3. Carnivals and Fairs	\$206.00
4. Combustible Dust-Producing Operations	\$206.00
5. Combustible Fibers	\$206.00
6. Compressed Gases	\$206.00
7. Cryogenic Fluids	\$206.00
8. Cutting and Welding	\$206.00
9. Dry Cleaning (hazardous solvent)	\$206.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$206.00
11. Flammable/Combustible Liquid Storage/Handle/Use - (add'l specs)	Add'l fee based on site specs
12. Floor Finishing	\$206.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$206.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$103.00
15. Hazardous Materials	\$616.00
16. Hazardous Materials (including Battery Systems 55 gal>)	\$206.00
17. High-Piled Storage	\$206.00
18. Hot Work Operations	\$206.00
19. Indoor Fueled Vehicles	\$206.00
20. Industrial Ovens	\$206.00
21. LP Gas-Consumer Cylinder Exchange	\$103.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$103.00
23. LP Gas-Commercial Containers (Tanks)	\$206.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$206.00
25. Lumber Yard	\$206.00
26. Misc Comb Material	\$206.00
27. Open Flames and Candles	\$206.00
28. Open Flames and Torches	\$206.00
29. Places of Assembly 50 to 100	\$103.00
30. Places of Assembly up to 500	\$206.00
31. Places of Assembly 501>	\$411.00
32. Places of Assembly (add'l assembly areas)	\$103.00
33. Places of Assembly - A-5 Outdoor	\$103.00
34. Places of Assembly - Outdoor Pools	\$103.00
35. Places of Assembly - Open Air Stadiums	\$206.00
36. Pyrotechnic Special Effects Material	\$206.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs
38. Refrigeration Equipment	\$206.00
39. Scrap Tire Storage	\$206.00
40. Spraying or Dipping	\$206.00
41. Waste Handling	\$206.00
42. Wood Products	\$206.00

[Ord. 872 § 3 (Exh. A), 2019; 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. 678 § 3 (Exh. A), 2013]

**City of Shoreline  
Fee Schedules**

**3.01.025 Affordable Housing Fee In-Lieu**

		2021 Proposed
<b>A. Rate Table</b>		
<b>Zoning District</b>	<b>Fee per unit if providing 10% of total units as affordable</b>	<b>Fee per unit if providing 20% of total units as affordable</b>
MUR-45	207,946.00	159,827.00
MUR-70	207,946.00	159,827.00
MUR-70 with development agreement	256,064.00	207,946.00
Note: The Fee In-Lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$207,946 would result in a Fee In-Lieu of \$83,179.		

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 2 (Exh. A), 2019; Ord. 817 § 1, 2018]

## City of Shoreline Fee Schedules

### 3.01.100 Animal Licensing and Service Fees

Annual License	2021 Proposed
<b>A. PET - DOG OR CAT</b>	
1. Unaltered	\$60.00
2. Altered	\$30.00
3. Juvenile pet	\$15.00
4. Discounted pet	\$15.00
5. Replacement tag	\$5.00
6. Transfer fee	\$3.00
7. License renewal late fee – received 45 to 90 days following license expiration	\$15.00
8. License renewal late fee – received 90 to 135 days following license expiration	\$20.00
9. License renewal late fee – received more than 135 days following license expiration	\$30.00
10. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed
<i>Service Animal Dogs and Cats and K-9 Police Dogs: Service animal dogs and cats and K-9 police dogs must be licensed, but there is no charge for the license.</i>	
<b>B. GUARD DOG</b>	
1. Guard dog registration	\$100.00
<b>C. ANIMAL RELATED BUSINESS</b>	
1. Hobby kennel and hobby cattery	\$50.00
2. Guard dog trainer	\$50.00
3. Guard dog purveyor	\$250.00
<b>D. GUARD DOG PURVEYOR</b>	
1. If the guard dog purveyor is in possession of a valid animal shelter, kennel or pet shop license, the fee for the guard dog purveyor license shall be reduced by the amount of the animal shelter, kennel or pet shop license.	
<b>E. FEE WAIVER</b>	
1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees and late licensing penalty fees, in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount of the fees charged as compared with the gravity of the violation and the effect on the owner, the animal's welfare and the animal care and control authority if the fee or fees or penalties are not waived and no payment is received.	

[Ord. 872 § 3 (Exh. A), 2019; 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. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 595 § 3 (Att. B), 2011]

## City of Shoreline Fee Schedules

### 3.01.200 Business License Fees

License		2021 Proposed	
<b>A. BUSINESS LICENSE FEES - GENERAL</b>			
1. Business license registration fee for new application filed between January 1 and June 30)		\$40.00	
2. Business license registration fee for new application filed between July 1 and December 31		\$20.00	
The annual business license fee is prorated as necessary to conform to SMC 5.05.060.			
3. Annual business license renewal fee due January 31		\$40.00	
a. Penalty schedule for late annual business license renewal as described in SMC 5.05.080 received on or after:			
i. February 1		\$10.00	
ii. March 1		\$15.00	
iii. April 1		\$20.00	
<b>B. REGULATORY LICENSE FEES</b>			
1. Regulated massage business		\$226.00 Per Year	
2. Massage manager		\$49.00 Per Year	
Plus additional \$11 fee for background checks for regulated massage business or massage manager			
3. Public dance		\$154.00 Per Dance	
4. Pawnbroker		\$723.00 Per Year	
5. Secondhand Dealer		\$70.00 Per Year	
6. Master solicitor		\$141.00 Per Year	
7. Solicitor		\$35.00 Per Year	
Late fees for the above regulatory licenses: A late penalty shall be charged on all applications for renewal of a regulatory license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: * For a license requiring a fee of less than \$50.00, two percent of the required fee. * For a license requiring a fee of more than \$50.00, ten percent of the required fee.			
8. Adult cabaret operator		\$723.00 Per Year	
9. Adult cabaret manager		\$154.00 Per Year	
10. Adult cabaret entertainer		\$154.00 Per Year	
11. Panoram Operator		\$721.00 Per Year	
Plus additional \$58 fee for fingerprint background checks for each operator:			
12. Panoram premise		\$297.00 Per Year	
13. Panoram device		\$85.00 Per Year Per Device	
Penalty schedule for Adult cabaret and Panoram licenses:			
Days Past Due			
7 - 30		10%	of Regulatory License Fee
31 - 60		25%	of Regulatory License Fee
61 and over		100%	of Regulatory License Fee

## City of Shoreline Fee Schedules

14. Duplicate Regulatory License	\$6.00
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[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 734 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 625 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

### 3.01.205 Filmmaking Permit Fees

	2021 Proposed
<b>A. PERMIT FEES</b>	
1. Low Impact Film Production	\$25.00 flat fee per production (for up to 14 consecutive days of filming)
2. Low Impact Daily Rate (each additional day after 14 days)	\$25.00 per additional day
3. Moderate Impact Film Production	\$25.00 per day
4. High Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.
<b>B. FEE WAIVER</b>	
The city manager may consider a waiver for any fees that may apply under this section. Any fee waiver request must be submitted concurrently with the filmmaking permit application.	
<b>C. ADDITIONAL COSTS</b>	
Any additional costs incurred by the city, related to the filmmaking permitted activity, shall be paid by the applicant. The applicant shall comply with all additional cost requirements contained in the Shoreline Film Manual.	

[Ord. 872 § 3 (Exh. A), 2019; Ord. 859 § 2 (Exh. B), 2019]

### 3.01.210 Hearing Examiner Fees

	2021 Proposed
<b>A. HEARING EXAMINER APPEAL HEARING FEE</b>	\$550.00

[Ord. 872 § 3 (Exh. A), 2019; Ord. 855 § 2 (Exh. A), 2019; 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]

### 3.01.220 Public Records

	2021 Proposed
1. Photocopying paper records	
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$5.00 First Page \$1.50 Each additional page
c. Color photocopies up to 11 by 17 inches - if more than three pages	\$0.25 Per Page
2. Scanning paper records	
a. Scans of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page



## City of Shoreline Fee Schedules

3. Copying electronic records		
a. Copies of electronic records to file sharing site - if more than five pages (2 minute minimum)	\$0.91 Per Minute	
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.91/minute	
4. Other fees		
a. Photocopies - vendor produced	Cost charged by vendor, depending on size and process	
b. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 Per hour	
c. Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost	
d. Photographic prints and slides	Cost charged by vendor, depending on size and process	
e. Clerk certification	\$1.50 Per document	
5. Geographic Information Systems (GIS) services		
a. GIS maps smaller than 11 by 17 inches	\$0.50	Per Page
b. GIS maps larger than 11 by 17 inches	\$1.70	Per Square Foot
c. Custom GIS Mapping and Data Requests	\$101.00	Per Hour (1 Hour Minimum)

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

**City of Shoreline  
Fee Schedules**

**3.01.300 Parks, Recreation and Community Services**

Fee	2021 Proposed Resident Rate	2021 Proposed Non-Resident Rate
<b>A. OUTDOOR RENTAL FEES</b>		
1. Picnic Shelters – (same for all groups)		
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$72	\$92
b. Full Day (9:00am - Dusk)	\$105	\$132
2. Cromwell Park Amphitheater & Richmond Beach Terrace		
a. Half Day	\$72	\$92
b. Full Day	\$105	\$132
3. Alcohol Use		
a. Per hour, 4 hour minimum (includes shelter rental)	\$93	\$112
4. Athletic Fields (Per Hour)		
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$24	\$24
b. Non-Profit Youth Organization - All Use *	\$7	\$10
c. For-Profit Youth Organization All-Use *	\$18	\$22
d. All Other Organizations/Groups - Practice	\$18	\$22
e. All Other Organizations/Groups - Games *	\$33	\$40
f. * Additional field prep fee may be added	\$27	\$37
5. Synthetic Fields (Per Hour)		
a. Non-Profit Youth Organizations - All Use	\$20	\$29
b. For-Profit Youth Organization - All Use	\$30	\$40
c. All Other Organizations/Groups - All Use	\$68	\$83
d. Discount Field Rate **	\$20	\$29
**Offered during hours of low usage as established and posted by the PRCS Director		
6. Tennis Courts		
a. Per hour	\$8	\$9
7. Park and Open Space Non-Exclusive Area		
a. Event Permit Hourly Fee *	\$16	\$19
b. Concession Sales Hourly Fee**	\$3	\$4
* Event Permit fees waived for sanctioned Neighborhood events. **Concession Sales Hourly fee waived for youth non-profit organizations and sanctioned neighborhood events		
8. Community Garden Plot Annual Rental Fee		
a. Standard Plot	\$44	N/A
b. Accessible Plot	\$22	N/A
9. Amplification Supervisor Fee		
a. Per hour; when applicable	\$27	\$27
10. Attendance Fee		
a. 101+ Attendance	\$53	\$53
<b>B. INDOOR RENTAL FEES</b>		
	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1. Richmond Highlands (same for all groups) Maximum Attendance 214		
a. Entire Building (including building monitor)	\$64	\$77
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups		
a. Multi-Purpose Room 1 or 2	\$13	\$18
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$22	\$27
c. Gymnastics Room	\$13	\$18
d. Dance Room	\$13	\$18
e. Gym-One Court	\$22	\$27
f. Entire Gym	\$38	\$49
g. Entire Facility	\$104	\$132

## City of Shoreline Fee Schedules

### 3.01.300 Parks, Recreation and Community Services

Fee	2021 Proposed Resident Rate	2021 Proposed Non-Resident Rate
<b>3. Spartan Recreation Center Fees for All Other Organizations/Groups</b>		
a. Multi-Purpose Room 1 or 2	\$26	\$32
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$37	\$45
c. Gymnastics Room	\$26	\$32
d. Dance Room	\$26	\$32
e. Gym-One Court	\$37	\$45
f. Entire Gym	\$70	\$84
g. Entire Facility	\$137	\$165
As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.		
* Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)		
<b>4. City Hall Rental Fees</b>		
a. City Hall Rental - Third Floor Conference Room	\$38 Per Hour	\$46 Per Hour
b. City Hall Rental - Council Chambers	\$111 Per Hour	\$132 Per Hour
c. AV Set-up Fee - Per Room	\$16	\$16
<b>5. Other Indoor Rental Fees:</b>		
a-1. Security Deposit (1-125 people): (refundable)	\$200	\$200
a-2. Security Deposit (126+ people): (refundable)	\$400	\$400
b. Supervision Fee (if applicable)	\$20/hour	\$20/hour
c. Daily Rates (shall not exceed)	\$933	\$1,119
<b>C. CONCESSIONAIRE PERMIT FEES</b>		
1. Concession Permit (requires additional hourly fee)	\$53	\$64
Concession Permit fees and additional Concession Fees are exempt for Non-Profit Youth Organizations, and sanctioned Neighborhood Association Events. Sanctioned Neighborhood Associations Events are exempt from all rental fees with the exception of associated supervision fees when applicable. Concession/Admission/Sales Fees may be modified at the discretion of the PRCS Director.		
<b>D. INDOOR DROP-IN FEES</b>		
1. Showers Only (Spartan Recreation Center)	\$1	\$1
<b>2. Drop-In</b>		
a. Adult	\$3	\$4
b. Senior/Disabled	\$2	\$3
<b>3. 1 Month Pass</b>		
a. Adult	\$26	\$33
b. Senior/Disabled	\$18	\$23
<b>4. 3 Month Pass</b>		
a. Adult	\$66	\$77
b. Senior/Disabled	\$46	\$54
Senior is 60+ years of age		
<b>E. GENERAL RECREATION PROGRAM FEES</b>		
General Recreation Program Fees are based upon Recreation and Community Services' Cost Recovery/Fee Setting Framework.		
<b>F. FEE IN LIEU OF STREET TREE REPLACEMENT</b>	\$2,634	N/A
<b>G. FEE REFUNDS</b>		
Whenever a fee is paid for the use of parks or recreation facilities or property or for participation in a Recreation and Community Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Recreation and Community Services Department's Refund Policy and Procedures.		
<b>H. RECREATION SCHOLARSHIPS</b>		
Scholarships for the fee due to the participate in a Recreation and Community Services Department sponsored class or program may be awarded when a request is made to the city according to the Recreation and Community Services Department's Recreation Scholarship Policy and Procedures.		

[Ord. 872 § 3 (Exh. A), 2019; 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. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 647 § 2, 2012; Ord. 627 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 602 § 1, 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. A), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 3, 2006; Ord. 428 § 1, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 2, 2001; Ord. 256 § 2, 2000]

## City of Shoreline Fee Schedules

### 3.01.400 Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2021 Proposed SWM Annual Fee			
		2021 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
<b>A. Rate Table</b>					
1. Residential: Single-family home		\$281.44	\$16.89	Per Parcel	\$298.33
2. Very Light	Less than or equal to 10%	\$281.44	\$16.89	Per Parcel	\$298.33
3. Light	More than 10%, less than or equal to 20%	\$653.65	\$39.22	Per Acre	\$692.87
4. Moderate	More than 20%, less than or equal to 45%	\$1,350.37	\$81.02	Per Acre	\$1,431.39
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$2,619.02	\$157.14	Per Acre	\$2,776.16
6. Heavy	More than 65%, less than or equal to 85%	\$3,318.05	\$199.08	Per Acre	\$3,517.13
7. Very Heavy	More than 85%, less than or equal to 100%	\$4,346.14	\$260.77	Per Acre	\$4,606.91
Minimum Rate		\$281.44	\$16.89		\$298.33
There are two types of service charges: The flat rate and the sliding rate. The flat rate service charge applies to single family homes and parcels with less than 10% hard surface. The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of hard surface on each parcel and multiplying the appropriate rate by total acreage.					
<b>B. CREDITS</b>					
Several special rate categories will automatically be assigned to those who qualify					
1.	An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.				
2.	A public school district shall be eligible for a waiver of up to 100% of its standard rates based on providing curriculum which benefits surface water utility programs. The waiver shall be provided in accordance with the Surface Water Management Educational Fee Waiver procedure. The program will be reviewed by July 1, 2021.				
3.	Alternative Mobile Home Park Charge. Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.				
<b>C. RATE ADJUSTMENTS</b>					
Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period). Property owners should file a request for a change in the rate assessed if:					
1. The property acreage is incorrect;					
2. The measured hard surface is incorrect;					
3. The property is charged a sliding fee when the fee should be flat;					
4. The person or property qualifies for an exemption or discount; or					
5. The property is wholly or in part outside the service area.					
<b>D. REBATE</b>					
Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or conservation landscaping at a rate of \$2.50 per square foot not to exceed \$2,000 for any parcel.					

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 659 § 2, 2013; Ord. 650 § 3 (Exh. A), 2012; Ord. 642 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(a), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 7, 14, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002. Formerly 3.01.070.]

**City of Shoreline  
Fee Schedules**

**3.01.800 Fee Waiver**

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:

- A. Right-of-way permits (SMC 3.01.010).
- B. Facility use and meeting room fees (SMC 3.01.300).
- C. Concessionaire permits (SMC 3.01.300).
- D. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline Pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 602 § 2, 2011; Ord. 570 § 2, 2010; Ord. 243 § 1, 2000]

**3.01.805 Damage Restitution Administrative Fee**

	2021 Proposed
An administrative fee to cover a portion of the cost of collecting information and processing damage restitution invoices. This fee shall be added to the amount of calculated restitution necessary to repair, replace or restore damage to City property when invoiced. The administrative fee may be reduced or waived as provided	\$50.00

[Ord. \_\_\_\_ § \_\_ (Exh. \_\_), 2020]

**3.01.810 Collection Fees (Financial)**

	2021 Proposed
The maker of any check that is returned to the city due to insufficient funds or a closed account shall be assessed a collection fee	\$34.00

[Ord. 872 § 3 (Exh. A), 2019; 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. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 5, 14, 2006; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 1, 2001. Formerly 3.01.040.]

**3.01.820 Annual Adjustments**

Increases of the fees contained in the fee schedules in this chapter shall be calculated on an annual basis by January 1st of each year by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bellevue Consumer Price Index for all urban consumers (CPI-U), unless the Shoreline Municipal Code calls for the use of another index / other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee. The appropriate adjustment shall be calculated each year and included in the city manager's proposed budget. The city manager may choose to not include the calculated adjustments in the city manager's proposed budget and the city council may choose to not include the calculated adjustments in the adopted budget for select user fees in any individual budget year without impacting the full force of this section for subsequent budget years. The annual adjustments to the fees in this chapter shall be rounded as appropriate to ensure efficient administration of fee collection.

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 451 § 15, 2006]

**City of Shoreline 2019 - 2026 Capital Improvement Plan  
PROGRAM SUMMARY**

	Current 2019-2020	Estimate 2019-2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Total 2019-2026
<b>EXPENDITURES</b>									
<b>Fund</b>									
<b>Project Category</b>									
<b>General Capital</b>									
<b>Parks Maintenance Projects</b>									
King County, Trails And Open Space Replacement Levy	\$0	\$225,000	\$225,000	\$0	\$7,513	\$95,060	\$47,280	\$0	\$599,853
Kruckeberg Env Ed Center (Residence Stabilization)	265,000	0	0	265,000	0	0	0	0	\$265,000
Park Ecological Restoration Program (Sai 8)	80,000	220,735	264,206	301,303	247,487	159,940	207,720	255,000	\$1,656,391
Parks Repair And Replacement	533,582	533,583	275,000	275,000	275,000	275,000	275,000	275,000	\$2,183,583
Playground Replacement	1,000,000	1,000,000	500,000	0	0	0	400,000	400,000	\$2,300,000
Turf & Lighting Repair And Replacement	154,675	10,143	0	50,000	805,000	360,000	0	0	\$1,225,143
Echo Lake Park Improvements	195,793	191,511	0	0	0	0	0	0	\$191,511
Boeing Creek Shoreview Park Trail Repair	1,892,000	0	0	0	0	0	0	0	\$0
Parks Improvements-Sound Trans	113,000	0	0	0	0	0	0	0	\$0
<b>Facilities Projects</b>									
City Maintenance Facility	1,746,614	1,261,111	4,216,209	30,000	490,000	1,779,500	18,801,300	5,161,200	\$31,739,320
Civic Center/City Hall	190,000	32,168	157,832	0	0	0	0	0	\$190,000
Police Station At City Hall	135,919	74,061	0	0	0	0	0	0	\$74,061
<b>Parks Development Projects</b>									
PROS Plan Acquisitions (SAI7)	25,012,309	27,389,000	500,000	0	0	0	0	0	\$27,889,000
Parks Facilities Recreation Amenities (SAI3)	185,000	3,020	0	487,000	0	0	0	0	\$490,020
Outdoor Multi-Use Sports Court	75,000	0	0	0	0	0	0	0	\$0
Community & Aquatics Center	16,800	122,932	0	0	0	0	0	0	\$122,932
<b>Non-Project Specific</b>									
General Capital Engineering	176,528	115,081	60,000	60,000	60,000	60,000	60,000	60,000	\$475,081
Pros Plan Update	0	0	0	0	250,000	0	0	0	\$250,000
Cost Allocation Charges	62,956	62,956	15,268	15,268	30,000	30,000	30,000	30,000	\$213,492
City Hall Debt Service Payment	1,340,796	1,340,796	683,250	663,782	683,782	664,770	689,770	664,770	\$5,390,920
<b>General Capital Fund Total</b>	<b>\$33,175,972</b>	<b>\$32,582,097</b>	<b>\$6,896,765</b>	<b>\$2,147,353</b>	<b>\$2,848,782</b>	<b>\$3,424,270</b>	<b>\$20,511,070</b>	<b>\$6,845,970</b>	<b>\$75,256,307</b>
<b>City Facilities - Major Maintenance</b>									
<b>General Facilities Projects</b>									
City Hall Long-Term Maintenance	\$47,086	\$47,086	\$108,400	\$40,000	\$100,000	\$100,000	\$226,618	\$0	\$622,104
City Hall Garage Long-Term Maintenance	0	0	0	24,192	0	0	0	0	\$24,192
Duct Cleaning	17,350	0	10,000	13,350	10,000	0	0	0	\$33,350
<b>Parks Facilities Projects</b>									
Parks Restrooms Long-Term Maintenance	30,000	29,119	0	0	0	0	0	0	\$29,119
Shoreline Pool Long-Term Maintenance	40,000	35,905	0	0	0	0	0	0	\$35,905
Richmond Highlands Community Center Long-Term Maintenance	565,000	45,000	490,000	23,284	0	0	0	0	\$558,284
Spartan Recreation Center	4,500	0	0	0	0	0	0	0	\$0
<b>City Facilities - Major Maintenance Fund Total</b>	<b>\$703,936</b>	<b>\$157,110</b>	<b>\$608,400</b>	<b>\$100,826</b>	<b>\$110,000</b>	<b>\$100,000</b>	<b>\$226,618</b>	<b>\$0</b>	<b>\$1,302,954</b>

	Current 2019-2020	Estimate 2019-2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Total 2019-2026
<b>EXPENDITURES</b>									
<b>Fund</b>									
<b>Project Category</b>									
<b>Roads Capital Fund</b>									
<b>Pedestrian / Non-Motorized Projects</b>									
Sidewalk Rehabilitation Program	\$1,757,534	\$377,547	\$400,000	\$314,000	\$0	\$0	\$0	\$0	\$1,091,547
New Sidewalks Program	4,245,000	213,154	1,200,000	3,500,000	2,800,000	4,000,000	4,500,000	4,500,000	\$20,713,154
147th/148th Non-Motorized Bridge	2,083,838	1,626,127	3,326,348	3,925,165	0	0	16,926,523	0	\$25,804,163
NSP 1st Ave Ne (N 192nd To N 195th)	0	240,000	691,792	650,000	0	0	0	0	\$1,581,792
1st Ave Ne (N 145th To N 155th)	2,540,000	1,000	300,000	399,000	1,300,000	0	0	0	\$2,000,000
NSP 5th Ave Ne (N 175th To N 182nd)	400,000	410,000	1,880,011	2,180,000	0	0	0	0	\$4,470,011
Ridgecrest Safe Routes To School	20,000	20,000	147,500	210,800	0	0	0	0	\$378,300
N 195th St Bridge Connector	50,000	50,000	437,500	12,500	0	0	0	0	\$500,000
Trail Along The Rail	329,117	1,500	327,618	0	0	0	0	0	\$329,118
WTSC School Zone Flashers	125,878	206,413	0	0	0	0	0	0	\$206,413
Complete Streets- Ped/Bike Gaps	5,000	3,100	0	0	0	0	0	0	\$3,100
Echo Lake Safe Routes To School	0	1,335	0	0	0	0	0	0	\$1,335
<b>System Preservation Projects</b>									
Annual Road Surface Maintenance Program	4,920,925	4,061,102	650,000	1,350,000	530,000	530,000	530,000	530,000	\$8,181,102
Traffic Signal Rehabilitation Program	321,638	318,606	140,711	147,747	152,180	156,745	156,745	156,745	\$1,229,479
Curb Ramp, Gutter And Sidewalk Maintenance Program	13,670	28,986	0	0	0	0	0	0	\$28,986
<b>Safety / Operations Projects</b>									
145th Corridor - 99th To I5	8,761,800	5,705,355	7,513,071	12,925,303	10,138,108	9,742,555	9,568,555	8,022,243	\$63,615,190
145th and I5 Interchange	1,700,000	1,700,000	4,161,905	638,095	18,500,000	0	0	0	\$25,000,000
160th and Greenwood/Innis Arden Intersection	101,548	131,939	0	100,000	270,000	1,710,000	0	0	\$2,211,939
N 175th St - Stone Ave N to I5	3,639,193	1,692,718	1,475,000	1,475,000	4,040,000	40,000	9,040,000	4,040,000	\$21,802,718
Meridian Ave Safe Impr	50,000	181,254	558,200	501,800	0	0	0	0	\$1,241,254
Westminster And 155th Improvements	5,259,284	4,288,785	11,311	0	0	0	0	0	\$4,300,096
Traffic Safety Improvements	391,387	339,226	175,355	184,123	193,330	199,130	199,130	199,130	\$1,489,424
Richmond Beach Mdblk Xing/Rect	217,700	217,830	1,166,600	20,264	0	0	0	0	\$1,404,694
Driveway Relocation Richmond Beach Rd	60,000	85,000	0	0	0	0	0	0	\$85,000
185th Corridor Study	390,691	359,765	0	0	0	0	0	0	\$359,765
Meridian Ave N & N 155th St Signal Improv	481,085	952,374	0	0	0	0	0	0	\$952,374
<b>Non-Project Specific</b>									
General Fund Cost Allocation Overhead Charge	297,017	297,017	107,997	107,997	50,000	50,000	50,000	50,000	\$713,011
Transportation Master Plan Update	474,374	175,555	351,500	266,500	198,500	0	0	0	\$992,055
Roads Capital Engineering	871,027	1,062,833	539,617	642,037	642,037	661,298	681,137	683,180	\$4,912,139
<b>Roads Capital Fund Total</b>	<b>\$39,507,706</b>	<b>\$24,748,521</b>	<b>\$25,562,036</b>	<b>\$29,550,331</b>	<b>\$38,814,155</b>	<b>\$17,089,728</b>	<b>\$41,652,090</b>	<b>\$18,181,298</b>	<b>\$195,598,159</b>

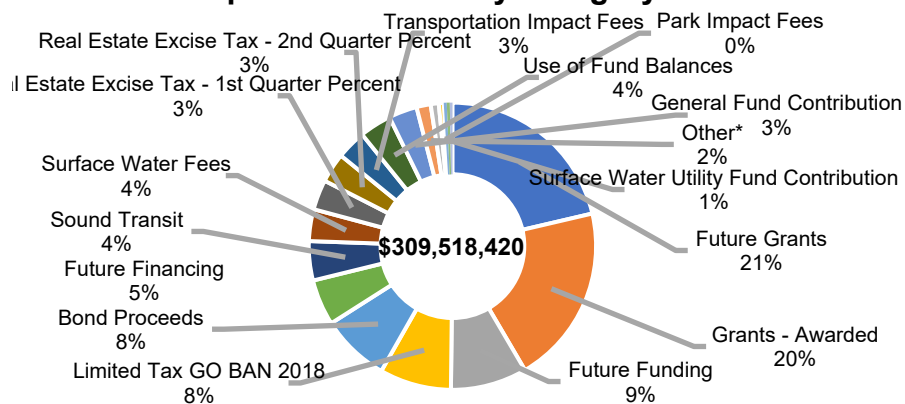


	Current 2019-2020	Estimate 2019-2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Total 2019-2026
<b>EXPENDITURES</b>									
<b>Fund</b>									
<b>Project Category</b>									
<b>Surface Water Capital</b>									
<b>Capacity</b>									
10th Ave NE Drainage Improvements	\$539,895	\$410,671	\$12,500	\$5,000	\$1,430,000	\$0	\$0	\$0	\$1,858,171
25th Ave NE Ditch Improv Between NE 177th And 178th Street	0	0	158,697	0	0	0	0	0	\$158,697
25th Ave. NE Flood Reduction Improvements	633,831	466,339	56,275	0	0	0	0	0	\$522,614
Heron Creek Culvert Crossing At Springdale Ct NW	0	0	0	446,900	460,307	1,703,990	958,311	0	\$3,569,508
NE 148th Infiltration Facilities	448,904	74,747	457,500	10,000	0	0	0	0	\$542,247
NW 195th Place And Richmond Beach Drive Flooding	0	0	0	432,989	445,978	0	0	0	\$878,967
<b>Repair and Replacement</b>									
Hidden Lake Dam Removal	1,979,204	1,051,792	242,548	2,252,452	50,000	1,925,000	1,925,000	0	\$7,446,792
Pump Station 26 Improvements	334,180	460,291	2,326,000	2,233	0	0	0	0	\$2,788,524
Pump Station 30 Upgrades	91,258	10,328	0	292,000	1,825,000	0	0	0	\$2,127,328
Pump Station Miscellaneous Improvements	786,357	40,915	0	76,000	393,000	0	0	0	\$509,915
Stormwater Pipe Replacement Program	805,230	784,583	925,351	1,078,451	1,459,774	500,000	50,000	1,500,000	\$6,298,159
Surface Water Small Projects	646,088	438,302	1,067,352	391,907	630,459	772,898	50,000	650,000	\$4,000,918
Westminster Way N Pipe Replacement	0	500,000	0	0	0	0	0	0	\$500,000
<b>Other</b>									
Boeing Creek Regional Stormwater Facility Study	60,704	21,495	0	0	0	0	0	0	\$21,495
Storm Creek Erosion Management Study	77,128	77,128	0	0	0	0	0	0	\$77,128
Climate Impacts And Resiliency Study	84,872	84,872	0	0	0	0	0	0	\$84,872
System Capacity Modeling Study	318,270	418,270	0	0	0	0	0	0	\$418,270
<b>Non-Project Specific</b>									
Surface Water Master Plan	0	0	0	289,819	298,513	0	0	0	\$588,332
General Fund Cost Allocation Overhead Charge	395,015	395,015	209,357	209,357	238,762	245,925	245,925	245,925	\$1,790,266
Transfers Out	242,571	212,893	997,066	0	20,000	0	0	0	\$1,229,959
Surface Water Capital Engineering	421,617	378,149	223,270	248,770	258,721	269,070	279,832	291,026	\$1,948,838
<b>Surface Water Capital Fund Total</b>	<b>\$7,865,124</b>	<b>\$5,825,790</b>	<b>\$6,675,916</b>	<b>\$5,735,878</b>	<b>\$7,510,514</b>	<b>\$5,416,883</b>	<b>\$3,509,068</b>	<b>\$2,686,951</b>	<b>\$37,361,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$81,252,738</b>	<b>\$63,313,518</b>	<b>\$39,743,117</b>	<b>\$37,534,388</b>	<b>\$49,283,451</b>	<b>\$26,030,880</b>	<b>\$65,898,846</b>	<b>\$27,714,219</b>	<b>\$309,518,420</b>



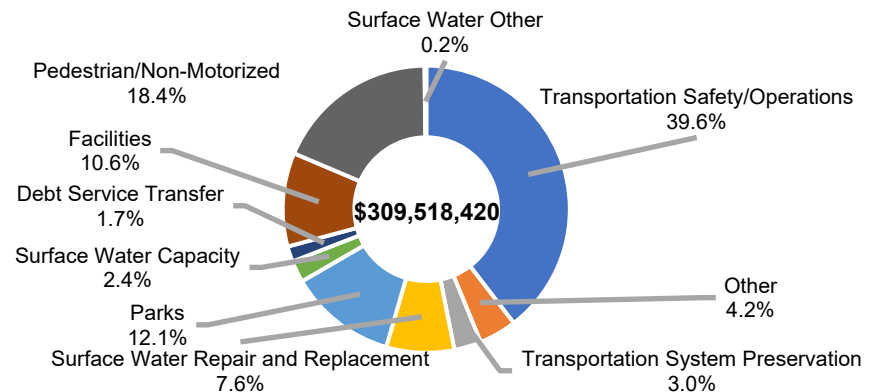
	Current 2019-2020	Estimate 2019-2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Total 2019-2026
<b>RESOURCES</b>									
General Fund Contribution	\$5,473,413	\$4,362,352	\$3,545,384	\$498,496	\$649,869	\$287,251	\$291,439	\$295,753	\$9,930,544
Surface Water Utility Fund Contribution	242,571	712,893	997,066	0	20,000	0	0	0	\$1,729,959
Transportation Benefit District	1,452,500	2,240,554	323,741	237,741	0	0	0	0	\$2,802,036
Transportation Benefit District (*)	511,616	0	0	0	0	0	0	0	\$0
Transportation Impact Fees	486,000	227,391	199,125	668,576	4,040,000	40,000	4,040,000	1,040,000	\$10,255,092
Park Impact Fees	175,000	300,000	750,000	0	0	0	0	0	\$1,050,000
Bond Proceeds for New Sidewalks	4,245,000	453,154	2,181,803	5,530,000	2,800,000	4,000,000	4,500,000	4,500,000	\$23,964,957
Real Estate Excise Tax - 1st Quarter Percent	2,333,072	2,974,416	1,080,213	1,109,160	1,122,904	1,277,450	1,405,001	1,533,825	\$10,502,969
Real Estate Excise Tax - 2nd Quarter Percent	2,333,072	2,748,433	1,080,213	1,109,160	1,122,904	1,277,450	1,405,001	1,533,825	\$10,276,986
Limited Tax GO BAN 2018	25,000,000	25,000,000	0	0	0	0	0	0	\$25,000,000
Soccer Field Rental Contribution	260,000	260,000	130,000	130,000	130,000	130,000	130,000	130,000	\$1,040,000
Cable - Education/ Govt. Grant	0	20,775	0	0	0	0	0	0	\$20,775
Insurance Restitution	33,464	15,500	0	0	0	0	0	0	\$15,500
Surface Water Fees	3,240,327	2,293,706	2,729,957	(10,007,617)	5,970,284	3,172,419	3,215,039	3,687,451	\$11,061,239
Investment Interest Income	187,384	211,130	27,515	122,840	274,960	156,806	101,173	81,778	\$976,202
Sound Transit	0	0	989,491	2,710,509	10,000,000	0	0	0	\$13,700,000
King County Flood Zone District Opportunity Fund	221,796	221,796	110,898	110,898	110,898	110,898	110,898	110,898	\$887,184
KC - 4Culture Dev.Auth.	20,000	20,000	0	0	0	0	0	0	\$20,000
Conservation Futures Tax Grant	0	2,089,000	0	0	0	0	0	0	\$2,089,000
Grants - Awarded	17,957,102	16,085,338	18,550,682	9,563,758	9,796,411	204,000	30,000	30,000	\$54,260,189
Future Grants	5,660,000	0	0	6,481,975	10,051,448	9,568,555	29,371,734	10,622,243	\$66,095,955
Future Financing	0	200,000	3,900,000	11,850,000	0	0	0	0	\$15,950,000
Future Funding	1,907,000	0	490,000	265,000	103,316	1,779,500	18,801,300	5,161,200	\$26,600,316
King County Voter Approved Trail Funding	120,000	359,259	1,637,000	1,439,656	225,000	225,000	2,348,344	0	\$6,234,259
Private Donations	2,120,000	487,000	1,354,000	100,000	270,000	1,710,000	0	0	\$3,921,000
Use / (Gain) of Accumulated Fund Balance	7,273,421	2,030,821	(333,971)	5,614,236	2,595,457	2,091,551	148,918	(1,012,754)	\$11,134,257
<b>TOTAL RESOURCES</b>	<b>\$81,252,738</b>	<b>\$63,313,518</b>	<b>\$39,743,117</b>	<b>\$37,534,388</b>	<b>\$49,283,451</b>	<b>\$26,030,880</b>	<b>\$65,898,846</b>	<b>\$27,714,219</b>	<b>\$309,518,420</b>

Capital Resources by Category



\*Other includes Non-Project Specific and the General Fund Overhead Charge

Capital Projects by Category



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**Council Meeting Date: October 26, 2020**
**Agenda Item: 9(a)**


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## CITY COUNCIL AGENDA ITEM

### CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of the Proposed 2021-2022 Biennial Budget - Department Presentations and Discussion of the 2021-2026 Capital Improvement Plan		
<b>DEPARTMENT:</b>	Administrative Services Department		
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget and Tax Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2021-2022 Proposed Biennial Budget to the City Council on October 12, 2020 and department presentations began on October 19. Tonight's agenda continues the department presentations, including review of the Public Works Department's budget, the 2021-2026 Capital Improvement Plan (CIP), the Surface Water Utility and Wastewater Utility budgets, and a brief discussion of budgets for other funds.

Tonight, staff from the Public Works and the Administrative Services departments will be available to answer the City Council's questions. The focus of the departmental presentations will be on any significant changes between the department's current budget and the proposed 2021-2022 biennial budget. Tonight's review schedule and corresponding pages in the budget document are listed below:

<b><u>Budget</u></b>	<b><u>Budget Pages</u></b>
Public Works Department	229 – 241
Surface Water Utility Fund	245 – 248; 279; 389 – 414
Wastewater Utility Fund	249 – 251; 280
2021-2026 Capital Improvement Plan	299 – 414
Other Funds	259 – 283

Future budget discussions will be held on November 2, 9 and 16, 2020. Public hearings on Proposed Ordinance No. 902 regarding the 2021 regular and excess property tax levies and Ordinance No. 903 regarding the proposed biennial budget and CIP will be held on November 2<sup>nd</sup>, and on the 2021-2022 Proposed Biennial Budget on November 9<sup>th</sup>. Adoption of proposed Ordinance Nos. 902 and 903 are scheduled for November 16, 2020.

**RESOURCE/FINANCIAL IMPACT:**

The 2021-2022 Proposed Biennial Budget totals \$232.358 million, is balanced and includes adequate reserve levels to meet all adopted budget policies. The 2021-2022 capital budget reflects the 2021-2022 Capital Improvement Program projects proposed in the 2021-2026 Capital Improvement Plan (CIP). The 2021-2026 CIP, including surface water projects totals \$246.205 million, while the 2021-2022 Capital Improvement Program budget, including surface water projects, totals \$77.278 million.

**RECOMMENDATION**

No action is required by the City Council. Department presentations will be for informational purposes and provide an opportunity for the City Council to ask specific questions regarding proposed department budgets.

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

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

**AGENDA TITLE:** Discussing Ordinance No. 904 - Amending the 2019-2020 Biennial Budget (Ordinance Nos. 841, 852, 854, 855, 861, 872, 883 & 886)

**DEPARTMENT:** Administrative Services

**PRESENTED BY:** Sara Lane, Administrative Services Director  
Rick Kirkwood, Budget and Tax Manager

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☐ Motion  
                 ☒ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

During the course of the year, changes to the adopted budget are identified. A final budget amendment to formally adopt these changes is a routine procedure that occurs at approximately this point in each biennium. Staff is requesting that the 2019-2020 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 904 (Attachment A) provides for this amendment.

Tonight, Council is scheduled to discuss proposed Ordinance No. 904. This Ordinance is scheduled to be brought back to Council on November 16, 2020 for adoption.

**RESOURCE/FINANCIAL IMPACT:**

Adoption of proposed Ordinance No. 904 impacts appropriations, as adopted through Ordinance No. 886, and resources, as follows:

- Amends 2019-2020 biennium appropriations for operating and capital expenditures totaling \$1,552,131, as follows:
  - Various programs in the General Fund by +\$373,161
  - Sidewalk Limited Tax General Obligation Bond Fund by +\$898,926
  - Purchase of equipment in the Equipment Replacement Fund by \$52,394
  - Unemployment Costs in the Unemployment Fund by \$227,650
- Amends 2019-2020 biennium appropriations for transfers out totaling \$1,420,618, as follows:
  - General Fund to the:
    - Street Fund by +\$242,226
    - Equipment Replacement Fund by +\$24,273
    - Unemployment Fund by +\$227,650
  - Park Impact Fees Fund to the General Capital Fund by \$926,469
- Amends revenues totaling \$6,089,090, as follows:
  - +\$354,752 in the General Fund
  - +\$148,631 in the Park Impact Fees Fund
  - +\$5,311,338 in the Sidewalk Limited Tax General Obligation Bond Fund
  - +\$274,369 in the General Capital Fund

- Amends transfers in totaling \$1,420,618, as follows:
  - Street Fund from the General Fund by +\$242,226
  - General Capital Fund from the Park Impact Fees Fund by +\$926,469
  - Equipment Replacement Fund from the General Fund by +\$24,273
  - Unemployment Fund from the General Fund by +\$227,650
- Uses available fund balance, as follows:
  - General Fund: \$512,558
  - Park Impact Fees Fund: \$777,838
  - Equipment Replacement Fund: \$28,121
- Provides fund balance, as follows:
  - Street Fund: \$242,226
  - Sidewalk Limited Tax General Obligation Bond Fund: \$4,412,412
  - General Capital Fund: \$1,200,838

The net impact of proposed Ordinance No. 904 across all funds is an increase in 2019-2020 appropriations totaling \$2,972,749, revenues totaling \$6,089,090, interfund transfers totaling \$1,420,618, and provision of fund balance totaling \$4,536,959.

The following table summarizes the impact of this budget amendment and the resulting 2019-2020 appropriation for each of the affected funds.

<b>Fund</b>	<b>2019-2020 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2019-2020 Budget (C) (A + B)</b>
General Fund	\$102,764,578	\$867,310	\$103,631,888
Street Fund	4,203,214	0	4,203,214
Park Impact Fees Fund	175,000	926,469	1,101,469
Sidewalk LTGO Bond Fund	0	898,926	898,926
General Capital Fund	33,175,972	0	33,175,972
Equipment Replacement Fund	1,344,501	52,394	1,396,895
Unemployment Fund	35,000	227,650	262,650
All Other Funds	78,720,254	0	78,720,254
<b>Total</b>	<b>\$220,418,519</b>	<b>\$2,972,749</b>	<b>\$223,391,268</b>

### **RECOMMENDATION**

No action is required by the City Council regarding Ordinance No. 904, which amends the 2019-2020 Biennial Budget. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 904 is scheduled to be brought back to Council for adoption on November 16, 2020.

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

## **INTRODUCTION**

During the course of the year, changes to the adopted budget are identified. A final budget amendment to formally adopt these changes is a routine procedure that occurs at approximately this point in each biennium. Staff is requesting that the 2019-2020 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 904 (Attachment A) provides for this amendment.

## **DISCUSSION**

### **Amendments Impacting Multiple Funds:**

General Fund Subsidy of Street Fund: The General Fund subsidy to Street Fund is directly impacted by reductions in Fuel Tax Collections. This amendment increases the General Fund Transfer to the Street Fund to cover anticipated reductions in the 2020 Fuel Tax Collections as a result of COVID-19 economic impacts.

<b>Fund</b>	<b>Dept / Program</b>	<b>Project / Item</b>	<b>Appropriation</b>	<b>Resources</b>
<b>General Fund</b>				
	General Fund Admin Key	Transfer to Fund 101 for Additional General Fund Subsidy	\$242,226	\$0
<b>Total General Fund</b>			<b>\$242,226</b>	<b>\$0</b>
<b>Street Fund</b>				
	Street Fund Admin Key	Transfer from Fund 001 for Additional General Fund Subsidy	\$0	\$242,226
<b>Total Street Fund</b>			<b>\$0</b>	<b>\$242,226</b>

Resources for PROS Plan Acquisitions and Site Clearing: Council adopted two measures implementing PROS Plan acquisition/development priorities in 2020. In June of 2020, Council directed staff to acquire the property located at 14528 10<sup>th</sup> Avenue N (Culp/Gribschaw) for park purposes. In September of 2020, Council directed staff to acquire the property located at 709 N 150<sup>th</sup> Street in the Westminster Triangle neighborhood for park purposes under threat of condemnation. The 2019-2020 budget was previously amended in May to reflect accurate accounting for Parks, Recreation and Open Space (PROS) Plan implementation purchases. Acquisition of the Westminster Triangle property is estimated to cost \$620,000 to be paid for with Park Impact Fees. Abatement and demolition of a structure on the site is estimated to total an additional \$32,100 and is to be paid with Park Impact Fees. Acquisition of the Culp/Gribschaw property totaled \$548,738 to be paid for with \$274,369 from the Conservation Futures Tax (CFT) grant and \$274,369 of Park Impact Fees.

The PROS Plan Implementation project in the General Capital Fund has sufficient appropriation authority to purchase these properties. However, the 2019-2020 Biennial Budget does not include the transfer out from the Park Impact Fee Fund to the General Capital Fund nor does it include the revenue from the CFT grant necessary to pay for the appropriations. Therefore, this amendment will appropriate the transfer out of \$926,469 from the Park Impact Fee Fund, funded with \$777,838 of fund balance available at the end of 2019 and \$148,631 of revenue collected in 2020, to the PROS



Plan Acquisitions project in the General Capital Fund. It will also recognize \$274,369 of revenue from the CFT grant for the PROS Plan Acquisitions project.

<b>Fund</b>	<b>Dept / Program</b>	<b>Project / Item</b>	<b>Appropriation</b>	<b>Resources</b>
<b>Park Impact Fees Fund</b>				
	Park Impact Fees Admin Key	Transfer to Fund 301 for PROS Plan Acquisitions (SAI7)	\$926,469	\$148,631
<b>Total Park Impact Fees Fund</b>			<b>\$926,469</b>	<b>\$148,631</b>
<b>General Capital Fund</b>				
	PROS Plan Acquisitions (SAI7)	Transfer from Fund 118 for PROS Plan Acquisitions (SAI7)	\$0	\$926,469
	PROS Plan Acquisitions (SAI7)	Conservation Futures Tax Grant	\$0	\$274,369
<b>Total General Capital Fund</b>			<b>\$0</b>	<b>\$1,200,838</b>

Replacement of Traffic Services Pickup: The budget amendment includes the replacement of an existing pickup in the Traffic Services Program. The existing 2012 Chevrolet Colorado 4WD pickup was originally scheduled to be replaced in 2021. While it was included in the upcoming 2021-2022 Proposed Budget request, due to mechanical issues with the pickup, the Parks, Fleet and Facilities Division is requesting to replace it in the 2019-2020 Budget. The proposed replacement pickup is identified as a 2020 Ford F250 4WD pickup at an estimated cost of \$52,394.

The Traffic Services Program utilizes the pickup for essential work activities such as field inspections of traffic signs, equipment, project improvements, traffic volumes and towing traffic speed radar trailers to various locations throughout the City. In addition, Traffic Services is requesting to expand their services in the 2021-2022 Budget by performing in-house durable pavement and thermoplastic markings, maintenance and installation versus contracting out this service. This new in-house service is expected to improve maintenance response time, efficiency and resources. In order to support this work, the larger vehicle is needed. As a result, existing replacement reserves are not adequate to cover the additional cost requiring a transfer from General Fund. However, cost savings from bringing this work in house over the biennium are anticipated to fully cover the additional start-up costs and ongoing savings are estimated at \$30,000 per year. Additional equipment needed to support this new work will not be acquired until 2021.

The Vehicle replacement fund has collected \$28,121 towards the replacement for this vehicle. The amendment for this purchase includes a transfer of \$24,273 from the General Fund to subsidize the purchase as well as an increase to the Vehicle Replacement Fund of \$52,394 for the purchase. In addition, Parks, Fleet and Facilities Division estimates \$1,500 for annual repairs and maintenance once the pickup is placed into City operations.

<b>Fund</b>	<b>Dept / Program</b>	<b>Project / Item</b>	<b>Appropriation</b>	<b>Resources</b>
<b>General Fund</b>				
	Public Works / Traffic Services	Transfer to Fund 503 for Replacement of Traffic Services Pickup	\$24,273	\$0
<b>Total General Fund</b>			<b>\$24,273</b>	<b>\$0</b>
<b>Equipment Replacement Fund</b>				
	Equipment Replacement	Transfer from Fund 001 for Replacement of Traffic Services Pickup	\$0	\$24,273
	Equipment Replacement	Equipment Acquisition: Replacement of Traffic Services Pickup	\$52,394	\$0
<b>Total Street Fund</b>			<b>\$52,394</b>	<b>\$24,273</b>

General Fund Transfer to Unemployment Fund: This amendment provides for the estimated amount of unemployment costs due to COVID-19 and the closure of the Shoreline Pool. The amendment ensures that the Unemployment Fund has adequate appropriation. Transfer from the General Fund to the Unemployment Fund will occur as costs are incurred.

<b>Fund</b>	<b>Dept / Program</b>	<b>Project / Item</b>	<b>Appropriation</b>	<b>Resources</b>
<b>General Fund</b>				
	General Fund Admin Key	General Fund Transfer to Fund 505	\$227,650	\$0
<b>Total General Fund</b>			<b>\$227,650</b>	<b>\$0</b>
<b>Unemployment Fund</b>				
	Unemployment Fund Admin Key	General Fund Transfer to Fund 505	\$0	\$227,650
	Unemployment Fund / Unemployment Fund Operations	Additional Unemployment Due to COVID-19 & Pool Closure	\$227,650	\$0
<b>Total Unemployment Fund</b>			<b>\$227,650</b>	<b>\$227,650</b>

### **General Fund:**

Property Management and Maintenance Services: In June of 2020, Council directed staff to acquire property located at 14528 10<sup>th</sup> Avenue N (Culp/Gribschaw) for park purposes. Staff estimates it will be several years before the adjacent parcel becomes available, which is necessary for the intended expansion of the Paramount Open Space park. In the interim, staff proposes to contract with a property management services provider to maintain the residence as a revenue generating leased property. This revenue will total an estimated \$5,000 in 2020. Costs for property management and maintenance of this leased residential property as well as vacant commercial land owned by the City located at 1206 N 185<sup>th</sup> Street and 19806 Aurora Avenue N are estimated to total \$23,409 for 2020. This amendment recognizes the additional revenue generated by the lease and appropriations to fund the maintenance services.



Fund	Dept / Program	Project / Item	Appropriation	Resources
<b>General Fund</b>				
	City Manager's Office / Property Management	Property Management and Maintenance Services	\$23,409	\$5,000
<b>Total General Fund</b>			<b>\$23,409</b>	<b>\$5,000</b>

Light Rail Stations: This amendment adds appropriation for the Project Coordinator position and increased FTE of Admin Assistant position, extends GIS Extra Help duration to December 31, 2020, increases and expands consultant services to cover expedited permit reviews and concurrent inspections/deferred submittals, and COVID salary premiums. As all costs are passed on to Sound Transit for reimbursement, revenue and expenses are increased equally.

Fund	Dept / Program	Project / Item	Appropriation	Resources
<b>General Fund</b>				
	City Manager's Office / Light Rail Stations	Light Rail Stations	\$349,752	\$349,752
<b>Total General Fund</b>			<b>\$349,752</b>	<b>\$349,752</b>

### **Sidewalk Limited Tax General Obligation Bond Fund:**

Debt Service Supported by Transportation Benefit District Sales Tax: This amendment recognizes the revenue generated by the 0.2% TBD Sales Tax Revenue passed by voters in 2018 and associated debt service payments for debt supported by the revenue stream. The revenue amendment recognizes the full amount of revenue for the biennium. The expenditure reflects only the initial debt service payment to be made in 2020. Fund Balance in this fund will be dedicated to repayment of debt to support the sidewalk expansion project for the next twenty years.

Fund	Dept / Program	Project / Item	Appropriation	Resources
<b>General Fund</b>				
	Administrative Services / Sidewalk Limited Tax General Obligation Bond	Transportation Benefit District Sales Tax	\$0	\$4,105,000
	Administrative Services / Sidewalk Limited Tax General Obligation Bond	Interest Earnings	\$0	\$5,500
	Administrative Services / Sidewalk Limited Tax General Obligation Bond	Debt Service Principal	\$470,000	\$0
	Administrative Services / Sidewalk Limited Tax General Obligation Bond	Debt Service Interest	\$428,926	\$0
<b>Total General Fund</b>			<b>\$898,926</b>	<b>\$4,110,500</b>

### **ALTERNATIVES ANALYZED**

#### Alternative 1: Take no action

If the City Council chooses to not approve proposed Ordinance No. 904, either the expenditures or projects discussed in this staff report will not be completed without adversely impacting existing 2019-2020 Biennial Budget appropriations. In the case of

transfers between funds and capital projects, there would not be sufficient budget authority to complete the transfers/projects. Staff would need to reevaluate the transfers/projects and determine which could be moved forward.

Alternative 2: Approve Ordinance No. 904 (Recommended)

Approval of proposed Ordinance No. 904 will provide the budget authority and avoid adversely impacting existing 2019-2020 Biennial Budget's appropriations. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's funds.

**RESOURCE/FINANCIAL IMPACT**

Adoption of proposed Ordinance No. 904 impacts appropriations, as adopted through Ordinance No. 886, and resources, as follows:

- Amends 2019-2020 biennium appropriations for operating and capital expenditures totaling \$1,552,131, as follows:
  - Various programs in the General Fund by +\$373,161
  - Sidewalk Limited Tax General Obligation Bond Fund by +\$898,926
  - Purchase of equipment in the Equipment Replacement Fund by \$52,394
  - Unemployment Costs in the Unemployment Fund by \$227,650
- Amends 2019-2020 biennium appropriations for transfers out totaling \$1,420,618, as follows:
  - General Fund to the:
    - Street Fund by +\$242,226
    - Equipment Replacement Fund by +\$24,273
    - Unemployment Fund by +\$227,650
  - Park Impact Fees Fund to the General Capital Fund by \$926,469
- Amends revenues totaling \$6,089,090, as follows:
  - +\$354,752 in the General Fund
  - +\$148,631 in the Park Impact Fees Fund
  - +\$5,311,338 in the Sidewalk Limited Tax General Obligation Bond Fund
  - +\$274,369 in the General Capital Fund
- Amends transfers in totaling \$1,420,618, as follows:
  - Street Fund from the General Fund by +\$242,226
  - General Capital Fund from the Park Impact Fees Fund by +\$926,469
  - Equipment Replacement Fund from the General Fund by +\$24,273
  - Unemployment Fund from the General Fund by +\$227,650
- Uses available fund balance, as follows:
  - General Fund: \$512,558
  - Park Impact Fees Fund: \$777,838
  - Equipment Replacement Fund: \$28,121
- Provides fund balance, as follows:
  - Street Fund: \$242,226
  - Sidewalk Limited Tax General Obligation Bond Fund: \$4,412,412
  - General Capital Fund: \$1,200,838

The net impact of proposed Ordinance No. 904 across all funds is an increase in 2019-2020 appropriations totaling \$2,972,749, revenues totaling \$6,089,090, interfund transfers totaling \$1,420,618, and provision of fund balance totaling \$4,536,959.

The following table summarizes the impact of this budget amendment and the resulting 2019-2020 appropriation for each of the affected funds.

<b>Fund</b>	<b>2019-2020 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2019-2020 Budget (C) (A + B)</b>
General Fund	\$102,764,578	\$867,310	\$103,631,888
Street Fund	4,203,214	0	4,203,214
Park Impact Fees Fund	175,000	926,469	1,101,469
Sidewalk LTGO Bond Fund	0	898,926	898,926
General Capital Fund	33,175,972	0	33,175,972
Equipment Replacement Fund	1,344,501	52,394	1,396,895
Unemployment Fund	35,000	227,650	262,650
All Other Funds	78,720,254	0	78,720,254
<b>Total</b>	<b>\$220,418,519</b>	<b>\$2,972,749</b>	<b>\$223,391,268</b>

### **RECOMMENDATION**

No action is required by the City Council regarding Ordinance No. 904, amending the 2019-2020 Biennial Budget. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 904 is scheduled to be brought back to Council for adoption on November 16, 2020.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 904

**ORDINANCE NO. 904****AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,  
AMENDING THE 2019-2020 FINAL BIENNIAL BUDGET.**

WHEREAS, the 2019-2020 Final Biennial Budget was adopted by Ordinance No. 841 and subsequently amended by Ordinance Nos. 852, 854, 855, 861, 872, 883 and 886; and

WHEREAS, additional needs that were unknown at the time the 2019-2020 Final Biennial 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 2019-2020 Final Budget, as amended, needs to be amended to reflect the increases and decreases to the City's funds; and

WHEREAS, the City Council finds that the proposed adjustments to the Biennial Budget for 2019-2020 reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and

WHEREAS, with this Ordinance, the City intends to amend the 2019-2020 Final Budget, as adopted by Ordinance No. 841 and amended by Ordinance Nos. 852, 854, 855, 861, 872, 883 and 886;

**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 2019-2020 Final Budget by increasing or decreasing appropriations, as follows:

<b>Fund</b>	<b>Current Appropriation</b>	<b>Revised Appropriation</b>
General Fund	<del>\$102,764,578</del>	<b><u>\$103,631,888</u></b>
Shoreline Secure Storage Fund	3,000,000	3,000,000
Street Fund	4,203,214	4,203,214
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	46,718	46,718
Public Arts Fund	272,217	272,217
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	486,000	486,000
Park Impact Fees Fund	<del>175,000</del>	<b><u>1,101,469</u></b>
Revenue Stabilization Fund	0	0
Unltd Tax GO Bond 2006	3,389,937	3,389,937

<b>Fund</b>	<b>Current Appropriation</b>	<b>Revised Appropriation</b>
Limited Tax GO Bond 2009	3,320,072	3,320,072
Limited Tax GO Bond 2020	382,666	382,666
Limited Tax GO Bond 2013	519,771	519,771
Sidewalk Limited Tax GO Bond Fund	0	<b><u>898,926</u></b>
General Capital Fund	33,175,972	33,175,972
City Facility-Major Maintenance Fund	703,936	703,936
Roads Capital Fund	39,507,706	39,507,706
Surface Water Utility Fund	19,936,886	19,936,886
Wastewater Utility Fund	5,822,128	5,822,128
Vehicle Operations/Maintenance Fund	1,106,217	1,106,217
Equipment Replacement Fund	<del>1,344,501</del>	<b><u>1,396,895</u></b>
Unemployment Fund	<del>35,000</del>	<b><u>262,650</u></b>
<b>Total Funds</b>	<b>\$220,418,519</b>	<b><u>\$223,391,268</u></b>

**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 NOVEMBER 16, 2020.**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

Publication Date: , 2020  
Effective Date: , 2020

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Discussing Park Improvements and Property Acquisition Priorities and Funding		
<b>DEPARTMENT:</b>	City Manager's Office		
<b>PRESENTED BY:</b>	Christina Arcidy, Management Analyst		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Discussion	

**PROBLEM/ISSUE STATEMENT:**

In July 2017, following an 18-month community engagement process, the City Council adopted the 2017-2023 Parks, Recreation and Open Space Plan (PROS Plan) via Resolution No. 412. The PROS Plan identifies a 20-year vision and framework for Shoreline's recreation and cultural programs, and for maintenance and investment in park, recreation, and open space facilities. Strategic Action Initiative (SAI) #3 in the PROS Plan established a goal to "expand recreation facility opportunities" and SAI #7 established a goal to "ensure adequate parkland for future generations." Since the adoption of the PROS Plan, staff have developed concept designs for selected parks and reviewed opportunities for property acquisition to achieve those goals.

The City Council's Goals for 2020-2022 includes an Action Step to "Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties." At its Strategic Planning Workshop on February 28, 2020, the Council asked staff to prepare a proposal and recommendations for placing a bond measure before the voters in 2020 for priority park improvements and property acquisition.

The Council Strategic Planning Workshop was held prior to the Declaration of Health Emergency for COVID-19. On March 30, 2020, the City Council discussed whether to place a bond measure, ranging from \$21.1M to \$38.5M, for park property acquisition and park improvements on the August 2020 primary ballot. The Council determined that the timing was not appropriate for the measure to appear on the August ballot given the COVID-19 Health Emergency. The Council directed staff to bring this item back for further discussion to determine if a measure should be placed on the November 2020 General Election ballot or a future election. On June 15, 2020, the City Council discussed whether to place the bond measure on the November 2020 General Election or a future election. The Council determined again that the timing was not appropriate for the measure to appear on the November 2020 due to the ongoing impacts of COVID-19. The Council directed staff to bring this item back for further discussion to determine if a measure should be placed on the April 2021 Special Election or a future election.

Tonight, staff will be asking Council for guidance on next steps towards potentially placing a bond measure before the voters. Several policy questions and four potential ballot measure alternatives are presented for discussion.

**FINANCIAL IMPACT:**

This staff report presents four alternatives with a different mix of park improvements and levels of property acquisition funding. Each alternative has associated cost estimates ranging from \$26M to \$38.5M. Detailed analysis of the financial impact on taxpayers is included in the Discussion section of this report.

**RECOMMENDATION**

Staff recommends that Council direct staff to prepare legislation and other materials necessary for placing a funding measure on the April 2021 Special Election ballot for \$38,500,000 for park improvements and park land acquisition.

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



## **INTRODUCTION**

The [2017-2023 Parks, Recreation and Open Space Plan](#) (PROS Plan), adopted by the City Council on July 31, 2017, establishes a 20-year vision and framework for Shoreline's recreation and cultural programs, and guides maintenance and investments in park, recreation and open space facilities. The PROS Plan includes a series of Strategic Action Initiatives with goals and objectives, including:

- Strategic Action Initiative #3 established the objective to “Expand recreation facility opportunities by adding at least one community garden, two basketball courts, two multi-purpose/pickleball courts, one playground, one swing set, one paved loop path, one spray park, and one adventure playground.”
- Strategic Action Initiative #7 established the objective to “Ensure adequate parkland for future generations by adding five acres of new parkland by 2023 and 20 additional acres by 2030.”

The City Council re-emphasized the importance of park improvements and land acquisition in its 2020-2022 City Council Goals and Workplan:

- Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment.
  - Action Step 2: Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties

The City Council's guidance from its February 28, 2020, Strategic Planning Workshop was for staff to develop a proposal for a voter approved bond measure to fund improvements to parks and park land acquisition. The Council's Strategic Planning Workshop was held prior to the Declaration of Health Emergency for COVID-19. The Council discussed whether to place a bond measure on the ballot at their March 30 and June 15 meetings, and both times directed staff to bring it back for further discussion at a future Council meeting because of the unknown economic impacts of COVID-19.

If Council is interested in moving forward with a ballot measure in 2021, staff would like guidance on these additional policy questions:

1. Should the City move forward with the ballot measure for the April 2021 Special Election?
2. What is the overall bond measure cost?
3. What park improvements and park land acquisitions should be included in a bond measure?
4. What should the duration of the bond be?

There are staff recommendations associated with each of these policy questions outlined in the Discussion section below.

## **BACKGROUND**

### **2006 Park Bond Measure**

In May 2006, Shoreline voters approved a \$18.8M parks and open space ballot measure. This was a 15-year measure, which provided funding for a number of park and recreational facility improvements and the acquisition of open space properties, including South Woods and the Kruckeberg Botanical Garden. The final year of property tax collections for this bond measure is 2021, as the bonds will be completely repaid by the end of 2021. A property owner of a median valued home has paid an average of \$76 per year in property tax to pay for this bond measure.

### **2019 Proposition 1**

The City Council adopted the 2017-2023 Parks, Recreation and Open Space (PROS) Plan on July 31, 2017. It establishes a 20-year vision and framework for Shoreline's recreation and cultural programs, and guides maintenance and investments in park, recreation and open space facilities. The PROS Plan includes a series of Strategic Action Initiatives with goals and objectives, including:

- Strategic Action Initiative #3 established the objective to “Expand recreation facility opportunities by adding at least one community garden, two basketball courts, two multi-purpose/pickleball courts, one playground, one swing set, one paved loop path, one spray park, and one adventure playground.”
- Strategic Action Initiative #7 established the objective to “Ensure adequate parkland for future generations by adding five acres on new parkland by 2023 and 20 additional acres by 2030.”

The PROS Plan also includes a recommendation for a new Community and Aquatics Center (CAC) to replace the Shoreline Pool and Spartan Recreation Center and strategies to make sure Shoreline's park and urban forest system keeps pace with growth in the City.

The City Manager appointed Shoreline residents to serve on the Parks Funding Advisory Committee (PFAC) to explore funding options and prioritize projects for park improvements and the CAC based on the PROS Plan vision and framework. Using the Committee's input, the City Manager made a recommendation on park funding to the City Council.

On July 29, 2019, the City Council approved placing Shoreline Proposition 1 on the November 5, 2019, general election ballot. Approval of Proposition 1 would have funded the construction of the new Shoreline Aquatics, Recreation, and Community Center (ShARCC) as well as improvements to four community parks. With an approval vote of 54% (60% approval is needed for a bond measure), Shoreline Proposition 1 failed.

### **Prop 1 – Park Improvements**

The City Council included improvements to four parks in the 2019 Proposition 1 general election ballot measure: Brugger's Bog, Briarcrest (Hamlin Park), Richmond Highlands, and Hillwood. Those priority park improvements accounted for \$17.9 million of the

\$103.6 million Proposition 1. Those four parks were selected by the Council after considering the recommendations of PFAC. PFAC, which was a committee of 16 community members from a diverse cross-section of Shoreline residents, met 10 times from September 2018 to March 2019 releasing its final recommendations in April 2019.

The proposed improvements to the four parks were identified as the result of concept designs that were completed for selected parks to guide the implementation of the PROS Plan. General information about the concept designs for expanding recreation amenities can be found here: [www.shorelinewa.gov/parksdesign](http://www.shorelinewa.gov/parksdesign).

As noted above, the cost of the priority park improvements included in Proposition 1 was estimated in 2019 at \$17.9 million. The estimate has been revised to account for cost inflation (\$501,000) and increases in the projected cost of acquiring necessary property for improvements at Brugger's Bog Park (\$750,000). The 2020 estimated cost for improvements to the four parks is \$19.2 million. The amenities included as part of Proposition 1 are listed in the table below.

***Prop 1 Priority Park Improvements***

Park	Improvements	2020 Estimated Cost (millions)
Briarcrest – Hamlin Park	Play area, splash pad, community garden, picnic area, enhanced entrance form 25 <sup>th</sup> Ave NE	\$5.1
Brugger's Bog	Relocated play area, multi-sports court, picnic shelter, landscaping,	\$4.8
Hillwood	Renovated play area, splash pad, perimeter trail, picnic shelter, adventure play area,	\$3.8
Richmond Highlands	Fully accessible play area, multi-sport court, picnic shelter, perimeter trail, sensory trail	\$5.5
<b>TOTAL</b>		<b>\$19.2</b>

The Council identified the four parks as the highest priority for improvements in 2019 from a longer list of possible park improvements based on the desire to limit the impact to taxpayers of Proposition 1. The concept design process and the PFAC considered a larger list of park improvements.

The PFAC prioritized list of park improvements is presented in the table below.

***PFAC Prioritized Park Investment Opportunities List***

Investment Opportunity		2019 Estimated Project Cost (in millions)
1	Trails	\$2.4
2	Brugger's Bog Park	\$5.4
3	Property Acquisition	\$15.0
4	Park at Town Center	\$3.0
5	James Keough Park	\$4.3
6	Richmond Highlands Park	\$5.6
7	Hillwood Park	\$4.2

Investment Opportunity		2019 Estimated Project Cost (in millions)
8	Briarcrest Community Park	\$6.7
9	Forest Restoration	\$1.0
10	Ridgecrest Park	\$3.4
11	Shoreview Park	\$1.8

### Prop 1 – Park Land Acquisition

The Council did not include funding for general park land acquisition in the 2019 Proposition 1. Potential park land acquisitions were included in the PROS Plan and can be viewed in the table below. Funding in the 2019 Proposition 1 was only included for acquisition of property at 17828 Midvale Avenue N for the proposed ShARCC.

### ***PROS Plan Potential Park Land Acquisition (PROS Plan Table 6.6 + Westminster Triangle)***

Park or Area for New Park Land	2020 Estimated cost	
	Acquisition	Development
Paramount Open Space Acquisition	\$1,070,000	\$257,000
185 <sup>th</sup> & Ashworth Acquisition	\$1,076,900	\$520,000
Westminster Triangle*	\$620,000	\$310,000
Brugger's Bog Park	\$750,000	\$0
Rotary Park	\$4,975,000	\$1,406,000
Cedarbrook Acquisition (1/4 of full cost estimate)	\$2,779,000	\$503,000
145 <sup>th</sup> Station Area Acquisition	\$6,291,000	\$1,113,000
5 <sup>th</sup> & 165 <sup>th</sup> Acquisition	\$7,041,000	\$4,456,000
Aurora-I-5 155 <sup>th</sup> -165 <sup>th</sup> Acquisition	\$9,931,000	\$1,615,000
DNR Open Space Access Acquisition	\$2,027,000	\$616,000
<b>Total</b>	<b>\$36,339,000</b>	<b>\$10,769,000</b>

- Westminster Triangle park land was not included in the PROS Plan but has since been added as a priority acquisition.
- Note: Development of property at Brugger's Bog Park was included in the project budget for improvements at that park and is not included here.

### **Council Discussions**

The City Council's Goals for 2020-2022 includes an Action Step to "Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties." At its Strategic Planning Workshop on February 28, 2020, the Council asked staff to prepare a proposal and recommendations for placing a bond measure before the voters in 2020 for priority park improvements and property acquisition. The Strategic Planning Workshop agenda and white papers can be found here: [Strategic Planning Workshop Packet, February 28-29, 2020](#).

The Council's Strategic Planning Workshop was held prior to the Declaration of Health Emergency for COVID-19. On March 30, 2020, the City Council discussed whether to place a bond measure, ranging from \$21.1M to \$38.5M, for park property acquisition and park improvements, on the August 2020 primary ballot. The Council determined then that the timing was not appropriate for the measure to appear on the August ballot given the COVID-19 Health Emergency. Council directed staff to bring this item back for further discussion to determine if a measure should be placed on the November 2020 General Election ballot or a future election. The staff report from the March 30 discussion can be found here: [Discussing Park Improvements and Property Acquisition Priorities and Funding](#).

This was discussed again at the June 15, 2020, Council meeting, where the Council again determined the time was not appropriate given the continued impacts of COVID-19. The Council directed staff to bring this item back for further discussion to determine if a measure should be placed on the April 2021 Special Election. The staff report from the June 15 discussion can be found here: [Discussing a Potential General Election Bond Measure for Park Improvements and Acquisition](#).

### **2020 Parks, Recreation, and Cultural Services/Tree Board Recommendation**

After Proposition 1 failed and Council postponed the placement of a different bond measure on the August 2020 Primary and November 2020 General Election ballots, the Parks, Recreation, and Cultural Services/Tree (PRCS) Board's Parks Sub-Committee focused their attention on reviewing the prior recommendations for funding park improvements and park acquisitions for a potential April 2021 Special Election bond measure.

The Parks Sub-Committee met 14 times between July 2020 and September 2020, which included four meetings with City staff. The sub-committee, which was comprised of three board members who had all served on PFAC, used five criteria to craft their recommendation to the PRCS/Tree Board:

- Community Engagement – prioritize input from the Shoreline Community (PFAC and PROS Plan)
- Equity-Based Investment – Considered underfunded parks and underserved groups
- Invest Across the Shoreline Community
- Balance Investment in Current Parks with Acquisition – Consider improving existing property with the need for future park development
- Bond Size – Renewal level at \$26M versus increased at \$38.5M

The Parks Sub-Committee presented their recommendation to the full PRCS/Tree Board on September 24, 2020. The PRCS/Tree Board unanimously voted to endorse the Sub-Committee's recommendation, which will be discussed in further detail in this staff report. Staff has considered the PRCS/Tree Board Recommendation as part of the staff recommendation presented to Council tonight.

The PRCS/Tree Board recommendation is included in this staff report as Attachment A: Parks, Recreation, and Cultural Services/Tree Board Bond Measure Recommendation.

## **DISCUSSION**

Tonight, Council is asked to discuss the following four policy questions regarding a possible bond measure for park improvements and park land acquisitions:

1. Should the City move forward with the ballot measure for the April 2021 Special Election?
2. What should the overall bond measure cost?
3. What park improvements and park land acquisitions should be included in a bond measure?
4. What should the duration of the bond be?

### **Should the City Move Forward with the Ballot Measure for the April 2021 Special Election?**

Council should consider three primary issues regarding whether or not to place a ballot measure on the April 2021 Special Election: COVID-19 economic impacts, other upcoming ballot measures, and bond measure approval and validation requirements.

#### **COVID-19 Economic Impacts**

As discussed previously in this staff report, the COVID-19 Health Emergency changed the environment for a potential bond measure in 2020. Since that time, staff has been monitoring a variety of metrics to determine the economic impacts of COVID-19 to Shoreline and whether to recommend that Council continue considering placing a bond measure on the ballot.

*2020 2<sup>nd</sup> Quarter Financial Report:* The 2020 2<sup>nd</sup> quarter financial report reflects that while certain revenue streams have been negatively impacted by COVID-19, some revenues, construction related sales tax especially, have managed to perform strongly through the 2<sup>nd</sup> quarter, counterbalancing some of the negative results. As a result, the City's 2020 General Fund Revenues are slightly ahead of 2019 2<sup>nd</sup> quarter revenues through the 2<sup>nd</sup> quarter.

*September Unemployment Data:* Shoreline's unemployment data from September 2020 shows a continued improvement over prior months earlier this year during the pandemic. Shoreline's Unemployment Rate in September was 7.8%, which is the same rate as August 2020, but a significant reduction from April when the rate was 16.1%. Similarly, while Shoreline's Number of Unemployed People in September 2020 was 2,452, that is half the number of people that were unemployed at the highest point this year in April (4,958).

*September 2020 REET:* The September 2020 Real Estate Excise Tax (REET) data was very good for the City. Shoreline has benefited from the good housing market trends the region has seen recently. September saw a slight increase over August's activity, as there was a month-over-month increase of 2.0% in the number of transactions. The transaction value/tax collected increased by 9.3% month-over-month, up 59.3% compared to September 2019, and 24.2% compared to September 2018. The 3<sup>rd</sup> Quarter 2020 collections were ahead of 2019 for the same period by 3.0%, which is the first time 2020 has surpassed 2019. The 3<sup>rd</sup> Quarter 2020 collections are ahead of the projected budget by 40.0% and are ahead of the revised projections by 13.9%.

While COVID-19 continues to impact the regional and Shoreline economies, it appears that there have been significant improvements since the beginning of the pandemic. It seems reasonable, given currently available information and trends, for Council to consider a bond measure at this time.

### **Upcoming Ballot Measures**

When the City considers placing a bond measure on the ballot, it takes into account the other potential measures likely in front of voters around the same time. The following table presents a list of anticipated ballot measures between 2020 and 2022.

#### ***Potential Ballot Measures 2020-2022***

<b>Election</b>	<b>Potential Measure</b>
2020 General	King County Harborview Hospital Bond (confirmed)
2021	Fire Department Fire Benefit Charge Renewal
2021	King County Best Start for Kids Renewal
2021	King County Family Justice Center
2022	City of Shoreline Property Tax Levy Lid Lift
2022	Shoreline School District O&M Levy Replacement/Renewal
2022	Shoreline School District Technology Levy Replacement/Renewal

King County Elections has not published the full calendar for 2021 but staff anticipate special election dates of February 9<sup>th</sup> (confirmed) and April 27<sup>th</sup> (anticipated). Council would need to act on a resolution to place a bond measure on the ballot by February 26, 2021, to appear on the April Special Election.

### **Approval and Validation Requirements**

As noted above, a bond measure requires a minimum 60% 'yes' vote to pass. Special and primary elections require that in order for the ballot measure to 'validate,' that at least 40% of the number of votes cast in the previous general election need to be cast in the special or primary election. The City will not know the actual voters required to validate a 2021 special election until after the 2020 general election in November.

In 2020, King County Elections reports for Shoreline that:

- Active registered voters = 38,362
- Voted at the 2019 General Election = 19,415 (50% voter turnout)
- 40% (minimum to validate a 2020 Special Election) = 7,766
- 60% yes (minimum to receive approval of the bond measure based on the 40% validation) = 4,660
- 60% yes based on voter turnout (requirement to pass at the 2019 General Election) = 11,649 (60% of 19,415 votes)

For the most recent presidential election year (2016):

- Active registered voters = 37,993
- Voted in the 2016 General Election = 30,883 (81% voter turnout)
- 40% (minimum to validate a 2017 Special Election) = 12,353
- 60% yes (minimum to receive approval of the bond measure based on the 40% validation) = 7,412



- 60% yes based on voter turnout (requirement to pass at the 2016 general election) = 18,530 (60% of 30,883 votes)

Staff has done some research on voter turnout for Shoreline for the last few years. Registered Voters and Times Counted for Shoreline precincts for the February 2017, February 2018, and August 2018 elections can be used to illustrate how many voters were sent ballots and how many ballots were returned. In the table below, if there is an “N/A” under the Active Registered Voters and Ballots Returned columns, that means there were no ballots mailed to Shoreline precincts.

### ***Ballot Return Statistics***

Ballot Return Statistics												
Past Elections: <a href="https://www.kingcounty.gov/depts/elections/elections/past-elections.aspx">https://www.kingcounty.gov/depts/elections/elections/past-elections.aspx</a>												
Year =>	2016			2017			2018			2019		
Month	Active Registered Voters	Ballots Returned	Ballots Ready for Counting	Active Registered Voters	Ballots Returned	Ballots Ready for Counting	Active Registered Voters	Ballots Returned	Ballots Ready for Counting	Active Registered Voters	Ballots Returned	Ballots Ready for Counting
November	37,993	31,231	30,863	37,451	14,632	14,459	37,633	28,978	N/A	38,359	19,606	N/A
August	N/A	N/A	N/A	37,801	12,205	12,056	37,430	16,987	N/A	38,427	13,431	N/A
May	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
April	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
February	N/A	N/A	N/A	37,865	14,526	N/A	37,264	11,743	N/A	N/A	N/A	N/A
Final Precinct Level Election Results												

Staff anticipates that the 2020 General Election will have a large turnout and that this will set a high threshold for the validation requirements for the 2021 Special and Primary Elections. King County Elections has stated that there could be 90% turnout in the County for the 2020 General Election, which would exceed the turnout during the 2016 Presidential Election.

### **What Should the Overall Bond Measure Cost?**

The current parks and open spaces bond measure (approved by voters in 2006) is set to be retired in 2021 and removed from property tax bills in 2022. A property owner of a median priced home is paying approximately \$76 in 2020 in property tax towards the repayment of the 2006 bonds. The staff recommendations for park improvements and property acquisition total \$38.5 million, which are outlined in the table below.

### ***Staff Recommended Bond Measure***

Bond measure component	Cost (millions)
Priority Park Improvements	\$20.6
Priority Park Amenities	\$4.7
Park land Acquisition	\$9.5
Improvement to Acquired Property	\$3.7
<b>TOTAL</b>	<b>\$38.5</b>

The impact of a \$38.5 million bond measure on a median valued home (\$517,000), a home valued at \$750,000 and a home valued at \$1,000,000 is shown in the next table. The net impact, or difference between the current 2006 Parks Bond and the proposed Parks Bond, on the owner of a median valued home would be between \$0 and \$12 per month depending on the length of the bond issue.



### ***Impacts of an \$38.5 Million Bond Measure***

Amount of Bond Issue = \$38,500,000				Cost of Expiring Bond		Net Increase (Decrease)	
	Length of Issue (Years)	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	15	\$218	\$18	\$76	\$6	\$142	\$12
	20	\$112	\$9	\$76	\$6	\$36	\$3
	30	\$72	\$6	\$76	\$6	(\$4)	(\$0)
Home Valued at \$750,000	15	\$316	\$26	\$110	\$9	\$206	\$17
	20	\$163	\$14	\$110	\$9	\$53	\$4
	30	\$105	\$9	\$110	\$9	(\$5)	(\$0)
Home Valued at \$1,000,000	15	\$421	\$35	\$147	\$12	\$274	\$22
	20	\$217	\$18	\$147	\$12	\$70	\$6
	30	\$140	\$12	\$147	\$12	(\$7)	(\$1)

### **What Park Investments Should be Included in a Bond Measure?**

There are four categories of investments that should be considered for possible inclusion in the bond measure: park improvement investments, park amenity investments, new park land acquisitions, and new park land acquisition associated improvements. These are each discussed in the sections that follow.

#### **Park Improvement Investments**

As mentioned above, the cost of the improvements for the four prioritized parks recommended to Council in June 2020 was \$19.2 million. The decision to prioritize these park improvements was based in part on the dollar amount the Council considered acceptable for the overall Proposition 1 measure in 2019. Parks in this category would benefit from an overall park redesign and include a variety of improvements, including a number of new amenities.

Staff has revised its June 2020 recommendation to Council after reviewing the PRCS/Tree Board September 2020 recommendation. James Keough Park has been moved into the park improvement category with an increase to the previous staff recommended investment of \$1.8M to \$3.0M. The park acquisition costs associated with Brugger's Bog has been moved intact from this category to the park acquisition category. This is a change from \$19.2M to \$20.6M, or a net change of \$0.6M.

An alternative would be to reduce the scope of park improvements, provide less funding or expand the scope and add more funding. If the Council wants to consider other park improvements for inclusion in a 2021 bond measure, the table titled "*PFAC Prioritized Park Investment Opportunities List*" above presents the list of park improvements that were considered by the PFAC and Council in 2019.

**Park Improvement Investments – Staff Recommendation**

Park	Improvements	2020 Estimated Cost (millions)
Briarcrest – Hamlin Park	Play area, splash pad, community garden, picnic area, enhanced entrance from 25 <sup>th</sup> Ave NE	\$5.1
Brugger's Bog	Relocated play area, multi-sports court, picnic shelter, landscaping	\$3.2
Hillwood	Renovated play area, splash pad, perimeter trail, picnic shelter, adventure play area,	\$3.8
Richmond Highlands	Fully accessible play area, multi-sport court, picnic shelter, perimeter trail, sensory trail	\$5.5
James Keough	Off-leash area, play area, parking, landscaping, perimeter trail, picnic tables, small picnic shelter, restroom	\$3.0
<b>TOTAL</b>		<b>\$20.6</b>

**Park Amenity Investments**

The highest priority amenities have been identified from each park previously considered by the PFAC and Council and are presented in the table below. This category of investment generally means adding new or improving one or more existing amenities at a park without an overall park redesign.

These amenities include:

- Funding for public art to be included throughout the park system;
- Development of a play area and an off-leash area at Ridgecrest that would recognize the uncertain future of the Eastside Off-Leash Area at Fircrest;
- Making permanent the off-leash area at Shoreview Park that was established as a temporary facility and has not had permanent fencing or other amenities provided;
- Converting the unusable dirt soccer field at Shoreview Park to grass, which would make it available for multiple uses, including little league, softball, lacrosse, ultimate frisbee, and youth soccer; and
- Recognizing the ADA needs of the Kruckeberg Botanic Garden, which was not included on the PFAC recommended list but is proposed here to augment a \$200,000 bequest received by the garden, for access improvements to the children's garden area.

Based on this, staff recommends including \$4.7 million in funding for additional park improvements in a bond measure. An alternative would be to include fewer, different or no additional park amenities.

**Park Amenity Investments – Staff Recommendation**

Park	Improvements	Estimated Cost (millions)
Public Art	Significant piece(s) of art	\$1.0
Ridgecrest	Off-leash area, play area	\$1.5
Shoreview	Off-leash area upgrades, dirt soccer field conversion to grass for rentals, etc.	\$1.7
Kruckeberg	ADA improvements to education center and children's garden	\$0.5
<b>TOTAL</b>		<b>\$4.7</b>

**Park Land Acquisition and Associated Improvements**

At its Strategic Planning Workshop on February 28, 2020, the Council expressed interest in including funding for park land acquisition in a bond measure in 2020. The table below presents optional levels of funding for park land acquisition. Costs are also included for making improvements to park land that is newly acquired. The associated improvement costs are included as general estimates given that no design work or community outreach has been done to identify what improvements might be desired or appropriate for these new park lands. The new park land improvements budget would provide basic park improvements and it is anticipated that park impact fees and grants would provide additional funding for a higher level of improvements.

Staff recommends \$9.5 million be included in a bond measure for park land acquisition and \$3.7 million for improvements to acquired property. An alternative would be to add more or include less funding for park land acquisition.

**Park Land Acquisition & Improvement Options – Staff Recommendation**

Possible Acquisition	Funding Level (millions)	Associated Improvement Costs (millions)
Match for Conservation Futures Tax (CFT) grant for Paramount Open Space	\$0.6	\$0.77
Brugger's Bog	\$1.6	
A portion of property at Rotary Park	\$2.2	\$0.73
Additional property at Rotary Park, light rail station areas	\$5.1	\$2.2
<b>Total</b>	<b>\$9.5</b>	<b>\$3.7</b>

**What Should the Duration of the Bond Be?**

Longer bond terms result in lower annual impact on taxpayers, but taxpayers are impacted over a longer period of time. Additionally, a longer bond term also results in overall higher interest paid by the City. Staff recommends a 20-year bond term as shown in the table below.

**Impacts of an \$38.5 Million Bond Measure for 20 Year Bond**

Amount of Bond Issue = \$38,500,000				Cost of Expiring Bond		Net Increase	
	Length of Issue (Years)	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	20	\$112	\$9	\$76	\$6	\$36	\$3
Home Valued at \$750,000	20	\$163	\$14	\$110	\$9	\$53	\$4
Home Valued at \$1,000,000	20	\$217	\$18	\$147	\$12	\$70	\$6

**Staff Recommendation**

1. *Should the City move forward with the ballot measure for the April 2021 Special Election?* – **Staff recommends yes.** The Shoreline community has consistently ranked parks and recreation services as a priority. Based on historical responses to resident surveys there has been a high level of satisfaction with parks and an indication that residents want continued investment in park improvements and increased park/open space properties.

Staff also feels that the economy and impacts to COVID-19 have improved enough that the April 2021 Special Election is a better time to place a ballot measure before voters than during the primary or general election in 2020.

Staff's primary concern with the April 2021 Special Election is the 40% validation requirement based on the November 2020 General Election. The City's 2006 Park Bond was approved at a May Special Election and received the needed 60% approval rate to pass, along with sufficient ballots cast to reach the required 40% validation, but 2006 validation numbers were not based on a large voter-turnout in November 2005. While meeting the validation requirement for the April 2021 Special Election is a concern, staff feels that this is still the best timeframe for moving forward this ballot measure.

2. *What is the overall bond measure cost?* – **Staff recommends \$38.5M years.**
3. *What park investments should be included in a bond measure?* – **Staff recommends a total of \$29M for park improvements and \$9.5M for park land acquisition.** Staff recommends that the ballot measure include \$20.6M for the four priority parks that were included in the 2019 Proposition No. 1 and the improvements to James Keough Park; \$4.7M for park amenity improvements at Ridgecrest and Shoreview parks and the Kruckeberg Botanic Garden, and to purchase public art for the park system; and \$3.7M in improvements on newly acquired park land.
4. *What should the duration of the bond be?* – **Staff recommends 20 years.**

## **ALTERNATIVES DISCUSSION**

Based on previous Council direction, staff prepared alternatives for a larger park investment bond at \$38.5M and at the same level as the 2006 expiring bond at \$26M. Any of these alternatives could be placed on the April 2021 Special Election ballot or delayed to a future election. The alternatives are as follows:

### **Alternative 1a: Staff Recommendation - \$38.5M**

Alternative 1a, which is the staff recommendation, would place a 20-year \$38.5M bond measure on the April 2021 Special Election ballot. As noted above, this alternative includes in the ballot measure \$20.6M for five priority parks; \$4.7M for park amenity improvements at Ridgecrest Park, Shoreview Park, Kruckeberg Botanic Garden, and additional funding for public art; \$9.5M for park land acquisition; and \$3.7M in improvements on newly acquired park land.

### **Alternative 1b: Park Board Recommendation \$38.5M**

Alternative 1b, which was recommended by the PRCS/Tree Board at their September 2020 meeting, would place a 20-year \$38.5M bond measure on the April 2021 Special Election ballot, but with different investments than recommended by staff. This alternative would include \$21.9M for the five priority parks; \$5.1 for park amenity improvements at Town Center, Ridgecrest Park, Shoreview Park, Kruckeberg Garden and additional funding for public art; \$9.5M for park land acquisition; and \$2.0M in improvements on newly acquired park land.

#### *Differences between 1a and 1b:*

- **James Keough:** The staff recommendation of \$3.0M removed certain park amenities or replaced higher cost amenities with a lower cost amenity. Examples include removing the multi-sport court and kids garden; reducing the number of benches and picnic tables; and replacing the play area with a smaller play spot.
- **Town Center:** The staff recommendation does not include investments at this park. Staff recommends investing in this park as new development occurs and if there were a future bond measure for the City-acquired property at 17828 Midvale Ave N (former Storage Court).
- **Shoreview Park:** The staff recommendation includes converting the dirt field to grass for multi-sport use and rentals.
- **Improvements to Newly Acquired Parks:** The staff recommendations includes \$1.7M more funding for the improvements to the newly acquired park land.

### **Alternative 2a: Park Improvements and Minimal Park Acquisition - \$26.0M**

Alternative 2a would include the five priority park improvements as described in Alternative 1a. In addition, Alternative 2a would include \$1.0M for improvements to Kruckeberg Garden and investments in public art; and \$4.4M for park land acquisition at Paramount Open Space, Brugger's Bog and Rotary Park. It would not include funding for improvements to the acquired land.

### **Alternative 2b: Park Board Renewal Bond - \$26.0M**

Alternative 2b would include most of the priority park improvements from Alternative 1b, but with lesser funding for Briarcrest (Hamlin) Park and Hillwood Park. Alternative 2b

would include \$2.1 for improvements to Town Center and Kruckeberg Garden and investments in public art. The amount allocated to park land acquisition would be adjusted to maintain a no net change in property tax levels. The result is \$4.4M available for park land acquisition. It would not include funding for improvements to the acquired land.

*Differences between 2a and 2b:*

- **Park Improvements:** Staff recommendation is the same as 1a; the PRCS/Tree Board recommendation is the same as 1b, with the exception of removing the splash pads at both Briarcrest (Hamlin) and Hillwood parks.
- **Town Center:** The staff recommendation does not include investments at this park.
- **Property Acquisition:** The amount allocated is adjusted in both 2a and 2b to have no net change in property tax levels. The staff recommendation is for \$4.4M and the PRCS/Tree Board recommendation is for \$4.0M.

**Bond Measure Alternatives**

Bond measure component	Cost (millions)			
	Alternative 1a (Staff Recommendation)	Alternative 1b	Alternative 2a	Alternative 2b
Priority Park Improvements	\$20.6	\$21.9	\$20.6	\$19.9
Park Amenities	\$4.7	\$5.1	\$1.0	\$2.1
Land Acquisition	\$9.5	\$9.5	\$4.4	\$4.0
Improvement to Acquired Property	\$3.7	\$2.0	\$0.0	\$0.0
<b>TOTAL</b>	<b>\$38.5</b>	<b>\$38.5</b>	<b>\$26.0</b>	<b>\$26.0</b>
<b>Net Monthly Impact of 20-year bond measure on median valued home compared to current 2006 Park Bond</b>	\$3	\$3	\$0	\$0

A more detailed table of the investments within each alternative is attached at Attachment B: Parks Investment Bond Measure Alternatives Detail.

**STAKEHOLDER OUTREACH**

After the adoption of the PROS Plan, staff actively engaged the community in development of park concept designs. The PFAC provided a forum for stakeholders to provide input into park improvements. The PRCS/Tree Board has consistently been kept informed and provided input at its monthly meetings.

The PRCS/Tree Board voted at its May 28, 2020, meeting to recommend the City Council move forward with a Bond measure in November 2020 for park improvements

and acquisition that would be a renewal (approximately \$26 million) of the expiring parks bond and the Board would like to offer input on the contents of that Bond measure. The PRCS/Tree Board voted at its September 24, 2020, meeting to recommend the City Council move forward with a bond measure in April 2021 for park improvements and acquisition that would be \$38.5M, as opposed to the May 2020 recommendation of a renewal bond. The Board has offered their input on the contents of the potential bond measure.

### **NEXT STEPS**

If Council directs staff to move forward with a ballot measure to fund park improvements and park land acquisition for the April 2021 Special Election, the next steps in the process would be as follows:

- Develop a proposed ordinance for Council discussion on January 11, 2021, which would place the ballot measure on the April 2021 Special Election ballot.
- Council would potentially take action on the proposed ordinance at its January 25, 2021, meeting.
- If the proposed ordinance is adopted, staff would solicit interested persons and Council would appoint Pro and Con Committees for the Voters' Pamphlet on February 8, 2021.
- Staff would then execute the Communication Plan regarding the ballot measure.

### **COUNCIL GOAL ADDRESSED**

This potential bond measure relates to Council Goal 2, Action Step 2:

- Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment.
  - Action Step 2: Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties

### **FINANCIAL IMPACT**

This staff report presents four alternatives with a different mix of park improvements and levels of property acquisition funding. Each alternative has associated cost estimates ranging from \$21.1M to \$38.5M. Detailed analysis of the financial impact on taxpayers is included in the Discussion section of this report.

### **RECOMMENDATION**

Staff recommends that Council direct staff to prepare legislation and other materials necessary for placing a funding measure on the April 2021 Special Election ballot for \$38,500,000 for park improvements and park land acquisition.

### **ATTACHMENTS**

Attachment A – Parks, Recreation, Cultural Services/Tree Board Recommendation  
Attachment B – Parks Investment Bond Measure Alternatives Detail

# Parks Improvement and Acquisition Bond Proposal Recommendation

PRCS/T Board – PARKS Subcommittee

September 2020

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The Parks, Recreation, Cultural Services, and Tree (PRCS/T) Board is pleased to present the attached 2021 Parks Bond Recommendation for your consideration. This recommendation was unanimously approved by the PRCS/T Board at its September 24, 2020 meeting.

A subcommittee of three PRCS/T Boardmembers worked collaboratively over three months to develop this recommendation. During the development of this proposal, the Parks subcommittee met with staff members from both the PRCS Department and the City Manager's office to discuss our priorities and to receive additional context and information. We greatly appreciate staff's willingness to share with us, and we understand their forthcoming bond proposal may differ from ours.

Each Parks subcommittee member had previously served as volunteer members of the Parks Funding Advisory Committee (PFAC) in 2018-19. As described in our *Vision and Approach*, we viewed the community engagement that the City has conducted in recent years as a critical foundation for the development of the bond proposal. These community priorities include equity-based investment focused on meeting critical level-of-service goals and community need, and distributing investments across a wide range of Shoreline parks.

Our recommendation strikes a critical balance between the need for investment in existing parks and growing the system for the future through acquisition of new parkland.

The full PRCS/T board asked the Parks subcommittee to develop both a \$26 million, renewal-level bond proposal and a larger, higher-level proposal for consideration. It is our recommendation that the \$38.5m bond level will fund the critical park improvements needed to meet the growing needs of the City of Shoreline as outlined in our attached presentation.

We appreciate your thoughtful consideration of the PRCS/T Board's bond recommendation.

Sincerely,  
PRCS/T Board Parks Subcommittee Members, on behalf of the full Board:

Bill Franklin  
Jeff Potter  
Sara Raab McInerney

# 2020 Park Improvements and Acquisitions Bond Proposal

*PRCS Board - Parks Subcommittee Recommendation*

*24 September 2020*

## 2020 Park Improvements & Acquisitions Bond Proposal - Vision and Approach

**Community Engagement: Prioritize Input from the Shoreline Community** - The citizen engagement processes that were a part of the PROS Plan (2017-2023), the Parks Funding Advisory Committee (2018-19), and the Parks Concept Designs (2018), together create a vision for the future of Shoreline parks grounded in community engagement. This bond recommendation prioritizes that citizen input in its recommendations.

**Equity-based Investment:** The PROS Plan and PFAC Final Recommendations focus on meeting Level of Service (LOS) goals, and strategically locating essential park amenities where investment has been low and need is high, particularly near higher-density housing, lower income populations, and underserved groups. This bond recommendation prioritizes equitable investment in the places where need is higher.

**Invest Across the Shoreline Community** - Rather than limiting investment to a small number of priority parks, this bond recommendation proposes a broad range of strategic investments across many parks across the City, driven by equity and Level of Service goals.

**Balance Investment in Current Parks with Acquisition of Property for Future Park Development:** This bond recommendation recognizes the need to both address current needs, and plan for the future. In allocating funds, this bond recommendation allocates a larger proportion of funds toward existing substandard parks (\$27M), and a smaller proportion toward acquisition and improvements to newly acquired, and yet to be acquired, properties (\$11.5M).

**Bond Size:** Recognizing that a bond measure is a rare opportunity to make a significant, long-term impact to the City's park system, this recommendation is to propose a \$38.5 million bond measure over 20 years that addresses both the present challenges, and the future growth, across the City of Shoreline. The impact to the median household property tax bill of the \$38.5 million bond measure, over a 20 year term, is approximately \$3/month above the current parks bond which will expire in 2021.

# 2020 Park Improvements and Acquisitions Bond Proposal

PRCS Board - Parks Subcommittee Recommendation

24 September 2020

2020 Park Improvements & Acquisitions Bond Recommendation - FULL \$38.5M			
(in millions)			
Investment Opportunity (in PFAC priority order)	Renewal Level	Committee Recommendation	Notes
Trails	\$0.0	\$0.0	Trail improvements were ranked highly by the PFAC and are incorporated as path amenities in each park improvement plan. A separate line item investment is not included in the recommended bond measure.
Brugger's Bog Park	\$3.2	\$3.2	Brugger's Bog Park amenities include: relocated and improved playground, new multi-sport court, picnic shelter, parking improvements, restroom, and a loop trail along the stream and natural areas of the park. The PFAC ranked Brugger's Bog Park as the highest priority park investment due to equity, need, and urgency. The suggested investment amount funds park development equivalent to the 'Full' Improvement level from the PFAC Investment Opportunities. The park concept design reflects acquisition of adjacent property.
Property Acquisition	\$4.0	\$9.5	As the City of Shoreline continues to grow, and density increases, the acquisition of new park property becomes increasingly important to meet the projected needs of the community. Key acquisition priorities include property adjacent to Brugger's Bog Park, Paramount Open Space, Rotary Park properties, additional parcels in the light rail station subareas, and other underserved neighborhoods across Shoreline where equity in Level of Service is lacking. The recommended bond measure recognizes that Park Impact Fees will contribute to the funding stream for property acquisition as development continues in the upzoned station subareas.

## 2020 Park Improvements and Acquisitions Bond Proposal

PRCS Board - Parks Subcommittee Recommendation

24 September 2020

Investment Opportunity (in PFAC priority order)	Renewal Level	Committee Recommendation	Notes
<b>Acquired Property Improvements</b>	\$0.0	\$2.0	Newly acquired property requires a base level of 'improvement' to ensure public safety, before a full park design is developed. The recommended bond measure recognizes these basic improvements are necessary, but prioritizes investing in existing neighborhood parks with substandard amenities over designating funding for improvement to future park properties.
<b>The Park at Town Center</b>	\$1.1	\$1.1	Proposed improvements to the Park at Town Center include enhanced landscaping, new gathering spaces, and a public art plaza at this highly visible park. The Park at Town Center was ranked as a high priority park investment by the PFAC due to assessment of need and equity. The location and terrain provides a highly accessible park experience for elderly and those with mobility challenges, is linked to the Interurban Trail, and is adjacent to high-density multifamily housing. The proposed funding level recognizes the potential for utilizing Park Impact Fees from adjacent and nearby development for additional funding.
<b>Public Art (system-wide)</b>	\$0.5	\$1.0	Public Art funding supports the development and installation of multiple significant public art pieces throughout the Shoreline Parks system, in alignment with the Public Art Plan. Investing in Public Art supports the PROS Plan Strategic Goal #6 "Enhancing Placemaking through Public Art" and enhances the public realm for all Shoreline residents. This investment amount is in addition to public art funding generated by the bond measure through the 1% for the Arts program, estimated to be approximately \$375,000.

## 2020 Park Improvements and Acquisitions Bond Proposal

PRCS Board - Parks Subcommittee Recommendation

24 September 2020

Investment Opportunity (in PFAC priority order)	Renewal Level	Committee Recommendation	Notes
<b>James Keough Park</b>	\$4.3	\$4.3	James Keough Park amenities include a new off-leash dog area, a new children's play area, a picnic shelter, a restroom, parking improvements, perimeter trails, and buffer plantings. This park was identified as a high priority by the PFAC due to equity concerns and its current state of disrepair. The recommended funding level recognizes that significant investment is critical in order to develop a quality park that meets the underserved community's needs. The recommended funding amount is equivalent to the PFAC 'Option A' budget. In addition, the recreational cycling community in Shoreline has identified this park as a strong candidate for incorporating cycling into a Shoreline park, and this recommendation includes flexibility in program elements to include a bicycle park element (such as a pump track), built in conjunction with community support.
<b>Richmond Highlands Park</b>	\$5.5	\$5.5	Richmond Highlands Park amenities include a fully accessible ADA play area and sensory trail, access improvements, multisport court, perimeter trail, picnic shelter, and ball field renovations. The PFAC ranked this park highly in terms of equity related to dense neighborhood development as well as serving the specialized recreation and teen programs at the adjacent recreation center.
<b>Hillwood Park</b>	\$2.8	\$3.8	Hillwood Park amenities include a replacement children's play area, new splash pad, multisport court, picnic shelter, community kiosk, perimeter trail, and landscape improvements. The wide variety of park amenities strengthen neighborhood connection to this community park.



## 2020 Park Improvements and Acquisitions Bond Proposal

PRCS Board - Parks Subcommittee Recommendation

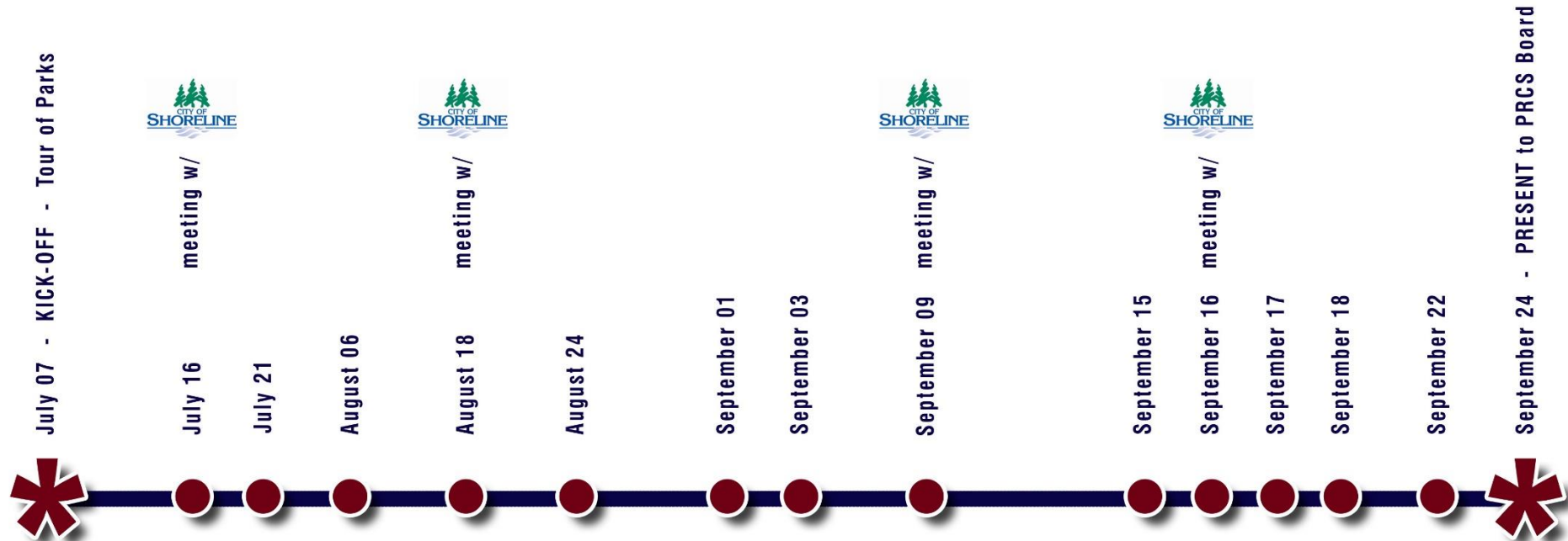
24 September 2020

Investment Opportunity (in PFAC priority order)	Renewal Level	Committee Recommendation	Notes
<b>Briarcrest (Hamlin East)</b>	\$4.1	\$5.1	The development of the southeast corner of Hamlin Park into a community-focused Briarcrest Park includes: access improvements at the entrance from 25th Ave, a new children's play area, splash pad, picnic shelter, a perimeter trail, and landscaping. The redevelopment improves access and strengthens community identity for the Briarcrest neighborhood.
<b>Forest Restoration</b>	\$0.0	\$0.0	In light of the 2019 initiation of the Green Shoreline partnership and its partnerships and funding stream, additional funding for forest restoration is not included in the proposed bond measure.
<b>Ridgecrest Park</b>	\$0.0	\$1.5	Investment in Ridgecrest Park prioritizes a new off-leash dog area (OLA) and a children's play area, and includes a picnic area, perimeter path, open lawn, and landscaping. Investment in this park leverages new parking built by Sound Transit.
<b>Shoreview Park</b>	\$0.0	\$1.0	The recommended bond proposal prioritizes investment to the temporary off-leash dog area (OLA) at Shoreview Park to make it permanent and more accessible to the community. Proposed OLA amenities include parking improvements, new plumbed water supply, permanent fencing, benches, and a community kiosk. This recommendation further identifies the existing sand field as a prime candidate for a future improvement opportunity, and is not a part of this bond recommendation in order to distribute new investment funding more equitably across Shoreline.
<b>Kruckeberg ADA Improvements</b>	\$0.5	\$0.5	ADA improvements at Kruckeberg Botanic Garden (KBG) will increase community access to the children's garden and education center. While established as lower priority by the PFAC due to previous investment, the bond proposal leverages funding recently raised by the KBG Foundation to make critical accessibility improvements to this City park.
<b>TOTAL BOND LEVEL</b>	<b>\$26.0</b>	<b>\$38.5</b>	

# Vision and Guiding Principles

- Community Engagement – Prioritize Input from the Shoreline Community
- Equity-Based Investment – considered underfunded parks and underserved groups
- Invest Across the Shoreline Community
- Balance Investment in Current Parks with Acquisition of Property and Future Park Development
- Bond Size – Renewal Level at \$26M vs Increased at \$38.5M

# Timeline and Approach



- Carefully reviewed the Final Report from the Parks Funding Advisory Committee (PFAC) to understand the PFAC recommendations
- Considered Open House feedback and other Public Comment
- Personally Toured the Parks
- Convened fourteen times, including four meetings with City Staff, and incorporated Staff Feedback into our recommendation



# PARKS Subcommittee Recommendation

2020 Park Improvements & Acquisitions Bond Recommendation - FULL \$38.5M		
<i>(in millions)</i>		
Investment Opportunity (in PFAC priority order)	Renewal Level	Committee Recommendation
Trails	\$0.0	\$0.0
Brugger's Bog Park	\$3.2	\$3.2
Property Acquisition	\$4.0	\$9.5
Acquired Property Improvements	\$0.0	\$2.0
The Park at Town Center	\$1.1	\$1.1
Public Art (system-wide)	\$0.5	\$1.0
James Keough Park	\$4.3	\$4.3
Richmond Highlands Park	\$5.5	\$5.5
Hillwood Park	\$2.8	\$3.8
Briarcrest (Hamlin East)	\$4.1	\$5.1
Forest Restoration	\$0.0	\$0.0
Ridgecrest Park	\$0.0	\$1.5
Shoreview Park	\$0.0	\$1.0
Kruckeberg ADA Improvements	\$0.5	\$0.5
<b>TOTAL BOND LEVEL</b>	<b>\$26.0</b>	<b>\$38.5</b>





# Bruggers Bog Park - \$3.2M



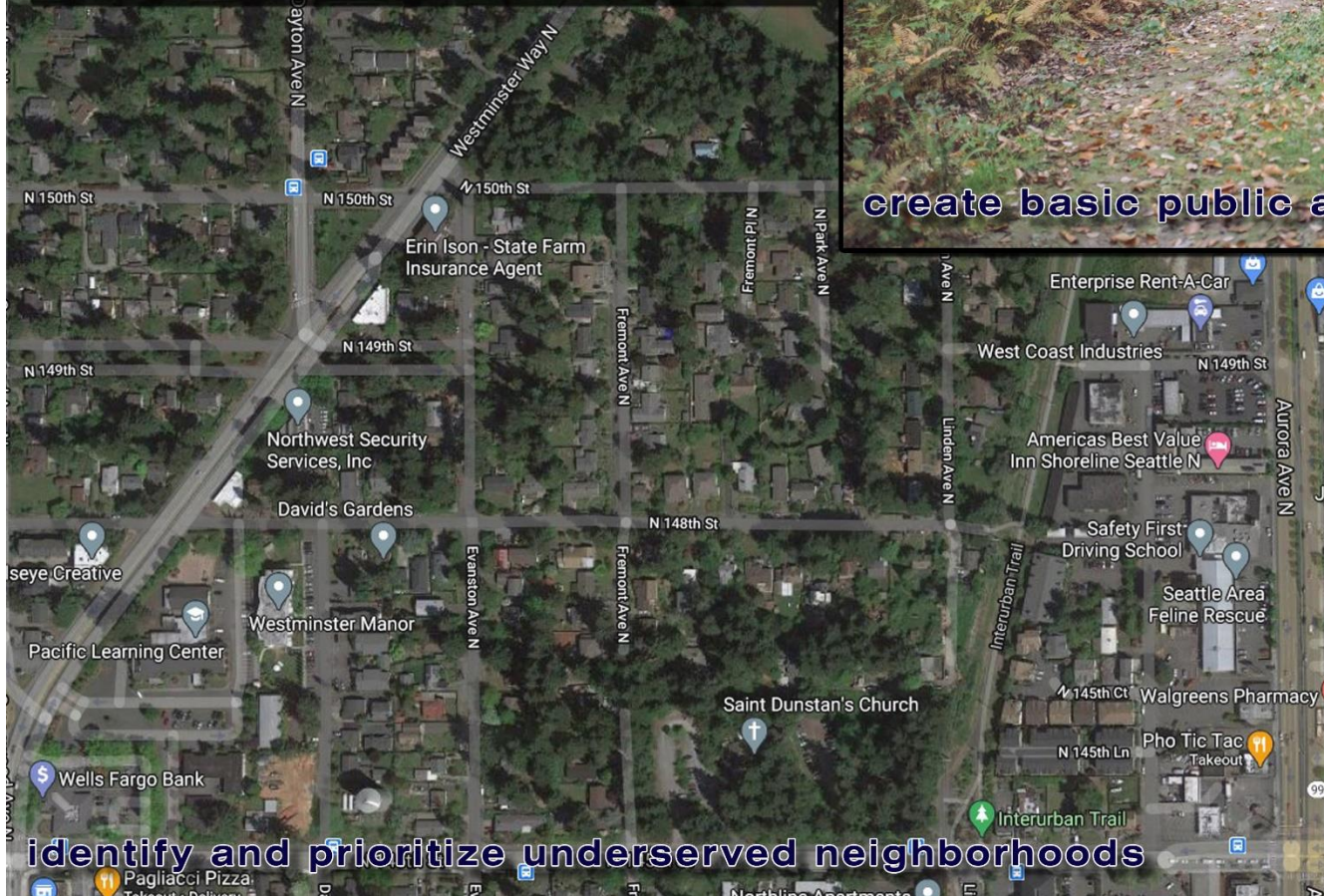


**demolish old structures**



Attachment A

**create basic public access**



**identify and prioritize underserved neighborhoods**



**clear blackberry and invasive weeds**

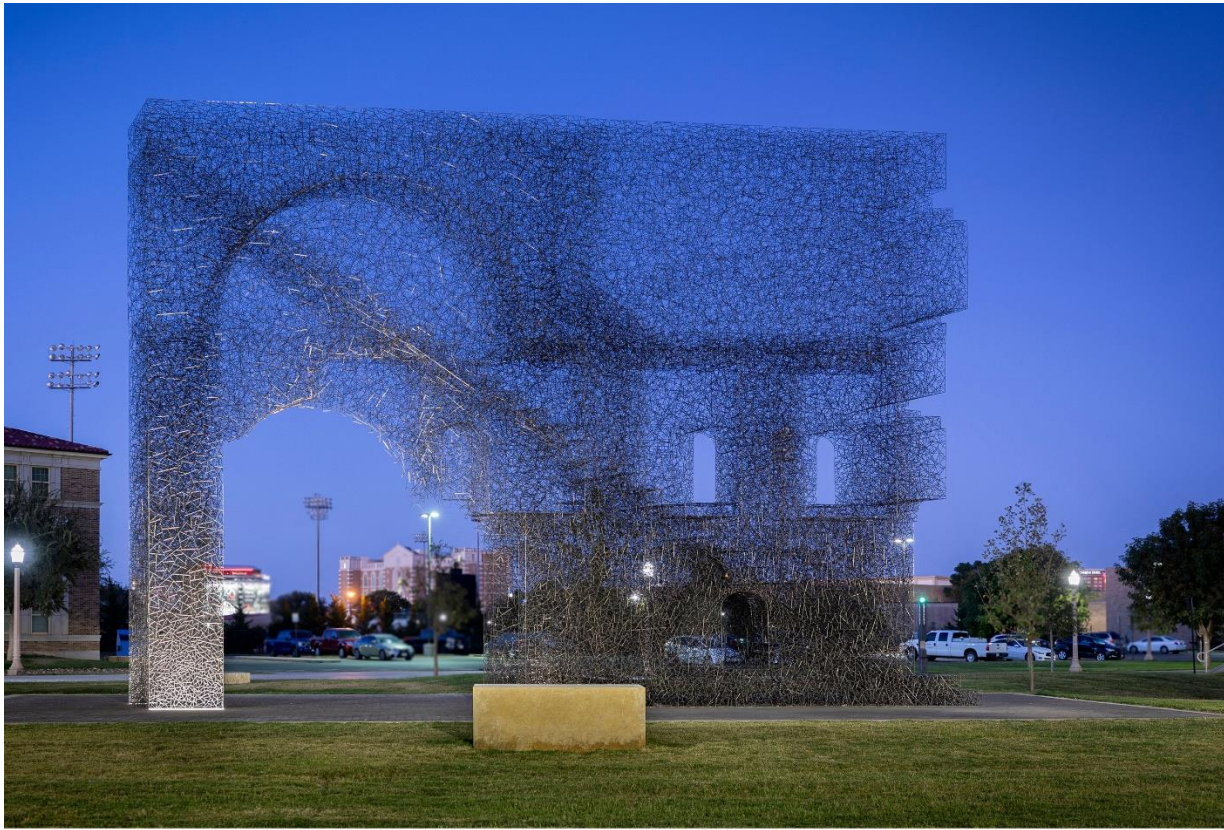
**Acquisition & Improvement**  
**\$9.5M-acquisition,**  
**\$2.0M-improvements**



the Park at Town Center - \$1.1M

Google





**Public Art - \$1.0M**



# James Keough Park - \$4.3M

Attachment A





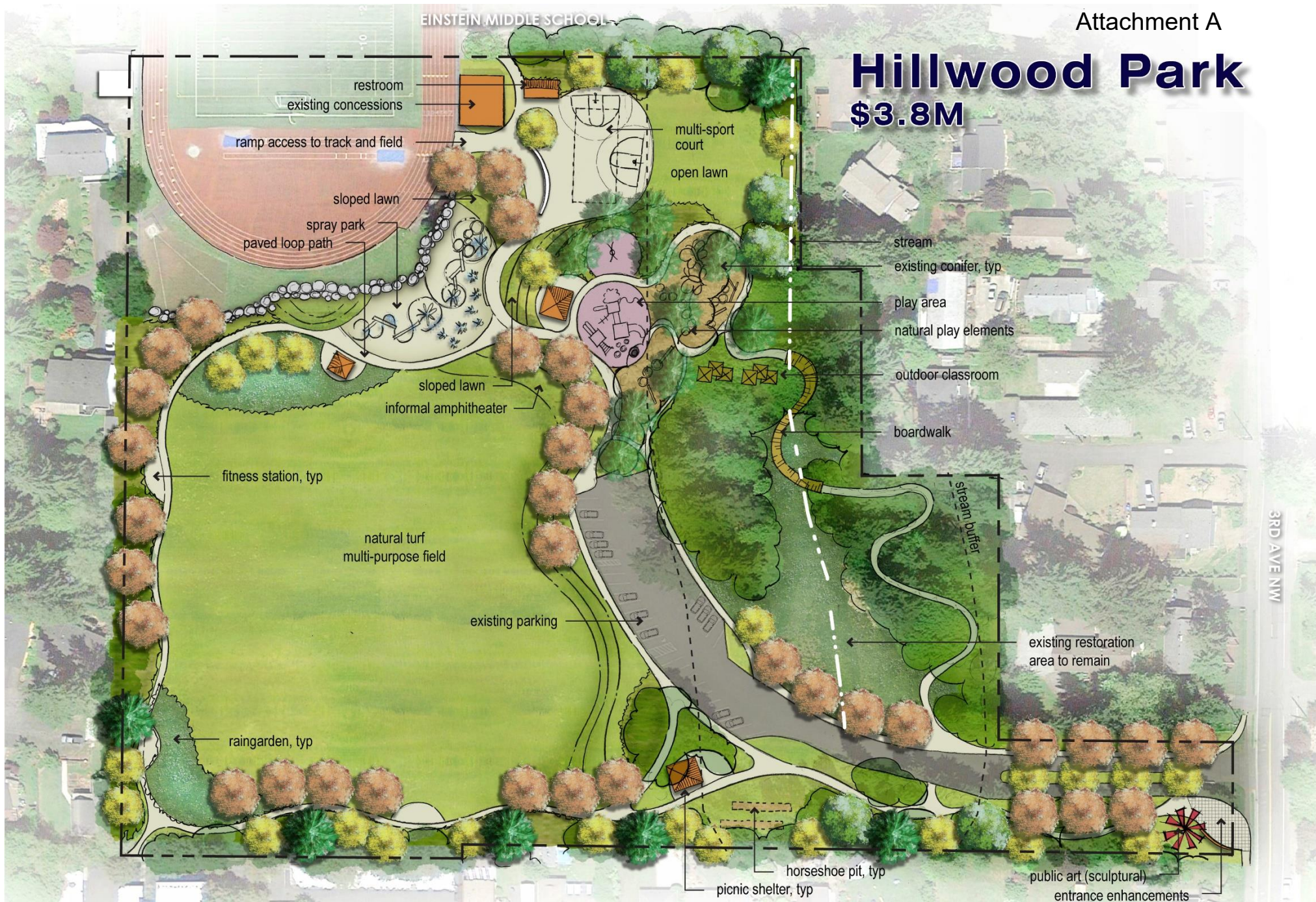
# Richmond Highlands Park - \$5.5M





# Hillwood Park

**\$3.8M**





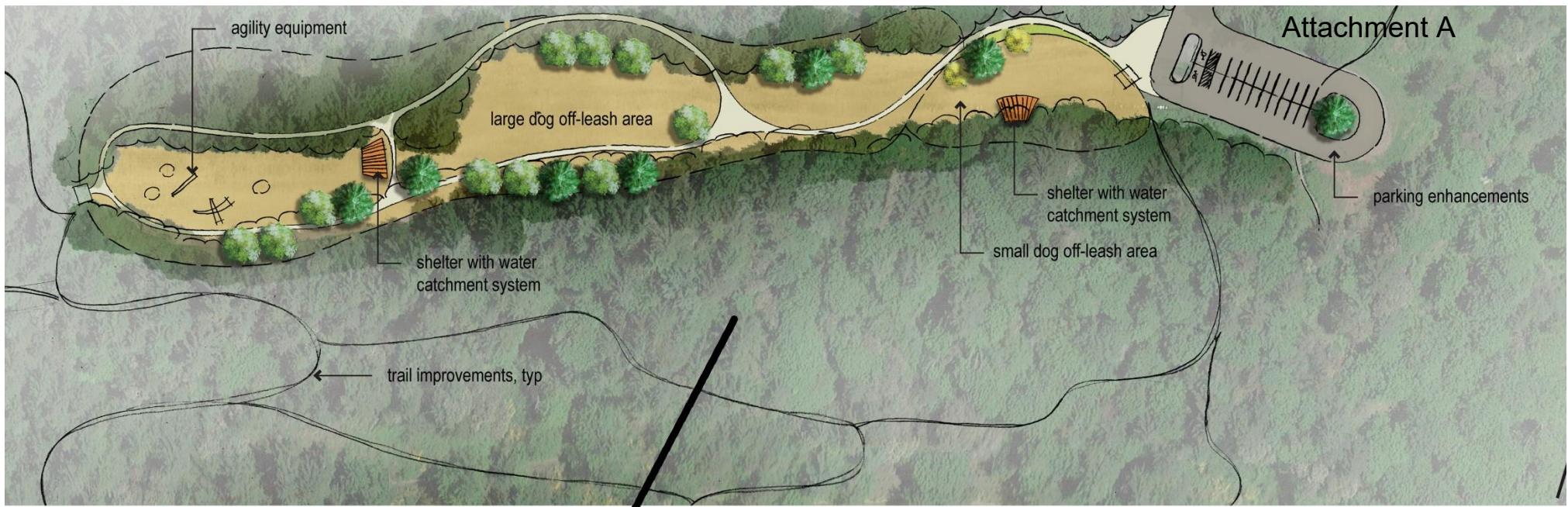
# Briarcrest / Hamlin East - \$5.1M











## Shoreview Park OLA

\$1.0M





# Kruckeberg ADA Improvements - \$0.5M



concept graphic by  
Kruckeberg Botanic Garden

Item	PFAC	Staff Recommendation	PRCS Board Recommendation	Staff Renewal Level	PRCS Board Renewal Level
	Cost (Millions)				
		Alternative 1a	Alternative 1b	Alternative 2a	Alternative 2b
<b>Priority Park Improvements</b>					
Briarcrest – Hamlin Park	\$6.7	\$5.1	\$5.1	\$5.1	\$4.1
Brugger's Bog	\$5.4	\$3.2	\$3.2	\$3.2	\$3.2
Hillwood	\$4.2	\$3.8	\$3.8	\$3.8	\$2.8
Richmond Highlands	\$5.6	\$5.5	\$5.5	\$5.5	\$5.5
James Keough	\$4.3	\$3.0	\$4.3	\$3.0	\$4.3
<b>Sub-Total</b>	<b>\$26.2</b>	<b>\$20.6</b>	<b>\$21.9</b>	<b>\$20.6</b>	<b>\$19.9</b>
<b>Priority Park Amenities</b>					
Town Center	\$3	\$0.0	\$1.1	\$0.0	\$1.1
Public Art	NA	\$1.0	\$1.0	\$0.5	\$0.5
Ridgecrest	\$3.4	\$1.5	\$1.5	\$0.0	\$0.0
Shoreview	\$1.8	\$1.7	\$1.0	\$0.0	\$0.0
Kruckeberg	NA	\$0.5	\$0.5	\$0.5	\$0.5
Trails	\$2.4	\$0.0	\$0.0	\$0.0	\$0.0
Forest Restoration	\$1	\$0.0	\$0.0	\$0.0	\$0.0
<b>Sub Total</b>	<b>\$11.6</b>	<b>\$4.7</b>	<b>\$5.1</b>	<b>\$1.0</b>	<b>\$2.1</b>
<b>Park Improvements &amp; Park Amenity Sub Total</b>	<b>\$37.8</b>	<b>\$25.3</b>	<b>\$27.0</b>	<b>\$21.6</b>	<b>\$22.0</b>
<b>Park Land Acquisition</b>					
Match for Conservation Futures Tax (CFT) grant for Paramount Open Space		\$0.6	\$0.6	\$0.6	\$0.6

Westminster Triangle Park		\$0.0	\$0.0	\$0.0	\$0.0
Brugger's Bog		\$1.6	\$1.6	\$1.6	\$1.6
Portion of property at Rotary Park		\$2.2	\$2.2	\$2.2	\$1.8
Additional property at Rotary Park, light rail station areas		\$5.1	\$5.1	\$0.0	\$0.0
Acquisition of 17828 Midvale Avenue N (Storage Court)		\$0.0	\$0.0	\$0.0	\$0.0
<b>Sub Total</b>	<b>\$15.0</b>	<b>\$9.5</b>	<b>\$9.5</b>	<b>\$4.4</b>	<b>\$4.0</b>
<b>Improvement to Acquired Property</b>					
Paramount Open Space, Westminster Triangle		\$0.77	\$0.77	\$0.0	\$0.0
Portion of property at Rotary Park		\$0.73	\$0.73	\$0.0	\$0.0
Additional property at Rotary Park, light rail station areas		\$2.2	\$0.5	\$0.0	\$0.0
<b>Sub Total</b>		<b>\$3.7</b>	<b>\$2.0</b>	<b>\$0.0</b>	<b>\$0.0</b>
<b>Park Acquisitions &amp; Related Improvements Sub Total</b>		<b>\$13.2</b>	<b>\$11.5</b>	<b>\$4.4</b>	<b>\$4.0</b>
<b>Total Proposed for Bond</b>	<b>\$52.8</b>	<b>\$38.5</b>	<b>\$38.5</b>	<b>\$26.0</b>	<b>\$26.0</b>
<b>Taxpayer Amount</b>					
20 Year	NA	\$112/year; \$9/month	\$112/year; \$9/month		
<b>Over/Under 2006</b>					
	NA	\$36/year; \$3/month	\$36/year; \$3/month		No change